City of Evanston
Citizen Police Complaint Assessment Committee
Process Working Group

Initial Review of Compliant Register Form
Overview

- The current form was last revised in 2010
- The form is produced in paper form in English and Spanish, and can be found at:
  - Evanston Police Department Headquarters
  - City Clerk's Office
  - City Hall
- The form is available online via the City of Evanston Website in English
- The form is the most common way that a complaint is initiated by a citizen

The working group reviewed the form to determine how:
- To elicit more useful information so EPD can investigate allegations effectively
- To eliminate factors that may discourage potential complaints from using the form
- To increase transparency over the complaint process
The form provides little to no explanation as to the purpose and use of the form.

I have been notified that under Public Act 93-0592, revised January 2004, of the State of Illinois, Section 5(b), anyone filing a complaint against a sworn peace officer must have the complaint supported by a sworn affidavit.

1. Date of Incident: ___________________________ Approximate time of Incident: _______.

2. Location of Incident: ___________________________.

State of Identification Number
The Complainant contact information section is incomplete and provides no information on how this will be used.

My name is _____________________________. I am ____ years of age and my date of birth is _________________. My home address is ____________________________, zip code _____________. My home phone number is _______________ or I can be contacted at this number ___________ ___________________. My State Identification Card or Drivers’ License Number is ____________________________. State of Issuance Number
• The placement and working of questions are not user-friendly

3. Please provide the names, badge numbers, police vehicle number or license plate, and/or a physical description of the officers against whom you wish to file a complaint:

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

4. Are there any witnesses you wish to be contacted during this investigation? YES  NO

Please provide the names, addresses and phone numbers of any witnesses:

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

5. Please provide a full detailed account of your complaint and the nature of the incident (you may use the next page to continue your narrative or attach any additional documentation that you wish to provide):

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
Recommendations

• Complaint forms questions should be rewritten in order to solicit better information
• Check boxes corresponding to various prohibited conduct from the EPD Employee Manual should be placed on the form
  – 20 most commonly violated rules
  – Allows complaint to understand what the form should be used for
• Update Complaint information section to be user friendly
  – Language regarding the need and use of the information
  – Additional of demographic fields
• Clear area for reference number to be added and instructions on how to receive updates on the complaint