



VILLAGE OF ANTIOCH POLICE DEPARTMENT

OFFICE USE ONLY	
Internal Affairs#	_____
Complaint Type:	
<input type="checkbox"/> Informal	
<input type="checkbox"/> Formal	

CITIZEN COMPLAINT FORM

COMPLAINANT		
Name	Date of Birth	Sex
Address	City/State/Zip	
Telephone #	Email Address	

EMPLOYEE(S) INVOLVED (IF KNOWN)	
Name	Name
Name	Name
How did you determine the employee's identification?	

COMPLAINT	
Nature of Compliment/Complaint	
Date/Time of Incident	Location
Details (Use additional pages as necessary)	

AFFIDAVIT

STATE OF ILLINOIS
COUNTY OF LAKE

I understand that the filing of this report constitutes an official police report and that knowingly filing false or incorrect information could result in criminal charges being placed against me pursuant to Section 5/ILCS 255/5 of the Illinois Code of Civil Procedure and the provisions of 720 ILCS 5/26-1.

Complainant Signature _____

Subscribed and sworn before me this

_____ day of _____, 20

Notary Public

[NOTARY SEAL]

Received by: _____ Date: _____

Original: Office of the Chief of Police

Copy: Complainant

Citizen Complaint Form – Village of Antioch, IL – Police Department

Complaint Process

You will be contacted by a supervisor assigned to investigate your complaint. The supervisor will also keep you advised of the status of the investigation.

A more in-depth interview may be required of you.

Upon the completion of the investigation, you will be notified of the outcome.

Complaints

Generally, complaints made against an employee allege misconduct which falls into one of the following two categories:

- Informal—Procedural Misconduct
- Formal—Criminal Misconduct

In accordance with the Illinois Compiled Statutes, Chapter 50 ILCS 725/3.8(b), complaints involving the allegation of criminal misconduct or major procedural misconduct will require a Sworn Affidavit signed by the person (s) making the allegation.

Complaint Investigation

Not all complaints can be easily categorized. The type and nature of a complaint will determine whether it can be handled and resolved at the line supervisory level or referred for a formal inquiry. Many issues can be satisfactorily resolved by a visit or a telephone call to the police department. However, if your complaint concerns a traffic or parking citation or an arrest that has not been adjudicated, the supervisor may be unable to resolve certain legal issues that are pending the decisions of the appropriate court.

The office of the Chief of Police reviews all complaints received and has the authority to initiate formal inquiries on any complaint alleging criminal misconduct. The Chief of Police is the liaison with the State's Attorney's Office should such an investigation take place.

Any person making a complaint will be informed of the status of the matter upon its resolution. Investigations are usually concluded within thirty days. Extensions may be granted due to extenuating circumstances.

Complaint Dispositions

Upon completion of a formal investigation, a written report is submitted to the Chief of Police. The Chief of Police determines the final disposition of a complaint. Dispositions can be classified as follows:

- **Unfounded:** No verifiable factual base for complaint.
- **Exonerated:** The alleged act occurred, but was justified, legal, and/or proper.
- **Not Sustained:** Insufficient evidence to prove or disprove the allegation.
- **Sustained:** Improper conduct, as supported by a preponderance of the evidence, was committed by the accused employee.

If a complaint is made in good faith and the employee is ultimately exonerated, the case is considered closed and no further action is taken.

If it is determined that the allegation of criminal or procedural misconduct is substantiated, the Chief of Police will determine a final resolution.

If it is determined that an allegation was false or intended to embarrass or discredit an employee, the person (s) making the allegation/complaint may be subject to criminal charges and/or a civil suit by the Department member.