



NORTHERN ILLINOIS UNIVERSITY

## Department of Police and Public Safety

Citizen Complaint Form  
Please Read

The NIU Department of Police and Public Safety is committed to providing law enforcement services that are fair, effective and impartially applied. Toward that end, officers are held to the highest standards of official conduct and are expected to respect the rights of all citizens. Officer's adherence to these standards, motivated by a moral and professional obligation to perform their job to the best of their ability, is the ultimate objective of this agency.

The NIU Department of Police and Public Safety is dedicated to protecting the public, the employee and the department through fair, thorough and proactive investigations of alleged misconduct. This form is intended to provide our campus community and members of this department an avenue to express opinions or concerns with matters pertaining to members and/or policies, procedures or operations of the NIU Department of Police and Public Safety. This form should be filled out in its entirety because a form without complete information may not allow the concern to be properly addressed. It is suggested that the individual filing this report complete it with consultation from a police supervisor, the university ombudsperson or other responsible university officials. This will provide them with a full understanding of the procedure and its potential outcome.

It is the policy of the NIU Department of Police and Public Safety to thoroughly investigate all complaints against members of the department. Illinois law requires that all complaints be supported by a sworn affidavit. As such, you will be required to sign this complaint under oath or affirmation. If the results of the investigation reveal that you knowingly provided false information regarding the complaint, you may be subject to prosecution as provided under Illinois law.

## Common Questions and Answers

**Q:** What is a complaint?

**A:** A complaint is an expression of formal discontent or accusation made in a written or verbal form that alleges criminal conduct, misconduct, neglect of duty, corrupt activity, violation of rules or regulations of the police department, or other violation of university or state rules and regulations.

**Q:** Can I talk to a supervisor about my complaint?

**A: Yes.** You may speak to an employee's immediate supervisor about your complaint for possible resolution. You are still entitled to file a written complaint in the matter.

**Q:** Is there a penalty for filing a false police report?

**A: Yes.** Filing a false report with a law enforcement agency is a criminal offense. Also, the same civil remedies available to citizens are available to police officers.

**Q:** How is my complaint investigated?

**A:** A police department administrator reviews all complaints. The complaints are then assigned to an appropriate supervisor for investigation and follow up. Upon completion and review of a thorough investigation, a final disposition is determined.

**Q:** Will I be notified of the disposition?

**A: Yes.** You will be notified of the disposition in writing after the investigation is completed.

**Q:** What happens if an employee is found to have acted improperly?

**A:** You may be asked to testify in a criminal court or departmental hearing. Aside from arrests arising from criminal conduct, an employee may be subjected to the following disciplinary action if found in violation of any rules or regulations: additional training and or counseling, reprimand, suspension, demotion or termination.

**Q:** Where do I file my complaint?

**A:** You can obtain and file a complaint form at the NIU Department of Police and Public Safety.

**Q:** How do I complete the complaint form?

**A:** On the complaint form include your name, address and phone number. Although the NIU Department of Police and Public Safety does accept anonymous complaints, if you do not identify yourself, you will not be informed of the disposition of your complaint. Include in your complaint a statement in which you state the facts surrounding your allegation. Include the names and addresses of witnesses, names of officers, and any additional information that would assist in a speedy investigation. If you require assistance in completing the form, a police supervisor will assist you. Information you provide pertaining to complaints is treated with strict confidentiality.

Nature of the complaint. (Please be as detailed as possible. Should more space be needed, you may use the back of the form or additional paper.)

**Please Furnish All Information Requested**

Today's Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_ Sex \_\_\_\_\_ Race \_\_\_\_\_ Age \_\_\_\_\_

Faculty \_\_\_\_\_ Staff \_\_\_\_\_ Student \_\_\_\_\_ Other \_\_\_\_\_

Name of officer/staff involved \_\_\_\_\_

Badge No. \_\_\_\_\_ Sex \_\_\_\_\_ Race \_\_\_\_\_ Age \_\_\_\_\_ Height \_\_\_\_\_

Weight \_\_\_\_\_ Hair \_\_\_\_\_ Eyes \_\_\_\_\_ Facial Hair \_\_\_\_\_

Date of incident \_\_\_\_\_ Time of incident \_\_\_\_\_

Location of incident \_\_\_\_\_

Witnesses \_\_\_\_ If any \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_



**Only one signature required**

The complainant being duly sworn on oath, deposes and says that they have read this foregoing complaint consisting of \_\_\_\_\_ pages and the facts contained therein are true and correct.

\_\_\_\_\_  
Complainant Signature

**To be completed by notary public only**

Signed and sworn to before me as a notary public of DeKalb County, Illinois this day of \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
Notary Signature

**To be completed by police administrator only**

How received: In person \_\_\_\_\_ Mail \_\_\_\_\_ Telephone \_\_\_\_\_

Received by: \_\_\_\_\_ Date \_\_\_\_\_  
Signature

Assigned to: \_\_\_\_\_

Received by Chief of Police or designee:

\_\_\_\_\_  
Chief or Designee Signature Date \_\_\_\_\_

**The completed form may be returned into the NIU Department of Police and Public Safety or mailed to: Chief of Police, NIU Department of Police and Public Safety, 395 Wirtz Drive, DeKalb. IL 60115.**

CFS No. \_\_\_\_\_

Page 5 of 5

Complainant Initials \_\_\_\_\_

Once your complaint is submitted, it will be forwarded to the Internal Affairs supervisor. In matters involving a serious allegation, where a formal investigation is to be conducted, the Internal Affairs supervisor will send via U.S. Postal Service Certified Mail a written correspondence acknowledging the receipt of the complaint to the reporting party.