Northeastern Illinois University Police Department
5500 N. St. Louis Avenue Chicago, Illinois 60625
Phone: (773) 442-4100 ▪ Fax: (773) 442-4110

Frank Covello
Interim Chief of Police

This Complaint/Allegation Form should be used to report allegations of police employee misconduct. Complaints regarding Northeastern Illinois University Police Department policies and procedures should be made in writing to Interim Chief Frank Covello. Disagreements over the merits of an arrest, citation, or ticket do not come under the purview of the Complaint/Allegation process, unless employee misconduct is alleged. Please provide as much information as possible, including specific dates, times, and the names, report / incident / ticket numbers, badge or car numbers of the employees involved, what specifically you are complaining about, and what you would like to see happen. You may attach additional pages as needed. It is especially important that you provide us with the names of witnesses and how they can be contacted. Depending on the circumstances and information provided, you may be contacted again for additional information. Once your complaint form is completed, you may mail it to Interim Chief Frank Covello, or drop it off in person. Our address is:

Northeastern Illinois University
University Police
5500 N. St. Louis Avenue
Chicago, Illinois 60625

Generally, complaint investigations are concluded within 30 days, unless the Interim Chief of Police extends that time because of extenuating circumstances. If an extension is granted, you will be contacted and given an update on the progress of the investigation. The officer or employee(s) concerned will be informed of the substance of the complaint unless to do so would prejudice the investigation. Upon completion of the investigation and determination of the appropriate action, you will be notified of the disposition. You may request confidentiality by checking the appropriate box on the Complaint Form. If you request confidentiality, we will try to respect your request; however, it is not possible to guarantee confidentiality.

If you have any questions about the process, please call 773-442-4100 and ask for Interim Chief Frank Covello.

This form is to be used when filling official complaints against Northeastern Illinois University Police Department employees.

Date:_____ Case Number:_____

Complainant's
Name:_____
Last First Middle

_____
Address (Street Number and Street Name)

_____
City State Zip Code

_____
Telephone Number (Area Code and Number)

Type of Complaint:
___ Allegation of Civil Rights Violation
___ Allegation of Brutality/Unnecessary or Excessive Force
___ Allegation of Illegal Search
___ Allegation of Unethical Activity (May be taken from an anonymous source)
___ Allegation of Criminal Activity (May be taken from an anonymous source)
___ Allegation of Negligence or Neglect of Duty Resulting in Bodily Injury or Death
___ Allegation of Abusive Conduct by a Supervisor Directed Toward a Subordinate
___ Allegation of Abusive Conduct Toward a Citizen
___ Intelligence Information (May be taken from an anonymous source)
___ Improper Conduct
___ Harassment
___ Rudeness
___ Vehicle Operation (May be taken from an anonymous source)
___ Improper or Undeserved Citation
___ Harassment
___ Other:_____

Location of Occurrence: _____
Day, Date and Time of Incident: _____
Employee(s) Allegedly Involved: _____
_____

Witnesses: _____
Name
_____
Address
_____
Telephone Number

Witnesses: _____
Name

_____
Address

_____
Telephone Number

Witnesses: _____
Name

_____
Address

_____
Telephone Number

Description of Allegation or Statement of Complaint:

Description of Allegation or Statement of Complaint (Continued):

Page ___ of ___ Initials _____

The above information is based on my own personal knowledge: ___ Yes ___ No

If you answered no, what relationship do you have with the party who is making the allegations?

___ Parent/Guardian
___ Spouse
___ Other Relative _____ (If so, what relationship)
___ Friend
___ Employer
___ Co-Worker
___ Independent Witness
___ Other _____

By providing my signature in the space provided below, I'm acknowledging that I affirm that the information, as stated in this complaint, is true and that my statements are neither false, malicious or prejudice against the employee or employees involved. I also understand that this is an official police report and that I can be criminally prosecuted or subjected to civil liability for making statements against Northeastern Illinois University Police Department employees that are false, malicious and/or slanderous.

Illinois Law [720 ILCS 5/26-1(a) 11] states that whoever knowingly transmits a false report without reasonable grounds regarding the conduct of a law enforcement officer is subject to a Class A misdemeanor.

Having read the above information, I voluntarily offer my signature as the complainant of this official police report.

Complainant's Signature: _____ Date:_____

_____**DO NOT WRITE BELOW THIS LINE**_____

Notary: _____ Date:_____

Receiving Official: _____ Date:_____

Star Number: _____

Complaint Reviewed by: Date: _____

__ Shift Supervisor _____
__ Watch Commander _____
__ Lieutenant- Administrative _____
__ Lieutenant- Operations _____
__ Interim Chief of Police _____
__ Criminal Investigations _____

Complaint Assigned To: Date: _____

__ Shift Supervisor _____
__ Watch Commander _____
__ Lieutenant- Administrative _____
__ Lieutenant- Operations _____
__ Interim Chief of Police _____
__ Criminal Investigations _____

__ Internal Affairs (Can Only be Assigned by Interim Chief of Police or His Designee)

Disposition of Complaint:
Note: Upon Disposition, all documentation will be forwarded to the Human Resources Department for records Retention.

___ Withdrawn
___ Sustained
___ Not Sustained
___ Forwarded to the Internal Affairs Section Pending Review by Interim Chief of Police

Date: _____