Beloit Police Department
External Personnel Complaint Report

PC#_____

Citizens are encouraged to come to our Department to speak directly with a Shift Commander about their dissatisfaction and then fill out a complaint form, if necessary. If you got the complaint form online, please complete and turn into a Shift Commander at the Beloit Police Department 100 State St. Beloit, WI. This form is provided with the understanding that you authorize the Beloit Police Department to conduct an investigation to determine if a violation of law or departmental policies occurred. If you have any questions or need assistance contact a Shift Commander at 608-364-6823.

COMPLAINANT			
Name of Complainant	Sex	Race	Date of Birth
Address			
Phone Number	Email		

INCIDENT		
Date of Incident	Time of Incident	Incident #
Location of incident		
Name of Accused Employee(s) and/or Description		
Have you talked to a supervisor: ☐ YES ☐ NO If yes who:		

WITNESS(ES)		
Please provide information of witness(es)		
Name	Address	Phone #

AFFIDAVIT
Describe as detailed as possible the nature of your complaint. (attached additional pages if necessary)

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COMPLAINANT AFFIRMATION
I do solemnly swear that the information provided by me is true to the best of my knowledge. I understand that based on this complaint, an investigation will be conducted and that if substantiated, appropriate action will be taken. I further understand that if the investigation proves the allegations were known by me to have been false when the complaint was signed, the Beloit Police Department may initiate appropriate legal action against me for knowingly making false complaints regarding the conduct of law enforcement officer (Wis. Stat. 946.66(2)) or Municipal Ordinance 15.01(1). I have read and understand the above statement.
Signature of Person Filing Complaint: Date /Time

Department Use Only			
Employee Receiving complaint	Employee Signature		Date/Time
PC#	Assigned To:	Date Assigned:	Assigned by:
Allegation (Lexipol 320 section)			Reference Lexipol Policy
Allegation #1			
Narrative (include date, time & location)			
Allegation #2			
Narrative (include date, time & location)			
Allegation #3			
Narrative (include date, time & location)			