



# *LeRoy Police Department*

*207 S. East St., LeRoy IL 61752*

*Jason T. Williamson, Chief of Police*



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*Emergency: 911      Non-Emergency: (309)-962-3310      [www.leroyilpolice.org](http://www.leroyilpolice.org)      Fax: (309)-962-7213*

## **Complaint/Commendation Process Informational Form**

### ***How to compliment the actions or performance of an LeRoy Police Department Employee?***

- Call the Police Department at 309-962-3310 or stop by the department and ask to speak to a supervisor and verbally communicate your thanks.
- Write a letter or send an email to the LeRoy Police Department at [jwilliamson@leroy.org](mailto:jwilliamson@leroy.org)
- Complete the Commendation / Complaint form from either the LeRoy Police Department website or pick up a form at the police department or city hall.

Commendation letters are forwarded to the Department member and a copy is placed in the employee's permanent personnel file.

### ***What is considered a personnel complaint?***

A complaint of wrong doing or inappropriate action on the part of any employee of the LeRoy Police Department.

### ***How do I file a complaint against a Police Department employee?***

When a person has a complaint against a police department employee (sworn or civilian), the complaint may be filed in person, by telephone, or by completing the citizen commendation / complaint form and sending it to the Chief of Police. This form is available at the police department, city hall, or on the LeRoy Police Department website.

Illinois law (50ILCS725/3.8(b)) requires that anyone filing a complaint against a sworn police officer must have the complaint supported by a sworn affidavit. This can be done by using a notary public.

### ***What type of complaints will not be taken?***

Complaints alleging disagreements on traffic or parking tickets, or probable cause for an arrest are examples of complaints that may not be taken. These decisions are for the court to decide and generally are not subject to review by the LeRoy Police Department.

***Who is responsible for investigating complaints?***

A supervisor specially trained in these types of investigations will conduct the investigation with the disposition of each case being reviewed by the Chief of Police and the City Administrator.

***Will the Police Department employee be told about the complaint?***

Yes. As in the case with any potentially punitive process, the accused is afforded the right of knowing what he/she is accused of and who the accusers are. This is done in fairness to the employee just as it is for any other person.

***How long will the investigation take?***

Whenever possible, the investigation will be concluded within 30 days unless unusual circumstances warrant an extension. The Department will make every effort to keep the complainant advised of the progress of the investigation. Once the investigation is completed, the complainant will be notified.

***Will I be told how the complaint was resolved?***

Both the complainant and accused employee will be notified of the results. Because of privacy laws, specific facts of the case will not be revealed. It is possible that some allegations may be sustained, and other not sustained based on the investigation.

***What if the allegation/complaint turns out to be false?***

If a complaint is made on a good faith belief of truth and the Department member is later exonerated, the case will be ended. However, if it is determined that the allegation was intentionally falsely made or intended to discredit or embarrass the Department member, you may be subject to criminal charges or a civil law suit.