

Brown County Sheriff's Office

Professional Standards Division

2684 Development Drive

Green Bay, WI 54311

Completing the Citizen Complaint Form

The Brown County Sheriff's Office (BCSO) is committed to providing professional, high quality services to all citizens; the BCSO does not tolerate misconduct or wrongdoing on the part of its members. If individuals believe they have been subjected to, or witnessed police misconduct of any type, the BCSO encourages them to report the incident.

This form has nothing to do with any alleged violation of State or local laws pending against you or anyone else; investigation into any allegation in which the incident is pending before the courts may be deferred until after the adjudication of the case.

The Professional Standards Division is responsible for ensuring that complaints of officer misconduct are investigated and handled properly. If the conduct is a matter of procedural error it may be forwarded to their Division Director for follow-up.

Your identity, if you so choose, will remain confidential from the officer(s) alleged to be involved. If for a legitimate reason you wish to remain anonymous, please indicate the reason why.

Things to Remember When Making a Complaint

When filing a complaint, the following information is very important when describing the event.

- ⇒ The day, date, time and location of the incident.
- ⇒ The officer's name, badge number and physical description.
- ⇒ Witnesses' name(s), address and phone numbers.
- ⇒ License numbers for any vehicle(s) involved in the incident.
- ⇒ Any other evidence you feel may be important, such as copies of traffic tickets, police reports, photographs, and medical records. If you have injuries, include their nature and extent.

It is vitally important that you file your complaint as soon as possible.

You have the right to make a complaint against a police officer for any action you perceive to be improper police conduct. This agency may find after investigating the complaint, there is not enough evidence to warrant action on your complaint. Even if that is the case, you have the right to make the complaint and have it investigated if you believe the officer behaved improperly.

This complaint form is an official record of the Brown County Sheriff's Office; ***it is against the law to make a complaint that you know to be false and you may be charged and prosecuted for a crime.***

If you wish to make your complaint in person you may contact the Professional Standards Division for an appointment at one of the following telephone numbers:

(920) 448-4456 or (920) 448-4204

Citizen Complaint Form

File complaints about Brown County Sheriff's Office on this form. Return the completed, signed and notarized form to the address listed above attention Professional Standards Division or may be hand delivered at the same location.

COMPLAINANT INFORMATION:			
Name (Last)	First	MI	
Street	City	State	Zip Code
Home Telephone	Alternate Telephone Number	Best Time to contact You?	

INFORMATION:	
<p>It is important that you provide as much factual detail as possible so that your complaint can be thoroughly investigated. After your complaint is reviewed, you may be contacted for any necessary follow-up.</p>	
Date of Contact:	Approximate Time:
Location of Contact:	

REASON FOR THE COMPLAINT: (Attach additional pages if necessary)

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WITNESS INFORMATION:

Name:		Phone:	
Address:			
Name:		Phone:	
Address:			

ADDITIONAL INFORMATION:

Was Someone Arrested? <input type="checkbox"/>	Charge(s)	
Yes <input type="checkbox"/> No <input type="checkbox"/>	Involved?	
Name of Person Arrested?		
How would you like to see the complaint resolved?		