



MIDDLETON POLICE DEPARTMENT

7341 Donna Drive Middleton, WI 53562

Troy Hellenbrand - Chief of Police

PUBLIC RECORDS NOTICE

The Middleton Police Department is a full-service law enforcement agency for the City of Middleton. The principal components of the Police Department are: Communications Center (9-1-1 Center); Field Services (Patrol & Criminal Investigations); Court Services; Records (Accident & Police Reports); Administration & Staff Services. The legal custodians of police records are Chief Troy Hellenbrand and Captain Jeremy Geiszler. Chief of Police is a local public office.

REQUESTS FOR RECORDS MAY BE MADE DURING OFFICE HOURS:

- In writing: Middleton Police Department
7341 Donna Drive
Middleton, WI 53562
- In Person: Records Service Counter, Police Department
7341 Donna Drive
Middleton, WI 53562
- By Phone: 608/824-7360
- By Email: policerecords@ci.middleton.wi.us
- Office Hours: Monday – Friday, 8:00 AM to 4:30 PM, except holidays

The public may obtain information and access to records during the office hours specified above. Please make your request for the specific records you seek, orally or in writing, to an appropriate department official or the legal custodian. To aide in the records release process, Public Records Request Forms are available at the Police Department or can be retrieved from our website. There is no charge to inspect records, unless the cost to locate the record(s) in question is \$50.00 or more. The cost to purchase copies of records is \$.25 per page in advance. All requests will be processed as soon as practicable and without delay. Most requests are satisfied within ten business days.

Some police records are exempt from disclosure under the Wisconsin Public Records Law. If you ask to inspect or copy an exempt record, you will be told why the record is not available for public inspection and what appeal rights you may have.

OFFICIAL NOTICE DO NOT REMOVE

Phone: (608) 824-7300

www.middletonpd.com



Fax: (608) 833-9990

police@ci.middleton.wi.us