



The Champaign Police Department is committed to fair and effective law enforcement and appreciates hearing from citizens when we get it right, or when a citizen believes that a police employee did, or might have done something wrong. [The CPD Employee Conduct Form](#) allows individuals to provide a commendation for services received or to file a complaint regarding our agency or staff. Individuals can file complaints regarding police employee misconduct within 60 days of the event.

Persons filing a complaint are asked to complete all information on the form to the best of their abilities to help the Department find record of the incident and to follow-up with the appropriate persons involved.

Questions that will be asked of 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 Contact 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. If we do not have a valid way to contact you, your complaint will be handled as an internal investigation, meaning we will investigate 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.
- **Incident Description.** For complaints, include how you were personally involved and what the employee did.
- **Employee Information.** To the best of your ability, identify the Police Department employee(s) involved in the incident. If you do not know the name and/or badge number, within the “Additional Employee Information” section, please describe the employee. This box is also provided if there are more than two police department employees involved.
- **Witness Information.** Identify any witnesses to the incident with their known contact information, so that we may contact them for interview.
- **Evidence Information.** Is there any evidence or documentation to support your complaint? Please describe what information you have and provide a copy to the Police Department.
- **Verify Complaint Allegations.** Please check mark the certification and sign below the complaint verification. If you are making a serious allegation against a police officer, you may be asked to complete and sign an affidavit. Persons filing false complaints are subject to prosecution.

Complaint Process:

After filing a complaint, you will receive a letter from the Police Department listing your complaint allegations. When you get this letter, make sure that it is accurate. If it is not, please contact the staff personnel identified in your letter to ensure corrections are made.

It is possible the Police Department will need more information for the investigation and may contact you to be interviewed or re-interviewed. If the Police Department makes this request, you must supply the detail for staff to gain sufficient information related to the investigation and to move forward with the formal complaint process.

For questions about completing the employee conduct form or the complaint process, please contact the:

[Champaign Police Department Professional Standards Division](#): 217-403-6913, police@champaignil.gov

[City of Champaign Office of Equity, Community and Human Rights](#): 217-403-8830, communityrelations@champaignil.gov