

INFORMATION REGARDING FILING A COMPLAINT

Dear Concerned Citizen,

Thank you for contacting the City of Sheboygan Police and Fire Commission. 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.

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. 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.

A complaint you file can be based on your personal knowledge of a matter or on information obtained from other sources. Clearly describe the conduct you believe was inappropriate and include the names and contact information of any witnesses, or otherwise identify the source of your information, such as a document that has information supporting the complaint. It's especially important that you provide your own contact information as well. You may attach additional pages if needed.

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 § 946.32 and 946.66(2), 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; 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.