

CHARGES AGAINST POLICE OFFICERS

Village of Albany, Wisconsin

This is a brief guide to Charges against employees of the Albany Police Department. It does not contain all the rules and procedures that apply to such Charges. Anyone considering making Charges against an Albany police officer should first read and understand the Rules and Procedures of the Village of Albany Police Disciplinary Committee (“PDC Rules and Procedures”), which is available from the Village Clerk at no charge.

Aggrieved Person. Citizens may only file charges if they have personally been injured or wronged by the misconduct of an Albany Police Department Employee. If an Aggrieved Person is unable to file Charges because of disability or language barrier, they may have another person help them.

Respondent. This is the police department employee against whom Charges are being made.

Written Charges. Charges must be: (1) in writing; (2) made on the Statement of Charges form available from the Village Clerk; (3) filled out completely; (4) signed under oath; (5) signed before a notary public, who must then notarize the Statement of Charges; and (6) filed within 60 days following the incident complained of.

Filing of Charges. A properly executed Statement of Charges must be filed by mailing or delivering it to the Secretary of the Albany Police Disciplinary Committee (“PDC”) at the following address: Albany Police Disciplinary Committee, c/o PDC Secretary, 206 N. Water Street, Albany, WI 53502.

Service of Charges. Prior to filing, be sure to make extra copies of the Charges. You are responsible for properly serving a copy of the Charges upon the Respondent, and then filing Proof of Service with the PDC. See Section IV. (C) of the PDC Rules and Procedures for a complete explanation. For the PDC to consider the Charges, Proof of Service must be filed within 10 days after the filing of the Charges.

Initial Hearing. A properly executed and served Statement of Charges will be scheduled for an Initial Hearing before the PDC. At the initial hearing, the PDC may dismiss Charges for any of the reasons listed in Section VIII. (E) (1 – 12) of the PDC Rules and Procedures. These reasons include, but are not limited to: Charges that are frivolous or false; Charges that complain about a police department policy rather than the act(s) of an officer; and Charges that allege conduct that does not violate a law, rule, policy, or procedure. If the PDC finds the Charges to be sufficient to warrant further proceedings, the Charges will be scheduled for further proceedings which may ultimately conclude with an evidentiary hearing and a decision by the PDC.

CHARGES AGAINST EMPLOYEE OF THE POLICE DEPARTMENT
VILLAGE OF ALBANY POLICE DISCIPLINARY COMMITTEE
206 N. Water Street, Albany, WI 53502

INFORMATION ABOUT CHARGING PARTY (YOU)

Last Name: _____ First Name: _____ Middle Initial: _____

Birth Date: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Main Contact Phone Number: _____ Type: _____ Other: _____ Type: _____

Your Legal Representative (if any): _____

Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

INFORMATION ABOUT THE INCIDENT

Location of Incident: _____

Date of Incident: _____ Time of Incident: _____ a.m. p.m.

Incident or Report Number if Known: _____

INFORMATION ABOUT THE EMPLOYEE

Department employee(s) involved: Name(s) and/or physical description:

STATEMENT/DESCRIPTION OF INCIDENT

Describe the incident in detail:

(You may use additional sheets or submit a separate written statement)

WITNESSES/OTHERS INVOLVED

Last Name: _____ First Name: _____ Middle Initial: _____

Birth Date: _____

Address: _____ City: _____ State: _____ Zip: _____

Main Contact Phone Number: _____ Type: _____ Other: _____ Type: _____

Involvement: _____

Last Name: _____ First Name: _____ Middle Initial: _____

Birth Date: _____

Address: _____ City: _____ State: _____ Zip: _____

Main Contact Phone Number: _____ Type: _____ Other: _____ Type: _____

Involvement: _____

(You may use additional sheets if necessary to list other involved persons)

STATUTE, ORDINANCE, RULE OR POLICY ALLEGED TO HAVE BEEN VIOLATED / DESIRED OUTCOME

State the specific statute, ordinance, rule, regulation, policy, procedure, standard of conduct or order which you allege that the Respondent violated:

What would you like to have happen as a result of filing this complaint?

SIGNATURE

You must sign below in the presence of a Notary Public. Contact the Police Disciplinary Committee if you have any questions or need help with this form.

STATE OF WISCONSIN)
COUNTY OF GREEN)

I swear or affirm that the foregoing information is true of my own knowledge, except as to those matters which I have stated upon information and belief, which matters I believe to be true to the best of my knowledge.

Subscribed and sworn to before me

This _____ day of _____, 20_____.

Charging Party

Notary Public, _____ County, Wisconsin
My commission expires _____

CERTIFICATE OF SERVICE
For a Matter before the Police Disciplinary
Committee of the Village of Albany

Charging Party: _____

Respondent: _____

SERVICE: On the _____ day of _____, 20____, at _____ o'clock ____m., I served a true and complete copy of Charges filed with the Secretary of the Police Disciplinary Committee upon the following individual in compliance with the requirements of the Police Disciplinary Committee Hearing Procedures for the Village of Albany:

Served On (name): _____

At (address): _____

_____ If to the Respondent, by personally delivering copies to the Respondent of:

_____ the attached. (attach a complete copy of the documents that were served to this certificate)

_____ the following listed documents or information:

_____ A copy of the charges consisting of _____ pages

_____ Other (specify) _____

_____ consisting of _____ pages

_____ If to a Supervisor of the Police Department, by personally delivering copies to the Supervisor of:

_____ the attached. (attach a complete copy of the documents that were served to this certificate)

_____ the following listed documents or information:

_____ A copy of the charges consisting of _____ pages

_____ Other (specify) _____

_____ consisting of _____ pages

By: _____

Print Name: _____

**RETURN COMPLETED CERTIFICATE TO THE SECRETARY OF THE POLICE DISCIPLINARY COMMITTEE,
ALBANY MUNICIPAL BUILDING, 206 N. WATER STREET, ALBANY, WI 53502.**