



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 either City Administrator Jacki Athey 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 possible. If you have any questions about the internal investigation policy or procedures, please contact the Chief of Police at 217-832-2521.

Administrative and Billing Offices
120 N Main St
PO Box 108 • VG IL 61956
Phone 217-832-4721
Fax 217-832-4900
Email city.hall@villagrove.org

Fire Department
Emergency Services Center
1016 N Sycamore St
PO Box 108 • VG IL 61956
Non-Emergency Phone 217-832-8500
Email fire.dept@villagrove.org

Police Department
Emergency Services Center
1020 N Sycamore St
PO Box 133 • VG IL 61956
Non-Emergency Phone 217-832-2521
Email police.dept@villagrove.org

Public Works Department
Facilities Garage • 612 Front St
Sewer Plant • 711 N West St
Water Plant • 114 N Main St
PO Box 108 • VG IL 61956
Email public.works@villagrove.org

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 _____

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