

**MAYWOOD POLICE DEPARTMENT**

125 S. 5th Ave.

Maywood, IL 60153

Dear Citizen,

The major administrative philosophy of the police department is that we must be accountable to those we serve. For this reason we are making available to you this single complaint form. Each complaint will be investigated thoroughly and where corrective action is justified it shall be taken.

I only ask that your complaint be sincere and as accurate as possible. Our officers are human and often the solution to any complaint against an officer or the department is clarifying our role in a specific situation and/or discovering those officers or policies that need specific administrative remedies to eliminate problems that warrant your complaint.

You may file your complaint by use of this form, a personal letter, phone call or a personal interview to my office, or any Commander or Supervisor of Police. You will be treated courteously and thorough consideration will be given to the problem you present. All complaints are confidential unless you request otherwise.

We hope with your request we can maintain your confidence in our sincere efforts to serve you.

Sincerely,

ELVIA P. WILLIAMS  
Chief of Police

WRITE YOUR NAME, ADDRESS AND PHONE NUMBER		
WRITE THE DATE THIS FORM IS FILED IN	WRITE THE DAY & DATE OF INCIDENT OR ACTION	TIME OF INCIDENT
WHERE DID THE INCIDENT OR ACTION TAKE PLACE?		
WRITE THE NAMES OF ANY WITNESSES, THEIR ADDRESSES AND TELEPHONE NUMBERS		
1. _____		
2. _____		
IF A PERSON WAS ARRESTED, WRITE HIS NAME, ADDRESS AND PHONE NUMBER IF KNOWN		
IF A POLICE OFFICER WAS INVOLVED, WRITE THE OFFICER'S NAME, BADGE NUMBER AND CAR NUMBER, IF KNOWN		
1. _____		
2. _____		
WRITE THE NATURE OF OPINION OR COMPLAINT		
_____		
_____		
_____		
_____		
_____		
_____		
_____		
SIGNATURE OF COMPLAINANT: _____		
DATE: _____		