

Lewis University 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): _____

INCIDENT REPORT 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 Lewis University 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 Lewis University Police Department cannot release to you 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 Lewis University Police Department and will serve as a basis for an internal investigation. I affirm that the facts contained herein are complete, accurate, and true to the best of my knowledge and belief. Furthermore, I agree to fully cooperate with any investigation and agree to appear at any civil or criminal proceeding if necessary.

DATE: _____ SIGNATURE OF COMPLAINANT: _____

PARENT OR GAURDIAN IF UNDER 18 YEARS OF AGE: _____

Please return this form to:
The Lewis University Police Department
One University Parkway, Unit 274
Romeoville, IL 60446
(815) 836-5222