

HOW ARE COMPLAINTS FILED?

Through the year, members of the CLC Police Department handle a variety of calls and have numerous contacts with the public. In some of those instances, individuals may feel the interaction with a member of the CLC Police Department was unsatisfactory. If you feel this occurred, you may contact the CLC Police Department at (847) 543-2081 or in person and ask to speak with a supervisor.

The supervisor will listen to your complaint and may attempt to resolve the complaint informally over the phone, or in person. If the supervisor is unable to satisfy the complainant, the complaint process will be furthered. All complaints will be investigated to the fullest.

WHAT HAPPENS WHEN A COMPLAINT IS FILED?

Once a complaint is filed, it will be forwarded to the Chief of Police who will then assign it for investigation. The Chief of Police will generate a letter to you, indicating the investigator assigned to the investigation and an Internal Affairs report number. Generally, an investigation takes no longer than 30 days; however, the investigator may be given an extension if the Chief of Police agrees it is justified. You will be kept informed of the status of your complaint and the eventual outcome.

If the complaint is found to be true (SUSTAINED), the department member may be disciplined at the discretion of the Chief of Police and Human Resources Department, up to and including termination of employment.

LAW ENFORCEMENT'S CODE OF ETHICS

As a Law Enforcement Officer, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all men to liberty, equality and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities, or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession ... law enforcement.



PERSONNEL COMPLAINT FORM

COLLEGE OF LAKE COUNTY
POLICE DEPARTMENT

College of Lake County Police Department

I, _____ of _____
(Print Name) (Address)

allege that _____, a member of the College of Lake County Police Department,
committed an act of misconduct/violation of the law as described below:

(Add additional pages, if needed) Page ____ of ____

Witness Name: _____ Witness Phone: _____
Witness Address: _____

Signature: _____
(Complainant) (Date)

Return your Police Personnel Complaint Form by any of the following methods:
Mail to: College of Lake County Police Dept.
Attn: Chief Henry
19351 W. Washington St.
Grayslake, IL 60030
Hand-deliver to the Police Department at:
Grayslake Campus, Building E