

Process for a citizen to make a complaint in reference to a simple battery case:

- 1) If you are the victim of a non-domestic violence battery contact 9-1-1 to make a report.
  - a. Dispatch will send an officer make the report
  - b. If no officers are available dispatch may transfer the call to case desk with a supervisors authority
  - c. Initial responding officer will document the incident, take photos, collect video and interview all necessary parties.
  - d. The initial will responding officer will ask you if you wish to prosecute (press charges). If you agree to prosecute you will be required to come to court for any necessary hearings. If you do not wish to prosecute no further action is required on your part once the report has been completed.
- 2) Once the report is completed it comes to the investigations division. If you wish to pursue criminal charges contact Investigations by calling (316) 268-4407 and asking to speak with either the Complaint Detective or the Robbery Section Supervisor.
  - a. This call should take place 1-2 business days after the incident in order to give investigations a chance to receive the case.
  - b. Once you contact investigations to file the criminal complaint it will be assigned to a detective.
  - c. If you have any video, photographs or other digital evidence please email it to [wpdinvestigations@wichita.gov](mailto:wpdinvestigations@wichita.gov) . Please include your case number so that the evidence can be placed in the case.
- 3) The assigned detective will initiate a follow up investigation:
  - a. Re-interview victim and/or witnesses
  - b. Obtain any relevant video not already obtained.
  - c. Attempt to interview the suspect
- 4) Once the assigned detective finishes their investigation they will present the case to the City of Wichita Prosecutors office who will do one of the following:
  - a. Agree to file charges
  - b. Decline to file charges (if this occurs the case will be closed unless additional evidence is obtained)
  - c. Send the case back to the detective with instructions for a specific follow up.
- 5) Once the city prosecutor agrees to file charges the complaint detective will reach out to you in order for you to sign an affidavit and complaint. This will be provided to the court and the court process begins. You will be required to attend any hearings that the prosecutor deems is necessary.