



Holmen Police Department

Policy and Procedures

How to make a citizens complaint:

1. If you wish to make a complaint about the actions of a Police Officer, or about any aspect of police operations please do so as follows:
 - a. Come to the Police Department and tell any employee that you want to make a complaint; or
 - b. Call the Police Department or the Chief of Police at the office and tell the person answering the phone that you want to make a complaint; or
 - c. Write your complaint and mail it to the Chief of Police
2. A supervisory officer will give you a citizen's complaint form. This form asks you to identify yourself and then to give specific detail about your complaint.
3. Your complaint will then be investigated. You may be contacted and asked additional questions about your complaint.
4. If it is going to take a long time to investigate your complaint, you will receive a letter telling you approximately when you may expect a reply.
5. When your complaint has been investigated, the Chief of Police will review the investigation and will write you a letter explaining what has been found out about the matter.

Approved: _____

Shane Collins
Chief of Police

Holmen Police Department
Citizen Complaint Form

Date: _____ Case Number: _____

Complainant: (First, M, Last) _____

Address: _____

Phone Number: _____

Officer(s) Involved: _____

Date of Occurrence: Month _____ Day _____ Year _____

Approximate Time of Occurrence: _____ A.M./P.M.

Location: _____

Statement:

Witness: _____ Phone: _____

Witness Address: _____

Police Vehicle Involved? Yes _____ No _____

If yes, what jurisdiction: HPD _____ OPD _____ County _____ Other _____

I have read this complaint and certify that the facts contained therein are true and correct to the best of my knowledge. I also understand that the information supplied may be used in a court of law if further action is required.

_____ Date/Time _____

Complainant Signature

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Citizen Complaint

I understand that this statement of complaint will be submitted to the Holmen Police Department Chief of Police and may be the basis for an investigation. Further, I sincerely and truly declare and affirm that the facts contained herein are complete, accurate and true to the best of my knowledge and belief. I understand that any statements that I have made in this document that are knowingly false will subject me to penalties as afforded by Wisconsin State Statute 946.66, False Complaints of Police Misconduct. Further, I declare and affirm that my statement has been made by me voluntarily without persuasion, coercion, or promise of any kind.

I understand that under the regulations of the Police Commission Rules, the officer against whom this complaint is filed may be entitled to request a hearing before a review board. By signing and filing this complaint, I hereby agree to appear before a review board, if one is requested by an officer or required by the Police Commission of the Village of Holmen and to testify under oath concerning all matters relevant to this complaint. I further agree to appear as necessary to assist in the investigation of this complaint should further information be required.

Signature of Complainant

Date

Signature of Person Receiving Complaint

Date and Time Received

Approved: _____
Shane Collins
Chief of Police