

Dear Citizen:

Any citizen may file a complaint against the police department or any of its members. Complaints can be filed if you believe a police officer employed by the Town of Madison has violated a department rule, town ordinance, state or federal law, or standards of acceptable conduct. This letter is to advise you of the procedure to follow and what will happen after your complaint is filed.

Any person filing charges against any member of the police department must file the original copy of the complaint with the Chief of Police, unless the complaint is filed against the Chief, in which case the complaint will be filed with the Chairperson of the Police and Fire Commission.

I encourage you to submit the complaint in writing and to use the enclosed citizen's Complaint Form. The complaint should include the following: information on the person filing the complaint, witnesses (if any), name or other identification of the person being complained about, the fact which give rise to the complaint including the date and time of the alleged offense and the signature of the individual filing the complaint. Please include as much information as possible when completing the Complaint Form.

The complaint will then be reviewed by the Chief of Police and assigned to a supervisor who will conduct an investigation. The Chief of Police will take appropriate action based on the findings of the investigation. The person filing the complaint will then be notified in writing as to the result. The Chief of Police will then brief the Police and Fire Commission on the results of the investigation and that action taken.

The complainant or officer may request the Police and Fire Commission to hold a hearing to review any action taken as a result of the investigation. Hearings will be conducted according to the rules of the Police and Fire Commission and the Wisconsin State Statutes.

If you desire assistance in completing the Complaint Form, please contact the Town's administration office or police department for assistance.

Sincerely,

Scott T Gregory
Chief of Police

Town of Madison Police Department Complaint Form

Complaint Number: _____
(completed by Chief of Police)

This complaint is filed pursuant to Section 62.13(5)(b), Wisconsin Statutes, permitting charges to be filed against a police officer. Charges may be filed by the Chief of Police, the Board of Police and Fire Commissioners (“Board” or “PFC”) or any of its members, or by an aggrieved person. If you have any questions concerning the police department, please contact us at (608) 210-7262 or via our web site:
<http://www.town.madison.wi.us/>.

When you have finished completing the form, please return to:

Town of Madison Police Department
Attn: Chief of Police
2120 Fish Hatchery Road
Madison, WI 53713

OR

Town of Madison Board of Police and
Fire Commissioners
Attn: Board President
2120 Fish Hatchery Road
Madison, WI 53713

COMPLAINANT INFORMATION		
Name:		
Age:	Date of Birth:	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female
Address		
Home Phone		Work Phone
Best Time(s) to Call:		

OFFICER INFORMATION		
Name:		
Age (approximate)	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Race:	Height:	Weight:

Complainant Signature	Date	Time
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(PLEASE COMPLETE OTHER SIDE OF THIS FORM)

