

Instructions for persons filing the complaint:

You must complete all of the information. Please print or write clearly as this information will be used to investigate your complaint. All information must be entered, except for the alternate telephone number, in order for the Village to investigate your complaint. Please enter the following information:

Date Filed:	Enter today's date
Department complaint is filed against:	Place an X in the space provided to indicate which department you feel is responsible for your complaint. If you are unsure, ask the employee taking your complaint.
Date of Incident:	Enter the date the incident occurred. This can be different from today's date.
Location of Incident:	Enter an address where the incident occurred, or if it happened at a public building, enter the name of the building (example: Village Hall).
Your Name:	Print your name or names of the person(s) filing the complaint.
Address:	Enter your address or an address where you can be contacted.
Telephone #:	Enter the telephone number where we can most likely contact you.
Alternate Telephone #:	Provide an alternate telephone number where you can be reached (optional).
Summary of Complaint:	Provide as much detail as possible regarding your complaint. Dates, times, locations, and witnesses will all be helpful information and will make it easier for us to thoroughly investigate your complaint. Please use additional sheets as needed.
Signed:	In order to fully investigate your complaint, we need for you to sign the complaint form. Unsigned forms will be treated as anonymous complaints and may not be investigated.
Date:	The date you signed the form.
Witnessed:	DO NOT sign on this line. This is reserved for the Village Employee who is taking your complaint.

Instructions for Village Employees taking Citizen Complaints:

Provide a copy of this form to the Citizen and assist the Citizen as needed in order to properly complete the complaint form.

All forms must be signed in the section titled "Witnessed" by the Employee taking the complaint.

If a Citizen refuses to sign the form, enter the word "REFUSED" in the signature area, note the date, and sign the form in the "Witnessed" section.

If a complaint is taken over the telephone, thoroughly complete the form, then enter "RECEIVED VIA TELEPHONE" on the signature line. Date and sign the form on the "Witnessed" line.

Note: Public Act 93-0592 requires that all of this information must be provided for any complaint filed against a Police Officer. The Village of Riverdale is required to follow all Public Acts passed by the State of Illinois or the United States Government.