

**Mission Statement
of the**

**HUNTLEY POLICE
DEPARTMENT**

The Huntley Police Department will take a proactive stance to ensure the safety and well being of all people in the Village of Huntley. The members of the Department will enforce all laws in a professional manner. We will provide a well-trained staff to respond to emergency and daily needs of the community. Our focus will be on planning for the future, with a commitment to enhancing the quality of life, through an active partnership with the citizens and business community of the Village of Huntley.

Huntley Police Department

10911 Main Street

Huntley, Illinois 60142

(847) 515-5311

(847) 515-5370 Fax

huntleypd@huntley.il.us



An Information Pamphlet on

**PERSONNEL
COMPLAINTS**

Huntley Police Department

10911 Main Street

Huntley, Illinois 60142

(847) 515-5311

A positive relationship between the community and its Police Department, fostered by trust and confidence, is essential to law enforcement. The mission statement of the Huntley Police Department states, "The members of the Huntley Police Department will enforce all laws in a professional manner."

Due to the sheer nature of their duties, police officers must be able to act independently and make decisions within the scope of the authority granted to them, based upon their training, experience, and knowledge of the law. In order for police officers to effectively accomplish this, they must be free to exercise judgment and discretionary powers, so they may initiate appropriate action in a lawful and impartial manner without fear of reprisal. The officer must strive to do all this, and more, while at the same time recognizing the constitutional, statutory, and human rights of each and every individual.

Upon the Chief of Police rests the responsibility of providing and maintaining a system that addresses and investigates the public's complaints. This system will not only subject personnel to corrective action when wrong-doing or inappropriate conduct is determined, but will also serve to vindicate personnel when duties are properly and reasonably performed. It is imperative that provisions be made for the prompt and objective investigation and disposition of personnel complaints and criticisms, regarding the conduct and job performance of employees of the Huntley Police Department.

John R. Perkins
Chief of Police

WHAT IS CONSIDERED A PERSONNEL COMPLAINT?

A complaint of wrong doing or inappropriate action on the part of any employee of the Huntley Police Department. Any person may lodge a legitimate complaint.

WILL MY COMPLAINT BE ACKNOWLEDGED?

Yes. Personnel complaints, where violations of laws or Huntley Police Department policies and procedures can be articulated, shall be accepted, documented, and reviewed.

WHAT ARE SOME REASONS THAT PEOPLE FILE PERSONNEL COMPLAINTS?

Many people file personnel complaints because of feelings that they were treated improperly and want the Department to be aware of these actions. Many times, people do not understand why someone was arrested, ticketed, or had force used on them when they did not feel it was appropriate. Some people file personnel complaints because they think it will help their criminal case, traffic ticket, or for revenge against the Department employee. All cases are investigated thoroughly and appropriate actions are taken.

WHAT TYPES OF COMPLAINTS WILL NOT BE TAKEN?

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

HOW DO I FILE A PERSONNEL COMPLAINT?

A personnel complaint against any employee of the Huntley Police Department may be taken by any supervisor. The supervisor will listen to your complaint to see what, if any, laws, policies, or procedures may have been violated. Upon making such a determination, the supervisor will complete a performance complaint and request that you sign the performance complaint in the presence of a notary public. If a supervisor is not available, you may take a "Details of Complaint" form with you, fill it out and return it to the Huntley Police Department. By law, the complaint form must be notarized. You will be notified when the complaint is received.

WILL MY COMPLAINT BE INVESTIGATED?

Yes. Upon the receipt of a complaint, the Office of Professional Standards will review the complaint and send you a confirmation letter. A thorough investigation will be conducted into all complaints. It is imperative that enough information be provided to thoroughly investigate a complaint.

WILL THE 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 all fairness to the employee just as it is for any other person.

WILL ANYTHING HAPPEN TO THE EMPLOYEE?

This depends on the outcome of the investigation. If the employee's actions were criminal, the information will be forwarded to the State's Attorney's Office. If the actions were improper but not criminal the accused will be disciplined according to the Department's policies and procedures. This procedure will not only subject employees to corrective action when improper conduct is determined, but will also vindicate personnel from unwarranted charges or criticisms when their actions were proper.

WILL I BE TOLD HOW THE COMPLAINT WAS RESOLVED?

Yes. Both the complainant and the accused employee or employees are notified of the results of the investigation and the disposition of the case. Because of privacy laws, you will be advised of the outcome of the case but not the specific facts of the investigation. The Huntley Police Department cannot release to you any type of disciplinary action taken. It is possible that parts of the complaint may be sustained, and other parts not sustained.