Evanston Police Department
Office of Professional Standards
Complaint Register Form

Date of Complaint: ______________

The Evanston Police Department is committed to a partnership with the Evanston community, striving to serve it professionally and lawfully. We attempt to serve with the highest standards of ethics and integrity. At times, we fall short and when we do, we welcome your input and will investigate all complaints of alleged misconduct on the part of our personnel, both officers and civilians.

ALL COMPLAINTS AGAINST THE DEPARTMENT WILL BE KEPT CONFIDENTIAL BY THE DEPARTMENT
YOU MAY ALSO COMPLETE THIS FORM ONLINE, IN ENGLISH AND SPANISH, AT [Insert website]

[Same language as above but in Spanish]

When and where did the incident occur?
Date: _____________________________
Time: _____________________________
Location: __________________________

1. To the best of your abilities, please provide a full account of the incident in question. The more detail you provide here, the better able we will be to investigate this complaint. Please use additional pages if necessary.

2. Were you able to see the officer’s name, badge number, police vehicle number or license plate number? If so, provide it below. If not, please provide us with any information about the officer’s appearance so we can identify them, including physical description and what clothes the officer wore at the time.

3. Were there witnesses to this incident? If so, please provide their information below.

4. What would you like to see happen as a result of reaching out to the Office of Professional Standards?
The Office of Professional Standards takes all complaints seriously. After an initial review, you will be contacted within 7 days to provide a statement and to answer additional questions so we can further investigate and properly adjudicate the complaint. Provide your contact information below –

Name:
Address:
Phone Number:
Email Address:
Age:

How do you identify your gender?
☐ Male
☐ Female
☐ Non-Binary
(Preferred Name/Pronouns:___________)

How do you identify your race/ethnicity?
☐ Caucasian
☐ Native Hawaiian/Pacific Islander
☐ Hispanic/Latino
☐ Asian
☐ Black/African American
☐ Middle Eastern
☐ American Indian/Alaska Native
☐ Other ______________

We are here to serve you. Should you have any questions regarding this complaint, do not hesitate to call –
Office of Professional Standards – 847-866-5009
Evanston Police Department – 847-866-5005 or 847-866-5000
City of Evanston Government – [Insert Here]

Mail completed form to Evanston Police Department, Attn: Office of Professional Standards, 1454 Elmwood Ave, Evanston, IL 60201 or drop your completed form off at the following locations:
Evanston Police Department (See address above)
Lorraine H. Morton Civic Center, 2100 Ridge Avenue, Evanston

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.

By placing a checkmark (✓) in this box, ☐
"I hereby certify that the information in this complaint is true and correct, to the best of my knowledge and belief."

_____________________________________________________
Signature

Additional Notes: