

THE FINAL DISPOSITION OF COMPLAINT

The completed investigation – once the initial complaint has been investigated and all of the facts gathered, the completed investigation will be reviewed. This review will determine if the member complied with the department's Code of Conduct or Standard Operating Procedures, DeForest village ordinances, or state or federal laws.

Decision of the Chief of Police – if the Chief determines that a violation occurred, disciplinary action or criminal charges may be sought against the member.

Notification – when the final disposition has been determined, a letter will be sent to the complaining citizen with this disposition.

The DeForest Police Department does not grant monetary awards or provide legal assistance. Information obtained during an investigation is considered confidential and will not be divulged except in accordance with Wisconsin State Statute 103.13, governing the release or inspection of personnel records.

For further information on the citizen complaint process, please contact:

***DeForest Police
Department
(608)846-6756***

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Village of DeForest Police Department



COMPLAINT PROCEDURES
A CITIZEN'S GUIDE
ENGLISH

INTRODUCTION

The following information is provided to you by the DeForest Police Department to inform you of the citizen complaint process.

Citizens who wish to express dissatisfaction with members or policies of this department should adhere to the following guidelines to ensure that a complete and proper investigation is conducted.

As a citizen, if you believe you have been mistreated or have not received adequate service, you have a moral and legal right to express dissatisfaction with your police department. This will not only make you a responsible citizen, but your input will help to improve the department.

If you believe that a member of this department has acted improperly or has violated the department's Code of Conduct or Standard Operating Procedures, DeForest village ordinances, or state or federal laws, you may file a written complaint with the department.

No member of the DeForest Police Department will attempt to interfere or influence your right to complain about the service this department provided to you. Your complaint will be thoroughly and impartially investigated.

Because of the responsibilities imposed on all parties involved in the citizen complaint process, we must inform you that Wisconsin State Statute 946.66 (2), False Complaints of Police Misconduct, states in part:

“Whoever knowingly makes a false complaint regarding the conduct of a law enforcement officer is subject to a Class A forfeiture.”

False complaints will be reviewed by the Dane County District Attorney's Office.

INSTRUCTIONS FOR FILING YOUR COMPLAINT

What is a complaint – a complaint is a written statement alleging that a member of the department has violated the department's Code of Conduct or Standard Operating Procedures, DeForest village ordinances, or state or federal laws.

Who can file a complaint – in most cases, a complaint may be filed by any citizen or agent representing the citizen. An agent is limited to an attorney, parent or guardian of a child or a translator representing a non-English speaking complainant. Agents may obtain a Citizen Complaint Form and

assist in its completion. All complaints are confidential.

What must be filed – in most cases when a complaint is filed, a supervisory officer will complete the narrative portion of the Citizen Complaint Form. If it is more convenient, you may complete the form at a later time and either mail it to the department or drop it off at the DeForest Police Department. Complaint forms and complaints can also be located online. You can file a complaint by email at DFPDCconduct@vi.deforest.wi.us.

If the complaint is to be returned by mail, please send it to the following address:

DeForest Police Department

Attn: Internal Affairs

110 South Stevenson St.

DeForest, Wisconsin 53532

REPORTING A COMPLAINT TO A SUPERVISORY OFFICER

A supervisory officer is there to assist with the filing of the complaint. Please cooperate by providing true and accurate information and following the instructions you are given. The following information is required to file a complaint:

- Your full name, date of birth, address and phone number
- The date and time of the incident
- The nature of the incident
- The names of all parties involved, including witnesses
- Any records, photographs, video or other evidence

WHAT HAPPENS WITH YOUR COMPLAINT

The investigation – the department will conduct a thorough investigation, including an interview of available witnesses.

Who will investigate – supervisors and/or detectives, under the direction of the Internal Affairs Commander, will conduct all investigations. Their duty is to gather all the facts and present those facts for review.

Length of investigation – most investigations will be completed in a timely manner. More complex investigations may take longer to complete.