

MEQUON POLICE DEPARTMENT

11300 N. Buntrock Ave.

Mequon, WI 53092

CITIZEN COMPLAINT AGAINST AN EMPLOYEE

This is to inform you of your rights and responsibilities with respect to filing a complaint against an employee of the Mequon Police Department.

The Mequon Police Department will **not** accept complaints that stem from a disagreement between the officer and complainant over the merits of an arrest or citation. The appropriate forum for such argument is in the courts. Obvious exceptions would include allegations of fabricated evidence, excessive force, et cetera. There are three options open to you.

- I. You may inform a department supervisor either verbally or in writing of your complaint and allow the supervisor to address the situation through whatever means he/she deems appropriate. In this case, you need not do anything further.
- II. You may request that the Mequon Police Department conduct a formal investigation.
 - A. In this case, you must provide the department with a written statement. Include the date, time of the incident, detailed facts of the incident, and witnesses, if any, including their full names, address, work and home phones. The statement must state specifically what you feel the officer did wrong; and what rule, regulation, or law you believe the officer violated.
 - B. Attach any documents or present any evidence you feel corroborates your allegation. False statements made either verbally, in writing, or in sworn testimony are subject to criminal and/or civil proceedings. **Sign the statement in the presence of the person receiving your complaint.**
 - C. You and the witnesses may be required to appear and give testimony, if necessary. You have a right to be represented by an attorney at any time.
- III. If you are not satisfied with the results of the department's investigation and conclusions, you may file your complaint directly with the Mequon Police and Fire Commission president. You must provide the same information and documents alluded to in the above paragraphs.
 - A. You and the witnesses may be required to appear and give sworn testimony. You may be represented by an attorney at any time. The Police and Fire Commission has the power to subpoena witnesses. Depending on the seriousness of the allegation, you could be subpoenaed to testify before the Commission, even if you later decide not to pursue the complaint.
 - B. Testimony before the Commission carries the same responsibility as testifying in a court of law: statements must be truthful. False statements made either verbally, in writing, or in sworn testimony are subject to criminal and/or civil proceedings.

It is a violation of State law to file a false report about a police officer; specifically, whoever knowingly makes a false complaint regarding the conduct of a law enforcement officer is subject to a Class A forfeiture.

When a complaint is filed with the Commission, the affected employee will be notified in writing within three (3) days. The Commission will schedule an initial hearing no sooner than ten (10) days and nor later than thirty (30) days from the date the complaint was filed. At the hearing, the Commission may:

- (1) dismiss the charges;
- (2) conduct an investigation or direct the Mequon Police Department to conduct an investigation and continue the hearing at a later date;
- (3) hear motions on legal matters; or
- (4) schedule a hearing at a later date.

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This form must be written in ink or typed and **signed in the presence of the person receiving the complaint.**

Today's Date _____

Name of Complaining Person _____

Address _____

Home Phone _____ Work Phone _____ Message _____

If you have witnesses, include them in the body of this statement with exactly the same information as above.

Date of Incident _____ Time of Incident _____ Location _____

Mequon Police Dept. employee's name (description if unknown) _____

Facts: _____

It is a violation of State law to file a false report about a police officer, specifically; whoever knowingly makes a false complaint regarding the conduct of a law enforcement officer is subject to a Class A forfeiture.

I swear and affirm this statement made by me this _____ day of _____ 20____ is true and correct to the best of my knowledge.

Signed _____

Witness: _____

