



CITIZEN COMPLAINTS

The mission of every police officer is to professionally serve the community. In the process of this endeavor, police officers become 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 conscientiously and with diplomacy..

The Bloomington Police Department recognizes the need for the ability to file allegation of legitimate complaints against police department personnel.

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 to substantiate the citizen's complaint or clear the employee.

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.

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: _____

Phone: _____

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
_____	_____	_____

Harassment, retaliation, or retribution for filing a complaint or testifying on behalf of a complainant will not be tolerated. If you believe you are the subject of harassment, retaliation, or retribution as a result of the complaint process, please contact the Public Safety & Community Relations Board, the Department of Professional Standards within the Police Department or the City's Legal Department for appropriate investigation and follow-up.

Signature: _____ **Date:** _____

Staff Officer Receiving the Complaint _____ **Date** _____

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

Complaint requires additional follow up investigation **Yes** _____ **No** _____