

City of Northlake

55 East North Avenue • Northlake, IL 60164

Police Department

Committed to Excellence

JEFFREY T. SHERWIN

MAYOR

NORMAN NISSEN, JR.

CHIEF OF POLICE

TO: Complainant Witness

FROM: Chief Norman Nissen, Jr.

RE: NORTHLAKE POLICE COMPLAINT INVESTIGATION PROCESS

It is the policy of the Northlake Police Department to investigate all complaints of alleged employee misconduct and to equitably determine the validity of those allegations in a timely and consistent manner. This policy ensures that your rights as a citizen are not abused and that the integrity of the Department is not questioned or compromised.

If you are making a complaint against an employee of this Department, it is important that you complete the Citizen Complaint form in its entirety. However, if you wish to remain anonymous, the Department will continue to investigate the allegation. In order to receive a follow-up letter concerning our findings, we do need an address or phone number at which to contact you.

If you are making a complaint in person, a sergeant or command officer will speak with you initially. If you mail the form in, an internal affairs investigator will contact you either by phone or in person. A supervising officer will make an initial informal inquiry into the allegation. That supervisor will make a determination as to whether or not there are grounds to conduct a formal investigation into the allegation. The supervisor will advise you of this decision. Regardless of that decision, the Chief of Police will provide you with a written report regarding your complaint.

All investigations are given a high priority. However, because of many factors, the investigation may take several weeks or longer. You will be provided an update on a regular basis until the complaint is resolved. You must understand that employees are afforded rights under State Statutes and Collective Bargaining Agreements that cannot be violated.



Norman Nissen, Jr.
Chief of Police

NN:sd



CC-_____ - _____

NORTHLAKE POLICE DEPARTMENT

CITIZEN COMPLAINT

DATE: _____

COMPLAINANT'S NAME: _____
(First) (Last) (Middle Initial)

DATE OF BIRTH: _____

ADDRESS, CITY/ZIP CODE: _____

HOME PHONE: _____ BUSINESS PHONE: _____

PAGER: _____ CELL PHONE: _____

LOCATION OF INCIDENT: _____

DATE OF INCIDENT: _____ TIME OF INCIDENT: _____
AM
PM

COMPLAINT AGAINST:

NAME: _____ RANK: _____ BADGE: _____

NAME: _____ RANK: _____ BADGE: _____

NAME: _____ RANK: _____ BADGE: _____

COMPLAINT: Please include full names, addresses and telephone numbers of any other witnesses to this incident. Be as detailed as you possibly can. Include times, locations, dates, etc.

(Continued on Reverse Side)

