



UW-Madison
Police Department
UNIVERSITY OF WISCONSIN-MADISON

Dear Concerned Citizen:

I have enclosed the University of Wisconsin-Madison Police Department's Citizen Complaint Form. Please read this letter carefully before completing the form; it will explain the various options available to a complainant.

Please provide as much information as possible, including specific dates, times, and the names of officers involved. You may use additional paper as needed. It is very important that you provide us with the names of any witnesses you know of and how they can be contacted. It is especially important that you provide us with information so that we can contact you.

Once your complaint is completed, you may mail it to our office, or drop it off in person, or send it by email to the following:

UW-Madison Police Department
Professional Standards Lieutenant
1429 Monroe Street
Madison, WI 53711
john.mccaughtry@wisc.edu

Once we have received your complete materials, we will begin our investigation. At the end of our investigation, you will be notified of the results in writing. Every effort will be made to complete the investigation and department review within forty-five days of receiving your complete materials. In the event the investigation and review is not completed within forty-five days, a written update will be sent to you.

Any written 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, the Department will make every legal effort to respect your request, however, it is not possible to guarantee confidentiality. You may request confidentiality by checking the appropriate box on the Complaint Statement Form and we will do our best to honor this request as allowed by law.



Kristen Roman
Associate Vice Chancellor | Chief of Police

1429 Monroe Street | Madison, WI 53711 | Non-Emergency: (608) 264-2677 | uwpd.wisc.edu

Reaching HIGHER



The Department routinely discloses summaries of complaints received. Summaries describe the findings of the investigations and what action, if any, was taken by the Department. Summaries do not identify individual officers, complainants or witnesses.

The Department is required by state law to inform you that, in accordance with Wis. Stats., Sec. 946.66(2), “whoever knowingly makes a false complaint regarding the conduct of a law enforcement officer is subject to a Class A forfeiture.”

If you have any questions about the process, please feel free to call Professional Standards Lieutenant John McCaughtry at (608) 262-2567.

Thank you.

Kristen Roman
Chief of Police

Enclosed: Complaint Forms

UNIVERSITY OF WISCONSIN POLICE DEPARTMENT
COMPLAINT STATEMENT FORM

Name: _____

Address: _____

Phone(s): _____

Email: _____

Best Time to Be Contacted:

Before Signing this Statement, Please Read the Box Below and Choose One Statement Regarding Confidentiality.

I request that my name, address and phone number be kept confidential.

I do not request confidentiality in regard to this matter.

Signature: _____ Date: _____

Officer(s) Name or Number: _____

UWPD Case Number (if known): _____

Date/Time of Incident: _____

Location of Incident: _____

Statement: