

City of Hayward Police Department

ADOPTED/EFFECTIVE DATE: January 01, 2018		NUMBER: Item #45	
SUBJECT: Citizen Complaint Against Officer	REVIEWED DATE: March 31, 2022	REVISED/EFFECTIVE DATE:	

Any person who requests to file a complaint against an Officer of the City of Hayward Police Department can do so by requesting the form to do so from any employee of the police department.

Any citizen who files a complaint regarding the conduct of an Officer of the City of Hayward Police Department shall do so in writing and the complaint must be notarized.

A complaint means a complaint that is filed as part of a procedure established under Wisconsin Statute 66.0511(3).

A law enforcement officer has the meaning given under Wisconsin Statute 165.85(2).

Any person who files a written complaint under Wisconsin Statute 66.0511(3) subjects themselves to the penalty of Wisconsin Statute 946.66 (False Complaints of Police Misconduct) if the person filing the complaint does so knowing that the complaint is false. A person found guilty of violating Wisconsin Statute 946.66 is subject to the penalties of a Class A forfeiture.

A person who wishes to file a complaint against a City of Hayward Police Department must do so within seven (7) days of the alleged violation and the complaint must be submitted to the Chief of Police and/or his designee. No complaint will be dismissed solely on the failure to file the complaint timely.

The complaint must be in writing and on the appropriate form. The complaint must include the date and time of the alleged violation, the act that is alleged to be the basis for the complaint and the names of any witnesses to the alleged violation.

If the complaint pertains to a violation of Department Policy the Chief of Police and/or his designee shall review the complaint and take the following action.

1. After review of the complaint, deny the complaint;
2. After review of the complaint, interview any witnesses to the allegation;
3. Refer the matter to the Public Safety Committee;
4. Notify the complainant.

If the alleged complaint is a violation of Wisconsin Statute:

1. The Chief of Police and/or or his designee can conduct an investigation of the allegation;
2. The Chief of Police and/or his designee can request an outside agency to conduct an investigation into the allegation;

3. Notify the complainant.

If after review/investigation of the complaint it is determined the complainant knowingly filed a false complaint, the Chief of Police and/or his designee will forward a report to the Sawyer County District Attorney's Office requesting that the complainant be charged with a violation of Wisconsin Statute 946.66.

Nature of Complaint:

Complainant's Name:

Home Address:

Business Address (if applicable):

If applicable, list other complainants and/or witnesses:

Telephone:

Member Involved: (1)

Member Involved: (2)

Member Involved: (3)

Location of Incident:

Description of Complaint (use additional pages if needed):

_____ being first duly sworn on oath, deposes and says that he/she is the complainant in the above described matter; that he/she has read the foregoing complaint and knows the contents thereof; that the same are true and complete to his/her knowledge, except as to those matters therein stated upon information and belief and as to those matters he/she believes the same to be true.

Complainant's signature under oath

Date

Subscribed and sworn to before me
this _____ day of _____, 20____.

Notary Public, Sawyer County, Wisconsin
My commission (is permanent) or expires:

Complaint Received By:

Date:

Time:

Summary of Incident:

Disposition of Complaint or Inquiry:

Resolved with Citizen and/or No Further Action Deemed Necessary:

Investigative Comments: