

(You may use additional sheets or submit a separate written statement)

WITNESS / OTHERS INVOLVED

Last Name: _____ First Name: _____ Middle Initial: _____

Birth Date: _____ *Sex _____ *Race _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Other Phone: _____ Involvement: _____

Last Name: _____ First Name: _____ Middle Initial: _____

Birth Date: _____ *Sex _____ *Race _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Other Phone: _____ Involvement: _____

**To be used for Milwaukee Police Department statistics.*

(You may use additional sheets or submit a separate written statement)

DESIRED OUTCOME

What would you like to have happen as a result of filing this complaint?: _____

SIGNATURE

By signing the line below, I am affirming that I have read the ***Milwaukee Police Department Complaint Procedures A Citizen's Guide*** pertaining to the citizen complaint process and the details contained in my statement are true and correct to the best of my knowledge.

Signature _____ Date _____

MILWAUKEE POLICE DEPARTMENT USE ONLY

Resolved at District Level Request Investigation by: _____
District/Bureau

Request I.A.D. Investigation Commanding Officer: _____

THE FINAL DISPOSITION OF COMPLAINT

The completed investigation – once the initial complaint has been investigated and all of the facts gathered, the completed investigation will be reviewed. This review will determine if the member complied with the department's Code of Conduct or Standard Operating Procedures, Milwaukee city ordinances, or state or federal laws.

Decision of the Chief of Police – if the Chief determines that a violation occurred, disciplinary action or criminal charges may be sought against the member.

Notification – when the final disposition has been determined, a letter will be sent to the complaining citizen with this disposition.

Alternative complaint procedure – citizens also have the option of having their complaints reviewed by the Fire and Police Commission. For further information regarding this process, please contact the following:

Fire and Police Commission
200 East Wells Street, Room 706
Milwaukee, Wisconsin 53202
(414) 286-5000

The Milwaukee Police Department does not grant monetary awards or provide legal assistance. Information obtained during an investigation is considered confidential and will not be divulged except in accordance with Wisconsin State Statute 103.13, governing the release or inspection of personnel records.



For further information on the citizen complaint process, please contact:

**Internal Affairs
Division
(414) 935-7942**

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MILWAUKEE POLICE DEPARTMENT



COMPLAINT PROCEDURES
A CITIZEN'S GUIDE

ENGLISH

INTRODUCTION

The following information is provided to you by the Milwaukee Police Department to inform you of the citizen complaint process.

Citizens who wish to express dissatisfaction with members or policies of this department should adhere to the following guidelines to ensure that a complete and proper investigation is conducted.

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 the department.

If you believe that a member of this department has acted improperly or has violated the department's Code of Conduct or Standard Operating Procedures, Milwaukee city ordinances, or state or federal laws, you may file a written complaint with the department.

No member of the Milwaukee Police Department will attempt to interfere or influence your right to complain about the service this department provided to you. Your complaint will be thoroughly and impartially investigated.

Because of the responsibilities imposed on all parties involved in the citizen complaint process, we must inform you that Wisconsin State Statute 946.66 (2), False Complaints of Police Misconduct, states in part:

“Whoever knowingly makes a false complaint regarding the conduct of a law enforcement officer is subject to a Class A forfeiture.”

False complaints will be reviewed by the Milwaukee County District Attorney's Office.

INSTRUCTIONS FOR FILING YOUR COMPLAINT

What is a complaint – a complaint is a written statement alleging that a member of the department has violated the department's Code of Conduct or Standard Operating Procedures, Milwaukee city ordinances, or state or federal laws.

Who can file a complaint – in most cases, a complaint may be filed by any citizen or agent representing the citizen. An agent is limited to an attorney, parent or guardian of a child or a translator representing a non-English speaking complainant. Agents may obtain a Citizen Complaint Form and

assist in its completion. A complaint may be filed at any police district, bureau or division. All complaints are confidential.

What must be filed – in most cases when a complaint is filed, a supervisory officer will complete the narrative portion of the Citizen Complaint Form. If it is more convenient, you may complete the form at a later time and either mail it to the department or drop it off at any police district, bureau or division.

If the complaint is to be returned by mail, please send it to the following address:

**Milwaukee Police Department
Internal Affairs Division
6680 North Teutonia Avenue
Room 325
Milwaukee, Wisconsin 53209**

REPORTING A COMPLAINT TO A SUPERVISORY OFFICER

A supervisory officer is there to assist with the filing of the complaint. Please cooperate by providing true and accurate information and following the instructions you are given. The following information is required to file a complaint:

- Your full name, date of birth, address and phone number
- The date and time of the incident
- The nature of the incident
- The names of all parties involved, including witnesses
- Any records, photographs, video or other evidence

WHAT HAPPENS WITH YOUR COMPLAINT

The investigation – the department will conduct a thorough investigation, including an interview of available witnesses.

Who will investigate – supervisors and/or detectives, under the direction of the Internal Affairs Division, will conduct all investigations. Their duty is to gather all the facts and present those facts for review.

Length of investigation – most investigations will be completed in a timely manner. More complex investigations may take longer to complete.