

Brandon-Fairwater Police Department

General Order Citizen Complaint Procedure(Mandatory)

	Effective Date March 1, 2020	Number 1-44
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Purpose

The purpose of this order is to provide guideline and procedures for prompt and just disposition of complaints made against Police Department Personnel to comply with Wisconsin State Statute 66.312(3) concerning Citizen Complaint Procedures.

Scope

This order shall apply to the receipt, recording, investigation and disposition of complaints and allegations of misconduct involving personnel of the police department.

Policy

It shall be the policy of the Police Department to receive and investigate complaints related to internal discipline in a manner that will assure the community of prompt corrective action when police department personnel conduct themselves improperly, while also protecting police department personnel from unwarranted criticism pursuant to the discharge of official duties.

Citizen complaints will not be investigated if the complaint is received more than ninety (90) days after the alleged incident, except if the complaint involves an alleged criminal violation, or the complainant can show good cause for not making the complaint within the specified time period.

Procedure

Any person coming into the police department with a complaint against an employee, of the police department, is to be given a copy of this policy along with the attached citizen complaint form. The form is to be completed by the person alleging an

impropriety of misconduct and shall be signed by the citizen. The signature will be witnessed by the officer receiving the complaint, who will also sign the form.

A copy of the completed form will be given to the citizen before leaving the department. The citizen complaint form will then be forwarded to the Chief of Police who will determine the type of incident. The Chief of Police will notify the Village Board of the incident and will either refer the incident to the Village Board or initiate an internal investigation in accordance with the department General order concerning internal investigations. (See General Order 1-43)

The complainant shall be contacted by the Chief of Police concerning the status of the complaint within ten days, whenever possible, from receipt of the complaint. In the event the investigation has not been, the Chief of Police will ensure that the complainant is again contacted when the investigation has been completed.

If a citizen is not satisfied with the action taken by the department regarding a specific complaint against an employee the citizen may consider filing formal written charges against the employee with the Village Board.

Chief Gary Durkee
Brandon-Fairwater Police Department

**BRANDON-FAIRWATER POLICE DEPARTMENT
CITIZENS COMPLAINT FORM**

DATE: _____

COMPLAINANT _____

ADDRESS _____

DATE OF BIRTH _____

TELEPHONE: HOME: _____ WORK: _____

OFFICER(S) INVOLVED _____

Details of complaint:

Complainant

(Copy of this completed form to be given to complainant)

Officer receiving Complaint

****Notice**** Wisconsin Statute 946.66(2) – False Complaints of Police
Misconduct- Whoever knowingly makes a false complaint regarding the conduct of a
law enforcement Officer is subject to a Class A forfeiture.