INSTRUCTIONS FOR CITIZEN COMPLAINT AGAINST DEPARTMENT MEMBER

If you have a complaint against a member of the Glencoe Public Safety Department, ask to speak to a supervisor. The supervisor, usually a Lieutenant, will discuss the circumstances with you and may ask you to prepare a written statement concerning the incident. Interviews will be conducted to accumulate all necessary information and facts concerning the complaint.

The Public Safety Department adheres to the policy of investigating all allegations against members of the Department.

The goal of the Public Safety Department is to ensure that objectivity, fairness, and justice are assured by intensive impartial investigation and review.

Unless the complaint and allegation is of such magnitude that it requires additional time, all complaints will be resolved within 30 days of the receipt of the initial complaint.

During the course of an investigation, the Public Safety Director or his designee may notify you concerning the status of the complaint. The Public Safety Director will notify you of the disposition of the investigation once it is completed.

If your complaint was found to be maliciously filed, the Department will furnish the Department member all documentation relating to the investigation, and request the Village Attorney to consult with the Department members to advise him/her of legal remedies.

CITIZEN COMPLAINT FORM

Complainant:

Name: _____

Address: _____

Phone #: _____ E-mail: _____

Date and Time of the Incident: _____

Reason for the Complaint: _____

_____

_____

_____

_____

_____

_____

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Complainant Signature: _____

Supervisor Receiving the Complaint:

Name: _____ Rank/Badge #: _____

Case Number: _____ Date this complaint filed: _____

2/1/2020