

Citizen Feedback Form

General Order 1010.3.2



Chief of Police
Matthew D. Johnson

WATERFORD POLICE DEPARTMENT CITIZEN FEEDBACK POLICY

The Waterford Police Department will evaluate complaints of police misconduct and complaints regarding policies and procedures, investigate when appropriate and provide a fair and just finding for the complainant and employee. Although complaints can be made orally or in writing, the department may not be able to investigate anonymous complaints as it is difficult to corroborate information and follow up with witnesses.

Minor complaints can be made in person or by telephone to the shift commander by calling the Waterford Police Department at 262-534-2119. Formal complaints should be made in writing.

Positive Feedback Procedure

- Select "Yes" for "Citizen Compliment."
- Fill out the top portion of the form.
- Provide a brief description of your positive experience or feedback.
- Forward this form by mail or in person to:

Waterford Police Department
415 N. Milwaukee St.
Waterford, WI 53185

Formal Complaint Procedure

- Select "Yes" for "Citizen Complaint."
- Fill out the form found on the reverse side of this document. If you need additional space, please add pages as needed.
- Please provide as much information as possible.
- Filing an anonymous complaint, or failing to include the identity of witnesses will make it extremely difficult or impossible to corroborate the information provided.
- Sign the acknowledgement at the bottom of the complaint form.
- If you mail your complaint, have your signature notarized.
- If you deliver your complaint in person, please ask to see a supervisor/shift commander who will provide the notarization or witnessed free of charge.
- Your complaint will be evaluated and investigated as appropriate. You will receive written notification of the disposition of your complaint.

Questions about this complaint procedure can be directed to the shift commander by contacting the Waterford Police Department at 262-534-2119.

Citizen Feedback Form
General Order 1010.3.2



Chief of Police
Matthew D. Johnson

**Waterford Police Department
Citizen Feedback Form**

Date: _____

Citizen Compliment: Yes / No
Citizen Complaint: Yes / No

Your Name: _____ Phone: _____

Case Number: (if applicable) _____

Additional Phone Numbers: _____

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

Incident Date: _____ Incident Time: _____ Incident Location: _____

Police Officers/Employees Involved: (provide name, badge number, squad number or description)

Witnesses: (provide, names, addresses and phone numbers)

Narrative: (What happened? Use additional sheets if necessary)

Citizen Feedback Form

General Order 1010.3.2



Chief of Police

Matthew D. Johnson

Wisconsin Statute 946.66 provides for criminal penalties for individuals who knowingly make false complaints against police officers.

I have read and understand the above statement. The information contained in this complaint and attached statements are true and correct. **(Positive compliments are not required to be notarized.)**

Signature

Subscribed and sworn to before me at _____ on _____

Notary Public Seal My commission Expires _____