Please give this completed document to a Police Supervisor or send it to the Internal Affairs Unit of this agency at the following address or email: Internal Affairs, Branford Police Department, 33 Laurel Street, Branford, CT 06405. internalaffairs@branfordpolice.com

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of Incident** | **Time of Incident** | **Date Reported** | **Time Reported** |
| **Location of Incident** |
| **Complainant’s Name** | **Complainant’s Address (Street, City, State, ZIP)** |
| **Complainant’*s* DOB** | **Complainant’s Home Phone#** | **Complainant’s Work Phone#** |
| **Complainant’s Cell Phone#** | **Complainant’s E-mail** |
| **Employer** | **Occupation** |
| **Employer’s Address** | **Employer’s Telephone** |
| **Name of Person Assisting Complainant** | **Address** | **Telephone** |
| **Employee Complained about (if known): (Name or physical description, Badge #, Car #, etc.)** |
| **Witness Information (Name, D.O.B., Address, Telephone #, etc.)** |
| **Please provide answers to the following questions:**1. **To your knowledge, was all or any part of the incident complained of video or audio taped by anyone?**
2. **Are you afraid for your safety, or that of any other person, for any reason as a result of making this complaint?**
3. **Has anyone threatened you or otherwise tried to intimidate you in an effort to prevent you from making this complaint?**
4. **Are you able to read, write and speak the English Language?**
5. **If your answer to Question #4 is “No” or “Unsure”, have you been provided**

**with adequate language assistance to help you understand and fill out this form?*****(If you answered “Yes” to any of the above questions, please provide details below.)*** | **YES NO UNSURE** |
|  |

|  |
| --- |
| Details of the Incident: Please provide a full description of the circumstances that prompted your complaint. Attach supporting documentation, as appropriate; including letters, e-mails, photographs, video or audio tapes, etc.                  |

(Attach additional pages if necessary)

I have read, or had read to me, the above and attached complaint and statement consisting of \_\_\_\_\_\_\_\_ pages. All of the answers are true and accurate to my knowledge.

|  |
| --- |
| **Complainant’s Full Name (Printed)** |
| **Complainant’s Signature** | **Date Signed** | **Time Signed** |

|  |
| --- |
| **Person Receiving the Complaint** |
| **Name/Rank/ID Number** | **Date Received** | **Time Received** |
| **Signature of Person Receiving Complaint** | **Complaint Control Number** |

**Method of Contact (Check):**

Telephone

In-Person

Mail

E-Mail

Other