

CITIZEN COMPLAINT PROCEDURE AND FORMS

Dear Citizen:

The public's trust, confidence, and support are vital to our mission of successful police service. The public is entitled to have ready access to the police administration that is sworn to serve and protect them. This access will help foster public understanding and acceptance of police procedures, and aid in the detection or correction of improper or undesirable practices.

The Seymour Police Department will strive to provide a fair, orderly, and uniformly applied process for receiving, investigating, and resolving complaints of alleged police misconduct.

Complainants against Seymour Police Department employees may be filed by contacting the Office of the Chief of Police. Complaints must be submitted in writing with all details regarding the incident. If assistance is needed with providing a statement this service will be provided for. All complaints will be actively investigated. A citizen complaint form is available at www.seymour-pd.com/ or at the Police Department located at 306 N. Main Street, Seymour, WI 54165.

When the complaint investigation is completed, the Police Chief will review the case and determine a course of action. You will receive a written response to the giving the disposition of the investigation.

If you are not satisfied with the Police Chief's decision, you may appeal the matter to my office for referral to the the City Council.

Ken Rottier

City Mayor

YOU HAVE THE RIGHT TO MAKE A COMPLAINT AGAINST A PEACE OFFICER FOR ANY IMPROPER POLICE CONDUCT. WISCONSIN LAW REQUIRES THIS AGENCY TO HAVE A PROCEDURE TO INVESTIGATE CITIZENS' COMPLAINTS. YOU HAVE A RIGHT TO A WRITTEN DESCRIPTION OF THIS PROCEDURE. THIS AGENCY MAY FIND AFTER INVESTIGATION THAT THERE IS NOT ENOUGH EVIDENCE TO WARRANT ACTION ON YOUR COMPLAINT; EVEN IF THAT IS THE CASE, YOU HAVE THE RIGHT TO MAKE THE COMPLAINT AND HAVE IT INVESTIGATED IF YOU BELIEVE THE OFFICER BEHAVED IMPROPERLY. CITIZEN COMPLAINTS AND ANY REPORTS OR FINDINGS RELATING TO COMPLAINTS MUST BE RETAINED BY THIS AGENCY FOR AT LEAST FIVE YEARS.

I have read and understood the above statement.

Complainant

Seymour Police Department

CITIZEN COMPLAINT REPORT

Your Name _____

Home Address _____ Phone () _____

Work Address _____ Phone () _____

Today's Date _____ Date and Time of Incident _____

Location of Incident _____

Name(s) of Police Employee(s) Involved (if known) _____

Name(s) of Witness(s) _____

Address _____

Phone () _____ () _____

Additional witness information attached.

Did you speak to a supervisor at the Seymour Police Dept. regarding the incident? YES NO

Would you like to speak to a supervisor prior to making a formal complaint? YES NO

If you've already spoken to a supervisor, name of supervisor: _____

DO NOT WRITE BELOW THIS LINE-FOR DEPARTMENT USE ONLY

Supervisor's Comments:

Name of Supervisor receiving complaint: _____

Copy to Complainant? YES NO Date _____ Emp. Int. _____

Forwarded to Chief of Police Date _____ Emp. Int. _____

