MOUNT PLEASANT POLICE AND FIRE COMMISSION

Citizen Complaint/Charge Procedure

I. Purpose

A. This procedure is designed to inform citizens as to the proper procedure for filing complaints or charges against members of the Police or Fire Department, pursuant to Wis. Stat. § 66.0511(3) (complaints) and Wis. Stat. § 62.13(5) (charges).

II. Definitions

A. *Complaint*

A statement relating to allegations that a Chief or a subordinate of the Mount Pleasant Police Department or South Shore Fire Department has violated a Village or department rule or policy, Village ordinance, state or federal law, or standards of acceptable conduct. A complaint must be made in writing utilizing the Citizen Complaint Form.

B. *Charge*

A formal accusation alleging that a Chief or a subordinate of the Mount Pleasant Police Department or the South Shore Fire Department has violated a Village or department rule or policy, Village ordinance, state or federal law, or standards of acceptable conduct and seeking suspension, reduction in rank or removal of a Chief or a subordinate of the Police or Fire Department. A charge shall be in writing and shall be the subject to review by the Police & Fire Commission.

III. Filing a Complaint

A. Any person may file a complaint with the Village against a Chief or subordinate of the Police or Fire Department. Complaints should be filed with the Village Clerk at Village Hall.

B. A complaint can be based on your personal knowledge of a matter or on information obtained from other sources. Please provide the name, address, phone number, and email of each source, or otherwise identify the source of your information, such as a document that has information supporting the complaint. Pursuant to Wis. Stat. § 66.0511(3), you will be required to sign your complaint and sign a conspicuous notification of the prohibition and penalty under Wis. Stat. § 946.66, which provides that whoever knowingly makes a false complaint regarding the conduct of a law enforcement officer is subject to a Class A forfeiture.

C. If your complaint is about a person serving in the Police or Fire Department other than the Chief of Police or Fire Chief, your complaint will be forwarded to the Chief for processing and investigation. If your complaint is about the Chief of Police or Fire Chief, your complaint will be forwarded to the Village Administrator/their designee for processing and investigation. Complainants are expected to follow the form and process identified in the Citizen Complaint Form.

D. A complaint may be returned to the complainant with instruction for the complainant to provide further information or to correct any deficiency identified by the Police Chief, Fire

Chief, or Village Administrator/their designee. The Police Chief, Fire Chief, or Village Administrator/their designee may dismiss a complaint if the complaint alleges no rational basis for violation of a Village or department rule or policy, Village ordinance, state or federal law, or standards of acceptable conduct, or if the complaint is not signed in accordance with Wis. Stat. § 66.0511(3), if the complaint is insufficient as to factual assertions necessary to conduct an investigation, or for other legitimate reasons as determined by the Chiefs or the Village Administrator/their designee.

E. Following an investigation, the Chief of Police, Fire Chief, or Village Administrator/their designee shall determine the appropriate disposition of the complaint.

F. At the Village Administrator's/their designee's discretion, an outside agency or investigator may be utilized to investigate a complaint against the Police Chief or Fire Chief or a department. The Police Chief's or Fire Chief's request, the Village Administrator/their designee can approve an outside agency or investigator may be utilized to investigate a complaint against a subordinate of a department.

Citizen Complaint/Charge Procedure

IV. Filing a Charge

A. Any aggrieved person may file charges with the Commission seeking suspension, reduction in rank, or removal of a Chief or a subordinate of the Police or Fire Department. The Commission considers the filing of charges a serious event that may require a public hearing before the Commission. If you file charges, you are expected to prosecute your charges before the Commission. This requires you to present witnesses and evidence in a hearing, subject to examination and cross-examination, and with regard for due process.

B. Charges must be in writing and filed with the President, or if unavailable, the Secretary of the Commission in accordance with the process set forth in Wis. Stat. § 62.13(5). Please note that making a false statement under oath or affirmation may be treated as a misdemeanor or a felony under Wis. Stat. § 946.32.

C. Charges are a written statement of the essential facts constituting the alleged misconduct. Charges shall clearly show the title of the proceeding including the name of the Charging Party and Charged Party. The charges shall be signed by the Charging Party and filed with the President of the Commission or, in the absence of the President, the Secretary of the Commission and in accordance with the process set forth in Wis. Stat. § 62.13(5). The charge shall identify the Charged Party, specify the alleged offense(s) and specify the department rule(s) or other provision(s) or law violated. All Charges submitted to the Commission shall be printed, typed or legibly handwritten. In your Charges, you must cite sufficient factual detail so that the Chief or subordinate subject to your charges can prepare a defense. You must cite the rule, ordinance, law or standard of conduct you believe the individual violated. The Police and Fire Commission will not initiate disciplinary proceedings involving suspension, reduction in rank or removal in the absence of a formal written charge or upon receipt of a deficient charge. The Commission reserves its right to direct the charge to appropriate Chief for investigation and prosecution

D. The Commission cannot promise confidentiality of an individual's identity. You should closely review the statutory provisions identified in this document, the Citizen Complaint Form, and

Commission Rules of Procedure for Disciplinary Hearings before filing a complaint or charge. You may wish to consult an attorney before filing a complaint or charges.

E. If a hearing is commenced by the Commission upon the filing of charges, the hearing shall be public and both the accused and complainant may be represented by an attorney and may compel the attendance of witnesses by subpoenas, which shall be issued by the President of the Commission on request and be served as subpoenas under Chapter 885 of the Wis. Statutes.

Protocol for Commission hearings and post-hearing actions will follow the procedure as outlined in the Commission's Rules of Procedure, and applicable State Statutes. To the extent it does not conflict with the Commission's Rules of Procedure, such actions will also follow the procedure contained within the League of Wisconsin Municipalities, "Handbook For Wisconsin Police and Fire Commissioners."

SIGNED COPY ON FILE

Roberta Schmidt
President, Police and Fire Commission

Date: February 12, 2026

Police and Fire Commission
Village of Mount Pleasant, Wisconsin

Citizen Complaint Form

Please review the attached Citizen Complaint/Charge Procedure and indicate if you are filing a complaint or charge.

☐ **COMPLAINT:** Referral to police chief, fire chief, or village administrator/their designee pursuant to Wis. Stat. § 66.0511(3) for follow-up investigation and report back to complaining person with findings.

☐ **CHARGE**: Filed in writing in accordance with the process set forth under Wis. Stat. § 62.13(5) seeking a hearing to impose suspension reduction of rank, or dismissal of a Chief or subordinate of the Police or Fire Department.

INFORMATION ABOUT PERSON FILING COMPLAINT/CHARGE

Name: _____

Address: _____

Telephone: _____

Email: _____

Best time(s) to call: _____

INFORMATION ABOUT PERSON NAMED IN THE COMPLAINT/CHARGE

Name: _____

Rank (if known): _____

Department: ☐ Police ☐ Fire

STATEMENT OF COMPLAINT OR CHARGES

Describe the action on the part of the person named in this complaint that you believe violated a department rule, Village ordinance, state or federal law, or standards of acceptable conduct. Use additional sheets if you need more space, initial each and attach them to this form.

_____

_____

_____

_____

_____

Complainant's Initials ___

STATEMENT OF COMPLAINT OR CHARGES (Continued)

_____

_____

_____

_____

SOURCES OF INFORMATION

If the actions described in this statement are based, in whole or in part, on information obtained from other sources, please provide the name, telephone number, and address of each source, or otherwise identify the source of your information, such as a document that has information supporting the complaint.

_____

_____

_____

SPECIFICATION OF VIOLATION

Cite the department rule, Village ordinance, state or federal law, or standards of acceptable conduct you believe the person named in this complaint violated.

_____

_____

_____

_____
Complainant's Signature

_____
Date

Upon completion of this form, please return to:

IF A COMPLAINT:

VILLAGE CLERK
VILLAGE HALL
VILLAGE OF MOUNT PLEASANT
8811 CAMPUS DRIVE
MT. PLEASANT, WI 53406

IF CHARGES:

PRESIDENT
POLICE AND FIRE COMMISSION
VILLAGE OF MT. PLEASANT
8811 CAMPUS DRIVE
MT. PLEASANT, WI 53406

Complainant's Initials ___

VERIFICATION UNDER OATH

State of Wisconsin)
_____ County)

I, _____, the above-named complainant, being duly sworn on oath deposes and states that I have read the foregoing complaint, and that I know it is true and complete to my own knowledge, except as to those matters based upon information and belief, and as to those matters I believe the same to be true.

_____
Complainant's Signature

Notary Public

Subscribed and sworn to before me this

_____ day of _____, _____

_____

Notary Public, _____ County, Wisconsin

My Commission is permanent or expires on _____.

Complainant's Initials ____