



## Citizen Complaint Form

### Alleged Misconduct by an Urbana Police Officer

#### Directions and Information

##### Directions

Please fill out this form to file an official complaint against an Urbana Police Officer. With some exceptions, the incident must have occurred within the past 45 working days. A minor shall be represented by a parent or guardian in all matters pertaining to the complaint.

If you do not know the answer to a particular field, you may leave it blank. This form should be submitted to:

City of Urbana, Human Rights and Equity Officer  
400 S Vine St. Urbana, IL 61801  
[ohre@urbanainlinois.us](mailto:ohre@urbanainlinois.us) | (217) 384-2466

For assistance completing this form, call (217) 384-2466.

##### How Does the Process Work?

First complete this form and email, mail or hand deliver it to the Human Relations Officer.

After you submit this form, an investigation will begin. If the review is longer than 45 days, you will receive periodic updates. After the investigation is complete, the Police Chief will write a report. If you disagree with the findings of the report, you may appeal to the Civilian Police Review Board (CPRB).

For more information about the complaint process, including investigation timelines, deadline to appeal and appeal form, please visit [the CPRB website](#).

As an alternative, voluntary mediation is available at any time.

#### Personal Information

Name (First and Last):	
Home Address:	
Phone Number:	Email:
<b>Optional (for demographic statistic purposes only)</b>	
Age:	Gender:
Ethnicity:	Years Resident:

#### Incident Information

<b>Identifying Information</b>
Location (as specific as possible):

Date:	Time:	
<b>Officer Information (to the extent known)</b>		
Name:	Badge #:	Other:
Name:	Badge #:	Other:
Name:	Badge #:	Other:
<b>Additional Witnesses Present</b>		
Name:	Contact:	Relationship:
Name:	Contact:	Relationship:

**Narrative** – Please describe the incident in detail (you may attach additional sheets if necessary)

### Affirmations and Disclosures

**City of Urbana Anti-Retaliation Statement:**

*The Police Department may not and will not retaliate if you make a complaint. If you believe that you are being retaliated against, contact the Human Rights and Equity Officer immediately.*

**Affirmation of Truth by Citizen:**

*By signing this complaint, I hereby swear and attest, under penalties for perjury, that the allegations contained herein are true and correct to the best of my knowledge of the incident alleged herein occurred. I further understand that if my complaint is determined to be unfounded or not sustainable, such finding does not necessarily mean that I have made a false statement.*

Signature

Date

**Office only**

Complaint Number:

Date Received: