

Witnesses to Incident (if applicable):

Name: _____

Current Address: _____

City: _____ **State:** _____ **Zip:** _____ **DOB:** _____

Phone Number: _____ **Alternate Phone:** _____

Email: _____

Do you have an opinion as to how this situation should be resolved?

ACKNOWLEDGEMENT: *I acknowledge that I have read the information on the reverse said of this form and that the information and statement that I have provided in regard to my citizen complaint is true and accurate.*

Signature of Complainant: _____

Date: _____

Signature of Witness: _____

Date: _____

Please return this form to the Village Office, Thank You!

NOTICE OF WI PUBLIC RECORDS LAW:

Please be advised that under Wisconsin's Public Records Law, WI Stats. 19.31, et al, the complaint and supporting evidence will be available for public review upon request. Only in an exceptional case may access be denied.

COMPLAINT PROCEDURE: (Primary Method)

If you wish to make a complaint against an employee of the Village of North Freedom, you should complete and sign this General Incident/Complaint Form. Again, please note that all information is **REQUIRED** in order to be submitted. Any information missing will cause this form to be denied from Village Board Action. In order for this to be reviewed in a timely manner, this form needs to be **PHYSICALLY** submitted to the Village Office by 5:00 P.M. on the 1st of the Month. Once the Village Board has received/reviewed the signed form, an investigation will be initiated.

The investigation of a complaint filed with the Village will be completed as soon as possible. However, much depends on the depth of the investigation and/or the availability of involved persons. You will be provided a contact person who will keep you apprised of the status of the investigation. Upon completion of the investigation, you will be provided with a written disposition from the Village President. This written disposition will explain the result of the investigation.

If the complaint is not resolved to your satisfaction, you may request a meeting with the Board of Trustees of the Village to discuss the matter.

Village Board of Trustees: (Alternative Method)

Pursuant to Section §62.13(5) of the Wisconsin Statutes, you may, as an alternative, file your complaint directly with the Village of North Freedom Board of Trustees.

Formal charges can be filed if you believe that you are an aggrieved person. Formal charges must be in writing and must be sufficiently detailed so that all parties understand the conduct involved and contain the specific rules, regulations, or standards of conduct you believe the employee/trustee has violated. The formal charges shall be filed with the Village President. The rules for any subsequent investigation and resolution of those charges are set by the Board.

False Complaints

It is important to note that making a statement which you know to be untrue and/or false may subject yourself to criminal charges with the Sauk County District Attorney's office or a civil lawsuit.

OFFICE USE ONLY:

DATE RECEIVED: _____

CASE #: _____

Complaint Taken by _____

Date _____

Referred to _____

Date _____

Initial Action Taken: _____
Date Time Spoke To

Address (if applicable) _____ Phone and/or Email _____

Details _____

Follow-Up: _____
Date Time Spoke To

Details _____

2nd Follow-Up: _____
Date Time Spoke To

Details _____

