



## **POLICE DEPARTMENT**

115 Main St, Delafield, WI 53018 ♦ Phone: 262-646-6240 ♦ Fax: 262-646-6242

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### **CITIZEN COMMENDATION/COMPLAINT FORM**

It is the mission of the City of Delafield Police Department to provide effective and efficient services to residents and visitors in order to maintain a safe and secure community. Ensuring our officers are held accountable for their actions is part of that mission. The Citizen Commendation/Complaint form is one way citizens can help us maintain that accountability.

#### **Commendations**

Citizens may commend actions taken by employees of the City of Delafield Police Department by:

- Calling the Police Department at 262-646-6240 and asking for a supervisor.
- Writing a letter to the City of Delafield Police Department
- Complete the Commendation/Complaint Form available at the Police Department website, at our department, or at City Hall located at 500 Genesee St.

Commendations will be reviewed by a supervisor and considered for appropriate action. At minimum the officer will be notified of the commendation and a copy will be placed in their personnel file.

#### **Complaints**

Complaints may be filed in person, by telephone, or by completing the Commendation / Complaint Form. Complaints may be anonymous, however we ask for a name so we can keep the complainant apprised of the investigation and notify them of the disposition. Due to privacy laws we will not be able to provide specific details about the investigation.

You also have the right to take your complaint directly to the City of Delafield Police Commission.

Complaints will be reviewed by a supervisor and further investigation will take place as appropriate. The final disposition is determined by the Chief of Police. Investigations into complaints will be completed as quickly as possible. Some investigations may take longer and complainants will be kept informed as the investigation continues.

Disagreements on issuance of citations or probable cause for arrest will not be investigated as a complaint. The appropriate court will make a decision related to those matters.

Knowingly making a false complaint against a law enforcement officer is subject to forfeiture per Wisconsin Statute 946.66. If a complaint is made in good faith and it is unfounded or the officer is exonerated there will be no further action. Should it be determined the allegation was intentionally false, or intended to discredit or embarrass the department member, criminal or civil actions may be taken.

Please complete as much of the information on the form as possible. The statement portion should include enough detail for an appropriate inquiry or investigation. If known include contact information for witnesses so they may be interviewed as part of the process.

You may drop the form off in person or mail it to:  
City of Delafield Police  
Attn: Captain Robert Hagen  
115 Main St  
Delafield, WI 53018





