

Civilian Input Process

In order to improve our operations and to be responsive to the members of the community, the Walden Village Police Department provides this form in order to collect information, route it to the appropriate member, and ensure that the proper action is taken.

Anyone is welcome to provide input to the department or to make a complaint by using this attached form. This form is available at any time of the day and once completed, may be submitted to the department dispatcher during any shift. If you wish to remain anonymous or you wish your input to be confidential, you may put the form in an envelope addressed to the Chief of Police.

This form can be used for most purposes. In the upper right corner is a section of boxes marked Question, Comment, Suggestion, and Personnel Complaint. Check one of those boxes so that your form can be given to the most appropriate member of the organization.

If you do not wish to be contacted to discuss your input, please write "I do not wish to be contacted" in the comment section.

Personnel Complaints

The Walden Village Police Department acts on personnel complaints in the following manner.

When a personnel complaint is received, it is given directly to the Chief of Police. The Chief works Monday through Friday during normal business hours. The complaint will be given to him the next time he is working. You may make an appointment to speak to the Chief of Police and you may submit the personnel complaint to him.

The Chief reviews all personnel complaints personally and will then normally assign the investigation of the complaint to the Professional Standards Officer. In unusual circumstances, the Chief of Police may conduct the investigation himself.

The Professional Standards Officer will then contact you to introduce himself and let you know of the start of the investigation. The Officer may ask additional questions or set up an appointment with you to get additional information. Once the investigation is completed, the Officer will make a report to the Chief of Police. The Professional Standards Officer will contact you with the results of the investigation unless you indicate otherwise by writing "I do not wish to be contacted" in the comment section of the form.

At the conclusion of the investigation, the incident will normally be classified as follows:

1. Unfounded: - The investigation determined that the incident or actions did not occur or the incident or actions did not involve members of the Walden Village Police Department.
2. Exonerated: - The action complained of did occur, but the actions were as justified, lawful and proper.
3. Unable to Substantiate: - The investigation was unable to discover evidence sufficient to prove or to disprove the allegation made in the complaint.
4. Substantiated: - The investigation discovered evidence to prove the validity of the complaint.
5. Not Involved: - The investigation may discover that the person(s) indicated in the complaint were not involved in the incident.

NOTICE: If you are making a personnel complaint and decline to give your name, your complaint will most likely not be investigated because constitutional protections and legal restrictions may prevent a complete investigation and/or severely restrict any action that could be taken. Even though it may not be possible to act on an anonymous complaint, the department does not wish to discourage you from submitting a complaint if you feel so inclined.