



VILLAGE OF LOMIRA
Citizen Complaint Form

Date _____

Report # _____

First Name _____ MI _____ Last Name _____

Current Address _____ Apt _____

City _____ Zip _____ Date of Birth _____

Home Phone (____) _____ Cell Phone (____) _____

Employer _____

Business Phone: _____ Work Hours: _____

Incident Date and Time _____

Incident Location _____

Employee/Board Member name if known and incident description:

Witnesses to Incident:

First Name _____ MI _____ Last Name _____

Address _____

Home Number _____ Cell Number _____

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.

Complainant Signature

Date

Witness Signature

Date

COMPLAINT PROCEDURE: (Primary Method)

If you wish to make a complaint against an employee of the Village of Lomira, you should complete and sign this Citizen Complaint Form to the Administrator. Once the Administrator has received the signed Citizen Complaint Form, an investigation will be initiated.

The investigation of a complaint filed on the Department’s Citizen Complaint Form 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 Administrator. 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 Lomira 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 Dodge County District Attorney’s office or a civil lawsuit.

Office Use Only

Employee receiving complaint _____ Date _____

Internal Investigation Referred to _____

Disposition:

_____ Unfounded _____ Not Sustained _____ Sustained _____ Exonerated

Disposition Narrative: _____

