

INFORMATION REGARDING FILING A COMPLAINT

Board of Police and Fire Commissioners
City of Sheboygan, Wisconsin

If you believe a police officer or firefighter, employed by the City of Sheboygan, Wisconsin, has violated a department rule, city ordinance, state or federal law, or standards of acceptable conduct, you may file a complaint with the President of the Board of Police and Fire Commissioners. Enclosed is a complaint form that can be used for this purpose.

A complaint you file can be based on your personal knowledge of a matter or on information obtained from other sources; ~~please-you must~~ provide the name and address of each source, or otherwise identify the source of your information, such as a document that has information supporting the complaint.

If your charges are made under oath ~~and~~, in the presence of a notary public, the complaint will be treated as a formal complaint; if the complaint form is not notarized, it will be treated as an informal complaint. In either case, the Board will carefully review your complaint. You should be aware that under the provisions of Wisconsin Statutes Section § 946.32, ~~Wisconsin Statutes~~, making a false statement under oath or affirmation may be treated as a felony.

Please note that a formal complaint filed with the Board commences an adversarial proceeding, i.e., an administrative lawsuit, in which you are responsible for presenting your case to the Board. The Board does not actively investigate or review your complaint, but sits in judgment much like a court.

If you choose not to use the enclosed form, but wish to make the Board aware of a complaint you have about the actions of a police officer or a firefighter, you may write a letter to the Board detailing your concerns; ~~please-you must~~ cite the rule, ordinance, law or standard of conduct you believe the individual violated. However, the Board cannot initiate a disciplinary action in the absence of a formal complaint.

If you file a complaint with this Board, you may ask that your identity, information you provide, or both be kept confidential. To the extent permitted by state law, the Board will respect your request. However, the Board cannot promise unlimited confidentiality; the news media or any person may ask to see a copy of your complaint and related documents; the Board may be legally required to honor such a request.

Before filing a formal complaint with the Board, you must first file a complaint with the Chief of the Police Department or the Chief of the Fire Department. Both departments have forms that can be used for this purpose. You also may wish to consult an attorney before filing a complaint with the Board or the department having jurisdiction over the police officer or firefighter involved.

Board of Police and Fire Commissioners
City of Sheboygan
c/o City Clerk
828 Center Ave.
Sheboygan, WI 53081

COMPLAINT

This complaint is filed pursuant to Wisconsin Statutes Section§ 62.13(5)(b), ~~Wisconsin Statutes~~, permitting charges to be filed against a police officer or firefighter. Charges against a subordinate may be filed by the chief of a department, by the Board of Police and Fire Commissioners or any of its members, or by an aggrieved person.

INFORMATION ABOUT PERSON FILING COMPLAINT

Name: _____

Address: _____

Telephone No.: _____

Best time(s) to call: _____

INFORMATION ABOUT PERSON NAMED IN THE COMPLAINT

Name: _____

Rank (if known): _____

Employing Department: ☐ Police ☐ Fire

STATEMENT OF CHARGES

Describe the action on the part of the person named in this complaint you believe violated a department rule, city ordinance, state or federal law, or standards of acceptable conduct. Use additional sheets if you need more space, initial each and attach them to this form.

SOURCES OF INFORMATION

If the actions described in the Statement of Charges are based, in whole or in part, on information obtained from other sources, please provide the name and address of each source, or otherwise identify the source of your information, such as a document that has information supporting the complaint.

SPECIFICATION OF VIOLATION

Cite the department rule, city ordinance, state or federal law, or standards of acceptable conduct you believe the person named in this complaint violated.

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- ☐ I request that my name be kept confidential.
 - ☐ I request that my address and telephone number be kept confidential.
 - ☐ I request that sources of information provided as part of this complaint be kept confidential.
 - ☐ I do not request confidentiality in this matter.

Complainant's Signature

Date Signed

STATE OF WISCONSIN)
) SS.
_____ COUNTY)

Complainant's Signature

Notary Public _____ County, WI
My commission (is) _____
(expires) _____