

College of DuPage Police Department

Citizen Complaint Procedure



If you wish to make a complaint regarding the actions of a member of the College of DuPage Police Department, or any other aspect of the operation of the Police Department, please:

- Visit the Police Department and tell any employee that you want to make a complaint, or;
- Call the Police Department at 942-2000, and advise the Communications Officer that you want to make a complaint, or;
- Email your complaint to the College of DuPage Police, at CODPoliceDepartment@cod.edu.
- Mail your complaint to:

College of DuPage Police Department

425 Fawell Blvd.

Glen Ellyn, Illinois 60137

Attn: Chief of Police

- Any Police Department supervisor will assist you in completing a Complaint Form. You will be asked to identify yourself and then to give specific details about your complaint.
- Your complaint will be thoroughly investigated. You may be contacted and asked additional questions about your complaint.
- When your complaint has been investigated, the Chief of Police will review the investigation and will contact you explaining the outcome of the matter. If the complaint process is expected to exceed fifteen (15) days, you will be notified when you may expect a response.

Chief of Police

College of DuPage Police Department



Complaint Form

Please take a moment to complete the following information, which will be needed in reviewing the facts surrounding your complaint. Please include as much detail as possible. **PLEASE PRINT EXCEPT FOR SIGNATURE.**

NAME: _____ BIRTH DATE: _____
(first, middle, last)

ADDRESS: _____ HOME PHONE: () _____
(number, street, apartment, city, state, zip code) WORK PHONE: () _____

MY COMPLAINT IS ABOUT:
OFFICER / EMPLOYEE(S): _____

BADGE
NUMBER(S): _____

I wish to make a formal complaint regarding the conduct or actions of the above officer/employee(s) as a result of an incident which occurred:

DATE: _____ TIME: _____ LOCATION: _____

Please explain in detail what happened and include the specific behaviors of the involved employee(s) which you feel were improper. Please use the back of this form or additional sheets of paper if necessary.

You have the right to make a complaint against any employee for improper conduct. The College of DuPage Police Department will conduct a thorough investigation and you will be notified of the outcome of the investigation. If allegations against the officer / employee(s) are sustained, the College of DuPage Police Department cannot release to you, any details of disciplinary action taken. The investigation may also conclude that the officer / employee(s) acted properly or that there is not enough information to prove or disprove the allegations.

I understand that this statement of complaint will be submitted to the College of DuPage Police Department and will serve as a basis for an internal investigation.

DATE: _____ SIGNATURE OF COMPLAINANT: _____

PARENT OR GAURDIAN IF UNDER 18 YEARS OF AGE: _____

-----Below is for Official Use Only-----

Supervisor Signature: _____ Date: _____

Incident Disposition

Unfounded _____ Exonerated _____ Not Sustained _____ Sustained _____

Please return this form to: College of DuPage Police Department
425 Fawell Blvd (HEC 1040) Glen Ellyn, IL
60137
630 942-2000

425 Fawell Blvd • Glen Ellyn, IL • 60137 • (630) 942-2000