

## **MIDDLETON POLICE COMPLAINT/ALLEGATION PROCESS**

This Complaint/Allegation Form should be used to report police employee misconduct. Complaints regarding Middleton Police Department policies and procedures should be made in writing to the Office of the Chief of Police. By law, complaints can also be sent to the Middleton Police Commission. Disagreements over the merits of an arrest, citation, or ticket do not come under the purview of the Complaint/Allegation process, unless employee misconduct is alleged.

Your complaint may be informal or formal. Both informal and formal complaints will be thoroughly investigated. If you decide to file a complaint and want it to be a formal complaint, it must be a written complaint and the "Attestation and Notary Form" must be completed and notarized. We can assist you with this. If the form is not notarized, it will be treated as an informal complaint.

Please provide as much information as possible, including specific dates, times, and the names, badge numbers or car numbers of the employees involved, what specifically you are complaining about, and what you would like to see happen. You may use additional paper as needed. It is also very important that you provide us with the names of witnesses and how they can be contacted. It is especially important that you provide us with information about yourself so that we can contact you. Depending on the circumstances and information provided, you may be contacted again for additional information.

Once your complaint is completed, you may mail it to the Middleton Police Department, or drop it off in person. Our address is:

Middleton Police Department  
Internal Affairs  
7341 Donna Drive  
Middleton, WI 53562-3118

Generally, complaint investigations are concluded within 30 days, unless the Chief of Police extends that time because of extenuating circumstances. If an extension is granted, you will be contacted and given an update on the progress of the investigation. The officer or employee(s) concerned will be informed of the substance of the complaint unless to do so would prejudice the investigation. Upon completion of the investigation and determination of the appropriate action, you will be notified of the disposition.

Any complaint submitted to us is a public record. This means that upon request, the complaint and related documents may be subject to disclosure to the news media or anyone else that makes a request for documents. The news media or any person may choose to make the complaint and investigation public once the investigation is complete. If you request confidentiality, we will try to respect your request, however, it is not possible to guarantee confidentiality. You may request confidentiality by checking the appropriate box on the Complaint Form.

Lastly, the Department is required by State Law [66.0511(3)] to inform you that "**whoever knowingly makes a false complaint regarding the conduct of a law enforcement officer is subject to a Class A forfeiture**" [946.66(2)].

If you have any question about the process, please call the Internal Affairs Officer at 824-7300.

MIDDLETON POLICE DEPARTMENT  
COMPLAINT/ALLEGATION STATEMENT FORM

<p>Statement of:</p> <p>Name: _____</p> <p>Address: _____</p> <p>_____</p> <p>Phones: _____</p> <p>Best Time to be Contacted: _____</p> <p>Before Signing this Statement, please read the box below and choose one statement regarding confidentiality.</p>	<p>Please Check Appropriate Boxes:</p> <p><input type="checkbox"/> <b>Verbal</b>                      <input type="checkbox"/> <b>Informal</b></p> <p><input type="checkbox"/> <b>Written</b>                      <input type="checkbox"/> <b>Formal</b></p> <p>Statement giver is:                      <input type="checkbox"/> <b>Aggrieved Party</b> Or <input type="checkbox"/> <b>Witness to Incident</b></p> <p>This statement consists of this form plus _____ pages</p> <p>And was given on _____ Date</p>
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Any complaint submitted to us is a public record. If you request confidentiality, we will try to respect your request, however, it is not possible to guarantee confidentiality.

1.  I request that my name be kept confidential.
2.  I request that my address and phone number be kept confidential
3.  I request that my name, address and phone number be kept confidential.
4.  I request complete confidentiality including the complaint itself.
5.  I will not provide any information regarding this matter unless I am pledged confidentiality as indicated above.
6.  I do not request confidentiality in regard to this matter.

Signature: \_\_\_\_\_ Received By: \_\_\_\_\_

**I want to complain about** (police employee, badge number, car number) \_\_\_\_\_

**Because on** (date) \_\_\_\_\_ **at about** (time) \_\_\_\_\_

**At** (location) \_\_\_\_\_

**He/She/They** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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