

COMMENDATIONS

If a Campton Hills Police Department employee has done a good job and you want to say “thank you”, commendations can be submitted in the following manner:

- Write a letter to the employee’s supervisor or the Chief of Police at:

40W115 Campton Crossings Dr, Unit B;
Campton Hills, IL 60175

NOTE: Commendation letters are logged and placed in the employee’s personnel file.

- Call the Police Department at:
630-584-0303
- If you are unsure of the employee’s name, describe the employee and list the specific actions or demeanor that impressed you. Mention the location, date and time the incident occurred.
- Contact the Police Department by sending an e-mail to:
chief@villageofcamptonhills.org.



CAMPTON HILLS POLICE DEPARTMENT

40W115 CAMPTON CROSSINGS DR.,
UNIT B

CAMPTON HILLS, IL 60175

630-584-0303

Daniel Hoffman
Chief of Police

Commendations for Campton Hills Police Employees



Complaints against Campton Hills Police Employees

**Campton Hills Police
Department
Mission Statement:**

It is the mission of the Campton Hills Police Department to provide our community the highest standards of public service through proactive policing and treating each individual with respect and dignity. It is our mandate as members of the Campton Hills Police Department to serve professionally with honor and integrity.

The Campton Hills Police Department is vitally interested in taking action when its employees are accused of not serving the public appropriately. All complaints will be given a fair and thorough investigation.

It is also very important to the Campton Hills Police Department to recognize and commend an employee for outstanding work in the performance of their duties.

This brochure will help you in submitting compliments for outstanding service and explain the procedure for filing a complaint.

Daniel Hoffman
Chief of Police

COMPLAINTS

How do I file a personnel complaint?

- When a citizen has a complaint against a Police Department employee (sworn or civilian), the complaint is directed to a supervisor.
- You may file a complaint in writing at the Police Department located at 40W115 Campton Crossings Drive, Unit B, Campton Hills, or through the online submission form.
- Illinois law (501ILCS725/3.8(b)), requires that anyone filing a complaint against a sworn police officer must have the complaint supported by a sworn affidavit. Therefore, it is the policy of the Campton Hills Police Department that citizens will be requested to complete a sworn affidavit in all cases.

Will the employee be told about the complaint?

Yes, this is done in all fairness to the employee. The department employee has the right to know the nature of charges alleged and the identity of the person making the allegation.

Complaint Procedure

- A complaint is received and assigned to a supervisor
- The supervisor reviews all information and conducts an investigation into the allegations
- At the conclusion of an investigation, all parties will be notified of the findings

What happens when a complaint is upheld?

When the investigation finds that the charges against a department employee are true, the Chief of Police notifies the employee and may take one of the following actions:

- Reprimand the employee verbally or in writing;
- Suspend the employee without pay;
- Demote the employee; or
- Discharge the employee.

Employees can appeal the department's decision to uphold a complaint and the decision to discipline the employee.

What happens when a complaint is not upheld?

Complaints must be supported by sufficient facts. When the investigation cannot find the degree of facts necessary to prove the employee acted improperly, the employee and the citizen are both notified in writing.

What if an allegation/complaint turns out to be false?

If a complaint is made on a good faith belief of truth and the department member is later exonerated, the case will be ended. However, if it is determined the allegation was false or intended to discredit or embarrass the department member, you may be subject to criminal charges or a civil suit.