



## Villa Grove Police Department • Citizen Complaint Form Prologue

The policy of the Villa Grove Police Department is to investigate complaints of misconduct on the part of any police officer or employee of the department. In order to allow proper investigation of alleged police/employee misconduct, the attached form must be filled out completely and notarized before it is submitted to the department for review.

The completed form must be returned to the Chief of Police of the Villa Grove Police Department. The completed form may be the basis for an investigation of the allegations against the employee. The person making the complaint may be contacted by the Chief of Police, or his designee, for an interview, the formal taking of a statement, or clarification of the allegations.

It should be noted that because Illinois State Statute requires that the Citizen Complaint Form be notarized before it is submitted to the police department, **no action can or will be taken on any Citizen Complaint Form that is not notarized.** It should also be noted that a person who knowingly makes false, untrue or malicious complaints may be subject to criminal prosecution. State Law states that a false report filed with a police agency may constitute a crime punishable by a fine or not more than \$500 and/or imprisonment for not more than six (6) months. In addition, a person who makes a statement required by law to be made under oath or affirmation, knowing it to be false, may be charged with perjury, a felony punishable by up to five (5) years in prison.

**Citizens who might feel uncomfortable submitting this form at the Police Department should contact Alderman Ronald Hunt, Emergency Services Committee Chairman or Mayor Cassandra Eversole-Gunter at 217-832-4721.**

As a matter of policy, each person who makes a formal complaint against a Villa Grove Police Department employee will be advised of the final result of the investigation. If you have any questions about the internal investigation policy or procedures, please contact the Chief of Police at 217-832-2521.





STATE OF ILLINOIS )  
 ) SS:  
COUNTY OF DOUGLAS )

I, \_\_\_\_\_, being first duly sworn on oath, affirm and state that I have read the foregoing Complaint and that the statements contained therein are true.

\_\_\_\_\_  
Complainant

I, \_\_\_\_\_, the undersigned, a Notary Public in and for said County and State aforesaid, DO HEREBY CERTIFY, that Complainant appeared before me this day in person, and acknowledged that he/she signed and delivered the said instrument for the purposes therein set forth. Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

**SEAL**

Staff Officer Receiving Complaint: \_\_\_\_\_ Date: \_\_\_\_\_

Taken:  in person  by phone  via letter  other \_\_\_\_\_

Resolved immediately?  Yes  No Follow-up investigation needed?  Yes  No

Chief's Office Use:

Reviewed by: \_\_\_\_\_ Date \_\_\_\_\_

Recommendation: \_\_\_\_\_

Investigation assigned to: \_\_\_\_\_

Date Investigation Completed: \_\_\_\_\_

Results:  Unfounded  Exonerated  Not Sustained  Sustained  Policy Failure

Recommendation(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Investigative Results Sent to Complainant by \_\_\_\_\_ Date \_\_\_\_\_