



IA#: ____ - ____

Sparta Police Department Citizen Complaint Process

The Sparta Police Department takes allegations of police misconduct seriously and has developed this packet to assist you in better understanding the process.

There are two forms of complaints, formal and informal. Formal complaints are made in writing and are reserved for serious misconduct allegations such as, corruption, misuse of force, civil rights violations, or criminal misconduct. Due to the serious nature of these allegations you may be asked to swear an oath before a notary public regarding the validity of your complaint. Informal complaints can be made verbally or in writing to a police superior for perceived minor infractions or inappropriate behavior. Both are important and will be thoroughly investigated. The majority of complaints lodged against Sparta Police officers are informal and resolved by the employee's superior.

The attached Complaint/Allegation form should only be used to report allegations of police employee misconduct. Disagreements over the merits of an arrest, citation, or ticket do not come under the purview of the complaint process, unless employee misconduct is alleged. By law, complaints may also be sent to the City of Sparta Police and Fire Commission (PFC). Again, there must be a clear allegation of police officer misconduct for the PFC to take action.

Generally, complaint investigations are concluded within 30 days, unless the Chief of Police extends that time due to extenuating circumstances. The officer or employee named in the complaint will be notified of the complaint and its substance, unless doing so would hinder the investigation. If you filed a written complaint, you will be notified when the investigation is complete and the disposition of the complaint.

Written complaints and any investigative findings against police employees are subject to Wisconsin open records law and may be released to the media or other requesters. You may request confidentiality by circling "YES" on the complaint form; however, it is not possible to guarantee confidentiality.

Wisconsin law requires that we inform you that, ***"whoever knowingly makes a false complaint regarding the conduct of a law enforcement officer is subject to a class A forfeiture"***. All instances of false reporting are referred to the Monroe County District Attorney's Office for prosecution.

If you have any questions regarding the complaint process, please call the Sparta Police Department at 608-269-3122 and ask to speak with a member of Police Administration.

Completed forms may be dropped off at the Sparta Police Department or mailed to the following address:

Sparta Police Department
Administration
121 E. Oak St.
Sparta, WI 54656



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What would you like to see happen as the result of your complaint?

In accordance with Wisconsin state law you are hereby notified that, **“whoever knowingly makes a false complaint regarding the conduct of a law enforcement officer is subject to a class A forfeiture”**.

Complainant’s Certification:

“I hereby certify that to the best of my knowledge, and under penalty of perjury, that the statements made herein are true”.

(Complainant’s signature and date)

Subscribed and sworn to before me
On the ____ day of _____, 20__.

Notary Public for the State of Wisconsin
My commission expires _____.