

VILLAGE PRESIDENT

P. Sean Michels

VILLAGE ADMINISTRATOR

Brent M. Eichelberger

VILLAGE CLERK

Cynthia Galbreath



DEPARTMENT OF POLICE
Patrick J. Rollins, Chief

VILLAGE TRUSTEES

Sean Herron
Mari Johnson
Ted Koch
Heidi Lendi
Rick Montalto
David Paluch

Complaint Registering Procedures

The members of the Sugar Grove Police Department are aware of the important responsibilities and duties they have as public servants and must maintain trust and integrity in the community. As an organization, we try very hard to provide quality customer service to all of our citizens. Policing is a very complex job in today's society; we realize that mistakes can be made and that the actions of our personnel may fall short of your expectations.

It is the policy of the Sugar Grove Police Department to thoroughly investigate all complaints of alleged misconduct made against any member or representative of the Sugar Grove Police Department.

We will conduct an investigation into alleged acts of misconduct on the part of any employee or representative of the department. The investigation will be thorough, accurate and objective. Such investigation shall include formal statements from all parties concerned, the gathering and preservation of any physical evidence relative to the case, and all other written information bearing on the matter.

The department requires that all attempts will be made to complete investigations of complaints within 30 days from the date it is received. The Chief of Police may extend that time due to circumstances that prevent the completion of the investigation of witnesses, evidence, etc.

You will be notified about the progress and the disposition of the complaint.

Complaints may be filed in person at the Sugar Grove Police Department or by phone.

Written complaints should be mailed to the Chief of Police, Sugar Grove Police Department, 10 Municipal Drive, Sugar Grove, Illinois 60554

Under Illinois law, you may be required to sign an affidavit, which affirms, under oath, that any allegations you make are truthful statements. (50 ILCS 725 / 3.8)

SUGAR GROVE POLICE DEPARTMENT

COMPLAINANT'S STATEMENT OF POLICE PERSONNEL MISCONDUCT

It is the policy of the Sugar Grove Police Department to thoroughly investigate all complaints of alleged misconduct made against any member or representative of the Sugar Grove Police Department.

We will conduct an investigation into alleged acts of misconduct on the part of any employee or representative of this department. The investigation will be thorough, accurate and objective. Such investigation shall include formal statements from all parties concerned, the gathering and preservation of any physical evidence relative to the case, and all other written information bearing on the matter. When the investigation has been completed, a written report will be submitted to the Chief of Police with written recommendations.

You will be notified of the results of the investigation and our official position regarding your complaint as soon as we have finished the entire investigation and we have had a chance to carefully study the facts brought out by our investigation.

Please provide the following information:

My name is:

(Last)

(First)

(Middle)

(Address)

(City)

(State)

(Zip Code)

Home Phone: _____ Cell Phone: _____

Work Phone: _____ Age _____ Years.

I want to complain about:

Officer(s):

Badge(s);

Names, addresses, phone numbers of any witnesses:
