

**DANVILLE HUMAN RELATIONS DEPARTMENT
POLICE/COMMUNITY RELATIONS
NOTIFICATION OF A CITIZEN'S COMPLAINT**

DATE: _____

TIME: _____

FOR HRD USE ONLY:

Case No.: _____

HRD Jurisdiction: Yes ___ No ___

COMPLAINANT INFORMATION (PERSON FILING COMPLAINT)

Name _____ Address _____

City _____ State _____ Zip _____

Home Phone _____ Work Phone _____

Name(s) of Person(s) you are complaining about: (If known)

(1) _____ (2) _____

(3) _____ (4) _____

Date of Incident _____ Time of Incident _____

Location of Incident _____

NATURE OF COMPLAINT

Use of Excessive Force _____ Use of Inappropriate Language _____ Harassment _____

Arrest Procedures _____ Unprofessional Conduct _____ Other _____

Witnesses or others having knowledge of this incident:

Name: _____ Name: _____

Phone: _____ Phone: _____

Name: _____ Name: _____

Phone: _____ Phone: _____

Briefly state the nature of the complaint:

Signature of Complainant

Date

Signature of HRD

Date

FOR HRD USE ONLY:

Action Taken By Human Relations Director:

HRD Staff Member _____

Date _____

STATE OF ILLINOIS)
)SS.
COUNTY OF VERMILION)

AFFIDAVIT

Under penalties as provided by law pursuant to Section 1-109 of the Code of Civil Procedure, the undersigned certifies that the statements set forth in the attached Citizen's Complaint are true and correct, except as to matters therein stated to be on information and belief and as to such matters the undersigned certifies as aforesaid that he/she verily believes the same to be true. This affidavit is given pursuant to 50 ILCS 725/3.8(b).

Signature

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF

_____, 20_____.

Notary Public

**AUTHORIZATION FOR RELEASE OF PERSONAL
INFORMATION FOR USE BY THE CITY OF DANVILLE
HUMAN RELATIONS DEPARTMENT**

I, _____, do hereby authorize a review and full disclosure of all records concerning myself to the Human Relations Department of the City of Danville, Danville, Illinois, whether the said records are of a public, private or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of records of law enforcement agencies; medical treatment, including hospitals, clinics and private practitioners.

I understand that any information obtained by an investigation which is developed directly or indirectly, in whole or part, upon this release authorization will be considered in determining my case filed with the City of Danville Human Relations Department, Danville, Illinois. I also certify that any person(s) who may furnish such information concerning me shall not be held accountable for giving this information; and I do hereby release said person(s) from any and all liability which may be incurred as a result of furnishing such information. I further release the Danville Human Relations Office, the City of Danville and any of its agents from any and all liability which may be incurred as a result of collecting such information.

A photocopy of this release form will be valid as an original thereof, even though the said photocopy does not contain an original writing of my signature.

I have read and fully understand the contents of this "Authorization for Release of Personal Information".

Signature _____ Date _____

Address _____ City _____ State _____ Zip _____

Date of Birth _____ Social Security Number _____ - _____ - _____

SWORN BEFORE ME THIS _____ DAY OF _____ 20_____

NOTARY _____

§ 95.50 PROCEDURES FOR THE HUMAN RELATIONS DIRECTOR RELATING TO COMPLAINTS OF ALLEGED EMPLOYEE MISCONDUCT.

(A) A citizen may file a complaint concerning alleged misconduct of any City employee with the Director. No complaint may be filed more than 30 days after the occurrence of the incident.

(1) A complaint form shall be completed by the person filing the complaint providing as much detail as possible, which shall include, but not necessarily be limited to, the following:

(a) Name, date of birth, social security number, address and telephone number of the complainant;

(b) The factual basis of the complaint in such detail as to apprise any party properly concerned as to the time, place and facts surrounding the incident;

(c) Names and addresses and, if possible, phone numbers of all witnesses;

(d) The name and other identifying information of the City employee involved.

(2) The Director will assist the citizen in completing the form only when necessary.

(3) Any statements taken by the Director from the Complainant or witnesses at the time the original complaint form is completed shall be recorded as may be allowed by law.

(4) Complaints of alleged misconduct which may be criminal in nature shall be referred to the Public Safety Director for investigation.

(B) The Director will discuss the complaint with the citizen to insure that all necessary information has been obtained.

(C) Investigation.

(1) The Director will interview the Complainant and witnesses and shall record each interview as may be allowed by law.

(2) The Complainant shall fully cooperate with the Director during the investigation.

(3) The Director will obtain any other pertinent information or records concerning the incident.

(4) Upon request from the Director, the Department Head for the employee involved will send a response to the Director, which may be one of the following:

(a) Answers to any questions raised by the Director;

(b) A statement indicating that appropriate action has been taken based on the circumstances; or

(c) A statement indicating that the matter is subject to an internal investigation.

(D) At the conclusion of the investigation, the Director shall prepare a report which will include, but not necessarily be limited to, the following:

(1) Names, dates, and summaries of the contacts with witnesses and any statements given by those witnesses;

(2) The dates of and a summary of correspondence and other contacts with the Complainant or other party involved with the incident;

(3) A summary description of any other pertinent records and information; and

(4) The response from the employee's Department Head.

(E) At any time prior to the Director's final decision, the Director may meet with the Complainant to discuss the matter and attempt to come to a mutually acceptable conclusion.

(F) The Director will prepare a final report at the conclusion of the investigation. The report shall include the following:

- (1) Any statements of the complainant;
- (2) Any statements of witnesses;
- (3) Any other information concerning the allegations of the complaint; and
- (4) Findings of fact and a recommendation concerning whether a violation of any departmental rule or procedure or city policy has occurred.

(G) The Director's final report shall be submitted to the Mayor and appropriate Department Head of the city.

(H) The provisions set forth in §§ 95.70 through 95.73, inclusive, of this Chapter shall not apply to complaints of alleged employee misconduct.

(Ord. 7949, passed 3-3-98; amend. Ord. 8427, passed 5-3-05; Am. Ord. 9146, passed 5-1-18)