



CORRECTION

**SPECIAL MEETING SESSION AGENDA
OF THE CITY COUNCIL
CITY HALL COUNCIL CHAMBERS
109 E. OLIVE STREET, BLOOMINGTON, IL 61701
MONDAY, JULY 10, 2017; 5:15 P.M.**

6. Discussion on Proposed Public Safety and Community Relations Commission. (*Alderman Agenda Request Form, Council discussion with Brenden Heffner, Police Chief 35 minutes.*)

Corrected Citizen Complaint Form, replacing the Complaint process and Citizens Complaint form.



CITIZEN COMPLAINTS

The mission of every police officer is to professionally serve the community. In the process of this endeavor they are a highly visible part of the criminal justice system. Police officers must recognize their responsibility to serve the public to the best of their ability. Fair and impartial law enforcement, which respects the individual dignity of all citizens is essential and must be accomplished with tact and diplomacy whenever possible.

The Bloomington Police Department recognizes the need for the filing of legitimate complaints against police department personnel. It would be our hope that citizens will never need to use this complaint form, as we do not want to fail in our continuing efforts to provide the best possible service.

The policy of the Bloomington Police Department is to objectively investigate complaints of misconduct on the part of any police officer or employee of the department as expeditiously as possible in order to gather all of the facts to substantiate the citizen's complaint or clear the employee.

State Law (50 ILCS 725/3.8) requires a sworn affidavit (in this case, the citizen complaint form) to be notarized and submitted to the Police Department before the complaint can be investigated. It is for this reason no action can be taken on any Citizen Complaint Form that is not notarized. The Police Department can assist you with having the complaint form notarized at no cost or you may take the form to a notary of your choosing.

The completed form can be returned to a staff officer of the Bloomington Police Department (Sergeant, Lieutenant or Assistant Chief). The completed form may be the basis for an investigation of the allegations against the individual. The person making the complaint may be contacted by a staff officer or the Department's internal investigator for an interview, the formal taking of a statement, or clarification of the allegations. Citizens who might feel uncomfortable submitting this form at the Police Department can obtain a copy of the complaint form to take with you. The form is available online, at the front desk, and in the lobby of the Police Department. There are several community organizations including the NAACP, Not in Our Town, and others who have access to these forms and can assist you in filling them out and having them notarized. If you prefer you may also file a notarized complaint form by mail. Send the notarized complaint form to the Office of Professional Standards, 305 S. East Street, Bloomington, IL. 61701.

The complaint process is not meant to be a way to seek retribution against employees of the police department for properly enforcing the law. Citizens should be aware State Law (50 ILCS 725/3.8) also requires:

"any complaint, having been supported by a sworn affidavit, and having been found, in total or in part, to contain knowingly false material information, shall be presented to the appropriate State's Attorney for a determination of prosecution."

Each person who makes a formal complaint against a police officer or employee of the department will be advised of the final disposition of the investigation. This will generally occur within 30 days of the complaint. More complex investigations may take additional time. If so there will be communication with the complainant in regards to the expected length of the investigation. If you have any questions regarding the internal investigation policy or procedures, please contact the Office of Professional Standards at (309) 434-2350.



BLOOMINGTON POLICE DEPARTMENT

CITIZEN COMPLAINT FORM

For Office Use Only

Complaint Number _____

Complaint Taken _____

1. In Person _____

2. By Phone _____

3. By Mail _____

Complainant's Information

Name: _____ Date of Birth: _____

Address: _____

Street _____

City _____ State _____ Zip _____

Place of Employment: _____

Address: _____

Phone: _____

Witness Information

Name	Address	City/State/Zip	Phone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Officers Involved

Officer's Name	ID#	Officer's Name	ID#
1. _____	_____	4. _____	_____
2. _____	_____	5. _____	_____
3. _____	_____	6. _____	_____

Location and Time of Incident

Location of Incident	Date	Time
_____	_____	_____

Description of Incident*Be as specific as possible. Use additional paper if necessary.*

State of Illinois) ss

County of McLean)

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

 Signature of Complainant

Subscribed and sworn to before me this ____ day of _____, 20____.

 Notary Public

Staff Officer Receiving the Complaint _____ Date _____

Complaint able to be resolved at time submitted Yes _____ No _____

Complaint requires additional follow up investigation Yes _____ No _____