



Menomonee Falls Police Department

Citizen Complaint Form

For employees of the Menomonee Falls Police Department

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 our department. No member of the Menomonee Falls Police Department will attempt to interfere or influence your right to complain about the service this department provides to you. Your complaint will be thoroughly and impartially investigated. Before completing this form, please refer to attached citizen guide brochure that explains the process and defines possible findings.

Date: _____

Complainant Information

Name (first/last middle)
Address:
Phone:
Email:
Work Phone:

Employee(s) Involved

Name(s):
Badge Number(s):
Rank(s) (if known):
Description of employee(s):

Incident Information

Date:
Time:
Location:
Type of call or incident:
Call or Case number:

Details of Complaint

Filing of False Reports

Pursuant to Wis. Stats. Section 946.66(2), whoever knowingly makes a false complaint regarding the conduct of a law enforcement officer is subject to a Class A forfeiture.

Complainant Signature: _____ Date: _____

OFFICE USE ONLY

Complaint Received (in-person, mail, submitted to front office):

Supervisor/Commander taking complaint: _____ Date: _____

Date & Time Received by the Chief of Police:

Control Number: **1234567890** Investigator Assigned: **Dr. John Doe**

This completed/signed complaint form can be submitted to the following address:

Menomonee Falls Police Department
Attn: Chief of Police
W156 N8480 Pilgrim Rd.
Menomonee Falls, WI 53051

Complaint Procedure

Your complaint may be resolved informally or formally.

An informal complaint will normally be handled and resolved immediately with the employee's supervisor speaking with the employee and expressing your concerns to him/her. If you choose for your complaint to be handled informally, you are encouraged to contact the Menomonee Falls Police Department and request to speak with the appropriate supervisor.

A formal complaint will require that you submit this form, ensuring your name and signature are provided. An investigation will then take place. Under most circumstances, investigation of a complaint will be completed within thirty (30) days at which time the complainant will be provided a written disposition from the Chief of Police. If the complaint is not resolved to the satisfaction of the complainant, the complainant may either request a meeting with the Chief of Police to discuss the matter.