



CITIZEN COMPLAINT FACT SHEET

Dear Citizen:

The Champaign Police Department has a policy to address citizen complaints about the agency or its employees. The point of the policy is to give citizens a fair way to complain when a police employee might have done something wrong. We want to find out if complaints are true. The policy should also protect the legal rights of both citizens and employees.

This Police Department wants to do the right thing. We are committed to fair and effective law enforcement. We do not excuse any wrong acts by police.

To follow our policy, the Chief of Police will:

1. Begin discipline against employees guilty of doing wrong.
2. Remove employees who are unfit for law enforcement work.
3. File criminal charges against employees when supported by enough evidence.
4. Dismiss unfair claims against innocent employees.
5. File criminal charges against people who knowingly make a false report to Champaign Police claiming an offense.

Complaints claiming police employee misconduct shall be filed within 60 days of the event. Complaints claiming police employee misconduct will be accepted from any source. They may be made in person, by mail, online, or by telephone. Citizens should complain in person so that reports are as complete as possible.

Citizens who complain must:

1. Sign the Intake Form. This follows 50 LCS 725/3.8 Chap. 85 par. 2561. (It serves as an affidavit. It explains that filing false complaint information could subject the person to criminal and civil liability).
2. Be available for interviews in person by the investigating supervisor.
3. Give the investigating supervisor evidence, documents, or names of witnesses related to the complaint right away.

If the person complaining fails to cooperate with this process, the matter will be investigated as an internal investigation. It will not be a formal complaint. If so, the citizen gives up the right to be notified in writing about the decision.

Complaint/Commendation Form Instructions

Champaign Police Department

Complaints are taken even if there are minor or technical mistakes on the form, but the Police Department needs enough information to be able to find records of the incident and to contact you.

Type of Complaint: Indicate whether this is a complaint or a commendation (compliment) about police employee conduct. If the wrong item is mistakenly selected, it does not invalidate the entry.

Your Information: You are asked to give your complete name and mailing address, and at least one other method of contacting you.

You are asked for your age and race for statistical purposes.
You may provide other contact information.

If we do not have a valid way to contact you, your complaint will be handled as an inquiry, meaning we will look into the matter, but not as a formal complaint, and you may not be notified about the findings.

Incident Information: Detailed information about the date/time/location will enable the Police Department to locate records of the incident.

Describe the Incident: For complaints, in this area include how you were personally involved (required) and what you think the employee did wrong (required). You will receive a letter from the Police Department listing your complaint allegations. When you get this letter, make sure that it is accurate; there will be contact information in the letter to tell us if it's not accurate.

It is possible the Police Department will need more information for the investigation. You may be contacted to be re-interviewed. If the Police Department makes a request for more information or an interview, you must supply it or the complaint will be handled as an inquiry, meaning we will look into the matter, but not as a formal complaint.

Employee Information: This is the area for identifying the Police Department employees involved. If you do not know name and/or badge number, then in "Additional Employee Information" please describe the employee. This box is also for if there are more than two police department employees involved.

Witness Information: Identify any witnesses to the incident with their contact information, if you know it, so they can be interviewed for the investigation.

Evidence Information: Is there any evidence or documentation to support your complaint? Please describe what information you have; you will be asked to provide a copy to the Police Department.

CHAMPAIGN POLICE DEPARTMENT
CITIZEN'S COMPLAINT
INTAKE FORM

COMPLAINT # _____ Intent to File Date _____

DATE REPORTED _____ TIME _____

DATE of INCIDENT _____ TIME _____

LOCATION OF INCIDENT _____

NAME _____ PHONE _____ SEX _____

ADDRESS _____ RACE _____ DOB _____

NAME _____ PHONE _____ SEX _____

ADDRESS _____ RACE _____ DOB _____

NAME _____ PHONE _____ SEX _____

ADDRESS _____ RACE _____ DOB _____

TYPE OF REPORT (CHECK ONE)

O-FILE _____

IVC _____

ACCIDENT _____

CALL FOR SERVICE TICKET
NUMBER _____

OTHER _____

PERSON TAKING REPORT/CALL: _____

