

MIDDLETON POLICE COMMISSION
COMPLAINT PROCESS

By law, complaints against the Chief of Police and/or a Middleton Police Officer can be filed with the Middleton Police Commission. This complaint form shall be used to report police employee misconduct with members of the Middleton Police Commission. Complaints regarding Middleton Police Department policies and procedures should be made in writing to the Office of the Chief of Police. Disagreements over the merits of an arrest, citation, or ticket do not come under the purview of the Middleton Police Commission, unless employee misconduct is alleged.

Charges shall be in writing and will not be investigated if received more than 90 days after the alleged incident unless the complainant can show good cause for not making the complaint within this time frame. 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 or to provide testimony regarding this matter. 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
Attn: Middleton Police Commission President
7341 Donna Drive
Middleton, WI 53562-3118

Generally, complaint investigations conducted by the Middleton Police Commission are concluded within 30 days, unless the President of the Police Commission extends that time because of extenuating circumstances. Upon completion of the investigation and determination of the appropriate action, you will be notified of the disposition.

Any complaint submitted to the Middleton Police Commission 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. 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 Police Commission 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)].

MIDDLETON POLICE COMMISSION
COMPLAINT FORM

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|--|---|
| <p>Statement of:</p> <p>Name: _____</p> <p>Address: _____</p> <p>_____</p> <p>Phones: _____</p> <p>Best Time to be Contacted: _____</p> | <p>Please Check Appropriate Boxes:</p> <p>Statement giver is: <input type="checkbox"/> Aggrieved Party</p> <p>This statement consists of this form plus _____ pages</p> <p>And was given on _____ Date</p> |
| <p> </p> | |
| <p>I wish to file charges against: _____</p> <p><u>Statement of charges:</u> Describe the action or actions you believe violated a department rule, city ordinance or standard of conduct applicable to the individual being charged. Use additional pages if you need more space and attach them to this form:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> | |

**MIDDLETON POLICE COMMISSION FORMAL COMPLAINT
FORM REQUIRED FOR ATTESTATION AND NOTARY**

STATE OF WISCONSIN)
)ss
COUNTY OF DANE)

_____, being first duly sworn on oath,
(Name of Complainant)

deposes and says that he/she is the complainant in the above-described matter; that he/she has read the foregoing complaint and knows the content thereof; that the same are true and complete to his/her own knowledge, except as to those matters therein stated upon information and belief, and as to those matters he/she believes the same to be true.

Wisconsin Statute 946.32, False Swearing: (1) Whoever does the following is guilty of a Class "D" Felony.

- (a) Under oath or affirmation makes or subscribes a false statement which (s)he does not believe is true, when such oath or affirmation is authorized or required by law, or is required by any public officer or governmental agency as a prerequisite to such officer or agency taking some official action.

OATH TO BE ADMINISTERED BY NOTARY:

Do you solemnly swear that the facts contained in the complaint which you have today filed are true and correct to the best of your knowledge, so help you God?

(Complainant's signature under oath)

(Translator/Signer, if applicable)

Subscribed and sworn to before me
this _____ day of _____, _____

Notary Public, Dane County, Wisconsin
My Commission is (permanent) or
(expires on _____).