

COMMENDATIONS

HOW TO COMMEND THE ACTIONS OR PERFORMANCE OF A HUNTLEY POLICE DEPARTMENT EMPLOYEE?

- Call the Police Department at (847) 515-5311, ask to speak to the employee's supervisor and verbally communicate your thanks.
- Write a letter to the employee's supervisor, Deputy Chief or the Chief of Police at:

Huntley Police Department
10911 Main Street
Huntley, IL 60142

- Contact the Huntley Police Department Office of Professional Standards at (847) 515-5336.

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

MISSION STATEMENT

With crime prevention and law enforcement as our cornerstone, the Huntley Police Department is committed to providing professional service through a well-trained staff working with the community and other departments and agencies to maintain a safe, friendly village.

John Perkins
Chief of Police
jperkins@huntley.il.us

Office of Professional Standards
847-515-5336

10911 Main Street
Huntley, Illinois 60142
Phone: 847-515-5311
Fax: 847-515-5370
www.huntley.il.us

OFFICE OF PROFESSIONAL STANDARDS



COMMENDATION AND COMPLAINT PROCEDURE

COMPLAINTS

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.

