



KANE COUNTY COURT SERVICES
Citizen's Complaint Form

COMPLAINANT:

Name: _____ Sex: _____ DOB: _____

Address: _____ Phone: () _____

City: _____ Zip: _____

Name of Kane County Court Services **EMPLOYEE(S)**:

Names or Descriptions: _____

WITNESS(ES):

Name: _____ Address: _____

Phone: _____

Name: _____ Address: _____

Phone: _____

INCIDENT LOCATION: _____ **DATE:** _____ **TIME:** _____

DETAILS OF COMPLAINT: (attach additional pages if necessary) _____



Illinois Compiled Statutes sections 720 ILCS 5/31-4 and 5/26-1 state it is a criminal offense for any person to knowingly submit false information or transmit false information to a peace/public officer knowing there is no reasonable grounds that such offenses have been committed.

Complainant's Signature

Date

If emailing this form, check here to acknowledge you have read & understand the information provided and that your statement is true and accurate.

Email to: COShotline@co.kane.il.us

COMPLAINT PROCEDURE: If the incident occurred more than 30 days prior to this complaint, include a description of the circumstances causing the delay in the above narrative.

After a complaint has been received by the Probation Department, it will be investigated by the proper authority. When completed, the investigation will be reviewed by Kane County Court Services Management for a finding. A letter will be sent to the complainant outlining the allegation(s) and the finding(s). The finding information will be limited to:

Unfounded: The allegation has no basis of fact or has been disproved through investigation

Not Sustained: The allegation can neither be proved nor disproved and no further action is to be considered

Sustained Justified: The alleged act or failure to act is found to be true; however, such act or failure to act is permitted or at least not prohibited by this Department or was appropriate under the circumstances of this case

Sustained: When the investigation discloses that the act reported did occur and constituted misconduct or improper job performance.

Please forward complaint to: **Deputy Director
Kane County Court Services
Kane County Judicial Center
37W777 Route 38, Suite 150
St. Charles IL 60175**