



## **Balsam Lake Water Safety Patrol**

P.O. Box 202  
Balsam Lake, WI 54810

Thomas J Thompson  
Chief

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### **CITIZEN COMPLAINT AGAINST AN EMPLOYEE**

#### **This is to inform you of your rights and responsibilities with respect to filing a complaint against an employee of the Balsam Lake Water Safety Patrol**

The Balsam Lake Water Safety Patrol will not accept complaints that stem from a disagreement between the officer and complaints over the merits of an arrest or citation. The appropriate forum for such argument is in the courts. Obvious exceptions would include allegations of fabricated evidence, excessive force, et cetera. There are three options open to you;

1. You may inform a department supervisor (Chief) either verbally or in writing of your complaint and allow the supervisor (Chief) to address the situation through whatever means he/she deems appropriate. In this case you need not do anything further.
2. You may request that the Balsam Lake Water Safety Patrol conduct a formal investigation.
  - a. In this case, you must provide the department with a written statement. Include the date, time of the incident, detailed facts of the incident, and witnesses, if any, including their full names, address, work and home phones. The statement must state specifically what you feel the officer did wrong; and what rule, regulation or law you believe the officer violated.
  - b. Attach any documents or present any evidence you feel corroborates your allegation. False statements made either verbally, in writing, or in sworn testimony may be subject to criminal and/or civil proceedings. **Sign the statement in the presence of the person receiving your complaint.**
  - c. You and the witnesses may be required to appear and give testimony, if necessary. You have a right to be represented by an attorney at any time, at your own expense.
3. If you are not satisfied with the results of the department's investigation and conclusions, or the complaint is against the Chief; you may file your complaint with the President of the Balsam Lake Protection and Rehabilitation District. This could go to a Police Review Board for disciplinary actions under State Statute 62.13(5). You must provide the same information and documents alluded to in the above paragraphs.
  - a. You and the witnesses may be required to give sworn testimony. You may be represented by an attorney at any time, at your own expense. The Police Review Board has the power to subpoena witnesses. Depending on the seriousness of the allegation, you could be subpoenaed to testify before the Review Board, even if you later decide not to pursue the complaint.
  - b. Testimony before the Review Board carries the same responsibility as testifying in a court of law: statements must be truthful. False statements made either verbally, in writing, or in sworn testimony are subject to criminal and/or civil proceedings.

#### **NOTICE**

On May 12, 1998, Wisconsin State Statute, 66.312(3), was amended to require that notice be given to any person who makes a complaint against a law enforcement officer, that under Sec 946.66, WI Statutes states: ***"Whoever knowingly makes a false complaint regarding the conduct of a law enforcement officer is subject to a class A Forfeiture."*** A class A Forfeiture can be up to \$10,000

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This form must be written in ink or typed and **signed in the presence of the person receiving the complaint.**

Today's Date \_\_\_\_\_

Name of Complaining Person \_\_\_\_\_  
First Name Middle Name Last Name

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_  
Street Address City State Zip Code

Home Phone (\_\_\_\_)\_\_\_\_\_ Cell Phone (\_\_\_\_)\_\_\_\_\_

If you have witnesses, include them/their information, in the body of this statement with exactly the same information as above.

Date of Incident \_\_\_\_\_ Time of Incident \_\_\_\_\_ am pm

Location of Incident \_\_\_\_\_

Balsam Lake Water Safety Patrol employees name \_\_\_\_\_

**Briefly state the nature of the complaint:** (use additional sheet(s) if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*It is a violation of Wisconsin State Law to file a false report about a police officer according to State Statute 946.66, specifically; whoever knowingly makes a false complaint regarding the conduct of a law enforcement officer is subject to a Class A forfeiture. A Class A forfeiture can be up to \$10,000.*

I swear and affirm this statement made by me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ is true and correct to the best of my knowledge.

Signed \_\_\_\_\_ Witness \_\_\_\_\_  
Complaining person