

Complaint/Commendation Form Instructions

Champaign Police Department

Complaints are taken even if there are minor or technical mistakes on the form, but the Police Department needs enough information to be able to find records of the incident and to contact you.

Type of Complaint: Indicate whether this is a complaint or a commendation (compliment) about police employee conduct. If the wrong item is mistakenly selected, it does not invalidate the entry.

Your Information: You are asked to give your complete name and mailing address, and at least one other method of contacting you.
You are asked for your age and race for statistical purposes.
You may provide other contact information.

If we do not have a valid way to contact you, your complaint will be handled as an inquiry, meaning we will look into the matter, but not as a formal complaint, and you may not be notified about the findings.

Incident Information: Detailed information about the date/time/location will enable the Police Department to locate records of the incident.

Describe the Incident: For complaints, in this area include how you were personally involved (required) and what you think the employee did wrong (required). You will receive a letter from the Police Department listing your complaint allegations. When you get this letter, make sure that it is accurate; there will be contact information in the letter to tell us if it's not accurate.

It is possible the Police Department will need more information for the investigation. You may be contacted to be re-interviewed. If the Police Department makes a request for more information or an interview, you must supply it or the complaint will be handled as an inquiry, meaning we will look into the matter, but not as a formal complaint.

Employee Information: This is the area for identifying the Police Department employees involved. If you do not know name and/or badge number, then in "Additional Employee Information" please describe the employee. This box is also for if there are more than two police department employees involved.

Witness Information: Identify any witnesses to the incident with their contact information, if you know it, so they can be interviewed for the investigation.

Evidence Information: Is there any evidence or documentation to support your complaint? Please describe what information you have; you will be asked to provide a copy to the Police Department.

Verify Complaint Allegations Are True: Please check mark the certification and sign below the complaint verification. If you are making a very serious allegation against a police officer, you may be asked to complete and sign a sworn affidavit. Persons filing false complaints are subject to prosecution.

A copy of your complaint form will be mailed back to you when the Police Department contacts you about the matter.

Mail the Employee Conduct Form to the Police Department using the enclosed envelope, or drop the form off at the Police Department or the City of Champaign Community Relations Office.

For questions about filling out the form, please contact Champaign Police Professional Standards Division at 217-403-6913, or City of Champaign Community Relations Office at 217-403-8830.