

# HOW TO FILE A COMPLAINT

1. To file a complaint about the actions of any employee of the Richton Park Police Department, complete the attached Citizen Complaint form.
2. This form asks you to identify yourself and then to provide specific details about your complaint.
3. Your complaint will then be investigated. During the course of the investigation, you may be contacted to clarify the details of your complaint or to provide additional facts regarding the basis of your complaint.
4. If it is going to take a long time to investigate your complaint, you will receive a letter advising you approximately when you may expect a reply.
5. Once your complaint has been investigated, you will be advised in writing as to the findings of the investigation.
6. Should your complaint develop the basis for which official charges are filed with the Board of Fire & Police Commissioners, you shall also be advised whether it will be necessary for you to testify before the Commission.

**CONFIDENTIAL  
CITIZEN COMPLAINT AND INQUIRY FORM**

**COMPLAINT #:** \_\_\_\_\_

Nature of Complaint:

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Name of Complainant:

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Home Address:

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City, State, Zip Code:

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Home Telephone:

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Business:

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Cellular/Pager:

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If applicable, list other complainants and/or witnesses:

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Incident Location:

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Date and Time:

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Employee Name or Star Number:

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Employee Name or Star Number:

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Vehicle (if involved): \_\_\_\_\_ Vehicle Identification: \_\_\_\_\_

Complaint Received by: \_\_\_\_\_ Date: \_\_\_\_\_

**COMPLAINT #:** \_\_\_\_\_

## **Summary of Complaint**

(If further space is needed, use continuation sheets – pages 3 and 4)

I understand that this Statement of Complaint will be reviewed by a sergeant of the Richton Park Police Department and may be the basis for an investigation. Furthermore, I sincerely and truly declare and affirm that the facts contained herein are complete, accurate, and true to the best of my knowledge and belief. I further declare and affirm that my statement has been made by me voluntarily without persuasion, coercion, or promise of any kind.

Additionally, I understand, and it is my desire, that this complaint will be investigated diligently. I further understand that if the investigation proves these allegations to be false, I may be liable to both criminal and civil prosecution. I also understand that in some cases I may be asked to submit to a polygraph examination as part of the investigation.

Lastly, I understand that, under the Rules and Regulations of the Board of Fire & Police Commissioners a full-time police officer against whom a complaint is filed may request a Hearing before such Commission. By signing and filing this complaint, I hereby agree to appear before said Commission, if one is requested by the officer, and to testify under oath concerning all matters relevant to this complaint.

**Signature of Complainant**

Date

**Witnessed**

### Time Completed

**Notary:**

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

(notary public signature)

My commission expires: \_\_\_\_\_

(notary seal)

**COMPLAINT #:** \_\_\_\_\_

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## **Complaint Continuation**

**COMPLAINT #:** \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_ Pages

## **Complaint Continuation**

**COMPLAINT #:** \_\_\_\_\_

### **Summary of Supervisor's Inquiry**

**Supervisor's Signature**

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Date