

ENFIELD POLICE DEPARTMENT
GENERAL ORDERS

CHAPTER 52: Internal Affairs

SECTION 1: Internal Affairs – Rev03

EFFECTIVE DATE: February 7, 2017

RESCINDS: Rev02
April 14, 2015

PURPOSE

The purpose of this Internal Affairs policy is to provide citizens with a fair and effective avenue for the redress of their legitimate grievances against members of the Enfield Police Department. In addition, this policy provides protection to Police Department members from false allegations of misconduct and provides them with due process safeguards.

DEFINITIONS

Employee: All sworn, non-sworn, on duty or off duty personnel of the Enfield Police Department.

Complaint: An allegation of employee misconduct. .

Misconduct: Any act, omission, or activity by an employee that is illegal or which violates established policy.

Citizen Complaint

Control Number: A unique numerical code assigned by the receiving supervisor, used to identify and track citizen complaint investigations.

IA Number: A unique alpha numerical code assigned by the Deputy Chief, used to identify and track all Internal Affairs investigations.

CC-1 Form: Standardized initial intake and civilian complaint form to be completed by the Headquarters Commander, or another on duty supervisor.

- Counseling: A one on one discussion with an employee meant to correct a weakness, misunderstanding, misinterpretation, or noncompliance with a rule, regulation, statute, general order or common practice.
- Training: An alternative to discipline, or an alternative to be used in conjunction with discipline with the intent to reinstruct an employee in a specific job skill area, resulting in the employee improving his/her practical application.
- Discipline: A penalty ranging from a counseling session to dismissal. Disciplinary procedures follow the format established in General Order 26-1.
- Business Day: Any single day Monday through Friday, excluding weekends and holidays.

POLICY

It is the policy of the Enfield Police Department that an Internal Investigation system be in effect. This procedure ensures objectivity, fairness, and justice by an impartial investigation and review, whereby maintaining the integrity of the Police Department.

- A. All complaints against members of the Enfield Police Department will be received, investigated, and will have appropriate action taken.
- B. Complaints may be made by any individual, including persons making a complaint on behalf of another person. Complaints may be made in person, by mail, facsimile, electronically or by telephone on a 24 hour basis to any member of this Department. Complainants may remain anonymous if they choose and are not required to submit their complaint in writing.
- C. All personnel receiving complaints will be courteous, responsive, helpful, and will adhere strictly to this General Order.
- D. Nothing in this procedure will preclude the Chief of Police or his designate from enacting a proactive internal investigation without a complaint.
- E. All investigations will normally be conducted by a supervisory officer assigned by the Chief of Police or his designate.
- F. The Deputy Chief of Police will have overall responsibility for the Internal Affairs function within the Enfield Police Department, and will report directly to the Chief of Police.

- G. There shall be no retaliation in any form by any member of this agency directed at an individual who makes a complaint.
- H. During the complaint intake process, no questions shall be asked of a complainant regarding their immigration status.

PROCEDURES

A. Acceptance of Complaints from Sources Outside the Department

1. By mail, e-mail, or facsimile: All correspondence received containing complaints against members of this Department will be forwarded to the Chief of Police. The Deputy Chief will then ensure the following:
 - a. A letter of acknowledgement is sent to the complainant (if known) assuring that the complaint is under consideration;
 - b. A supervisor is assigned to begin a preliminary investigation.
2. Walk-in or telephone complaints
 - a. All walk-in and telephone complaints will be forwarded to and accepted by the Headquarters Commander, or another on duty supervisor.
3. In the field
 - a. Any Police Department member approached by a complainant expressing allegations of police misconduct will direct the complainant to contact the Field Supervisor or the Headquarters Commander by phone or in person.
4. Employee & Supervisor Responsibilities
 - a. Employees have a duty to assist any person who wishes to file a citizen's complaint by documenting the information and allegations they provide, advising the individual how to proceed, and /or by promptly putting the complainant in contact with a supervisor who can assist them with filing their complaint.
 - b. No employee shall refuse to assist any person who wishes to file a citizen complaint or discourage, interfere with, hinder, delay, or obstruct a person from making a citizen complaint.

- c. An employee who is contacted will notify the Field Supervisor or in his/her absence the Headquarters Commander of the complaint.
- d. If a supervisor is approached in the field, they will handle the complaint as if it were a walk in complaint.
- e. Supervisors who accept complaints must ensure that complainants who are unable to read, write, or understand the English language with sufficient proficiency to fill out the complaint form, or to be interviewed regarding their knowledge of the incident complained of, receive adequate language assistance to permit them to file their complaint and assist, as needed in the investigation.
 - 1.) Professional interpreters are not required at the initial acceptance of the complaint. Language assistance may be provided by friends, family, personnel from other agencies, etc. If it is not possible to provide adequate assistance at the time of the initial complaint, that fact will be noted and forwarded with the original complaint form to the Captain.
 - 2.) The name and identifying information of any person providing such language assistance to a complainant shall be recorded on the CC-1 form or in the body of the report.
- f. Employees who receive a complaint about their own conduct shall immediately refer the complaint to a supervisor.
- g. When a person who is noticeably intoxicated or impaired wishes to make a complaint, he or she shall be encouraged to wait until the earliest opportunity after he or she has regained the sobriety to do so.
 - 1.) If the supervisor determines that the circumstances require immediate action, preliminary details of a complaint should be taken by a supervisor regardless of the person's sobriety with the person being re-interviewed after he/she has regained sobriety.
- h. Complaints of misconduct shall be accepted regardless of when the misconduct is alleged to have occurred. However, the timing of a complaint is one of the circumstances that may be considered in determining whether misconduct can be reliably substantiated, and if so, the nature and extent of discipline to be imposed.
 - 1.) Where a delay in reporting alleged misconduct may call into question the veracity of the complainant, or has resulted in the loss or destruction of

evidence, or the inability to locate witnesses due to the passage of time, the facts and circumstances should be detailed in the report.

- i. If a complainant expresses fears of retaliation as a result of filing a complaint, they must be assured that those fears will be taken seriously. Complainants should be asked to provide the basis for their concerns, if possible, and the information provided should be noted in the complaint. This will allow the investigating supervisor to be aware of these fears and develop reasonable strategies to assist the complainant in dispelling those fears.

5. Lawsuits and civil rights complaints

- a. After receiving notification of intent to sue, a lawsuit, a civil rights violation, or other similar legal action, the Chief of Police or his/her designee will determine if an internal affairs investigation is warranted at that time and may initiate such investigation as necessary..

B. Preliminary Investigations

1. The supervisor who receives the complaint will ensure that as much information as possible is gathered to complete the CC-1 form, and will assign a "Citizen Complaint Control Number". (see sec. J. below)
2. A copy of the CC-1 form which includes the Complaint Control Number, but minus the administrative summary page will be given to the complainant when completed. The supervisor will gather enough additional information to determine the course of the investigation. This may include:
 - a. Gathering of statements, evidence, or photographs;
 - b. The supervisor may ask a subordinate to explain his/her actions and may require a supplement be completed relative to the incident to help in the guidance of the investigation.
3. In some cases, what initially is perceived by the complainant to be misconduct may only be a lack of understanding of what occurred. By listening and giving responsive explanation of the activity in question, the concerns of the complainant may be resolved.
4. Nothing in this order is intended to prevent complaints from being resolved at the initial supervisory level.
 - a. In many cases, minor complaints can be resolved quickly, to the satisfaction

of the complainant and the supervisor by the explanation of policies and procedures or by contacting the employee(s) involved and re-contacting the complainant with an explanation.

- b. In such cases, where a Citizen Complaint of misconduct has been made and resolved at the initial supervisory level, the Supervisors' Summary page of the CC-1 will document the investigatory steps taken and any other important aspects of the complaint. The summary page will be marked as "Incident Only", and attached to the CC-1 form. All reports will be forwarded to the Captain for review and filing.
 - 1.) Certain complaints may not necessarily rise to a level that requires completion of a CC-1 Report form.
 - a.) As a general guideline, any complaint that entails contacting the employee, other follow up actions, or continued desire on the filing of a complaint by a citizen should be documented with a CC-1.
 - b.) Minor incidents regarding policy or procedure explained to the satisfaction of the complainant at the initial contact without contacting the employee, without conducting further follow up, or complaints that revolve around guilt or innocence such as protesting a traffic citation may not require a CC-1 form.
 - c. Supervisors should keep in mind that if at all possible, employees should be interviewed while on duty. If there is some urgency requiring an immediate interview, off duty employees called in to Headquarters will be paid overtime per union contract. A Captain will be called prior to any off duty employee being called in for this purpose.
5. Where a supervisor becomes aware of a situation or information that would constitute a complaint, the fact that a citizen does not wish to complain does not necessarily resolve the matter. In such cases, the supervisor must consider the seriousness and circumstances of the incident. If appropriate, the supervisor will initiate a complaint and pursue the information received in the following manner:
 - a. In cases which are, or have the potential of being serious in nature, or which will require an investigation, but not initiated by a citizen, the supervisor will complete an Incident Report form and conduct a preliminary investigation consistent with sec. B-1 above.
 - b. If the supervisor believes that they have resolved the incident and no further action is necessary, he/she will complete the incident report with a supporting narrative which must include how the complaint was resolved.

- c. The final decision to initiate an internal affairs complaint will rest with the Chief of Police.
6. The following complaints must be referred to the Deputy Chief of Police for further internal affairs investigation:
- a. Corruption;
 - b. Brutality;
 - c. Misuse of force;
 - d. Breach of civil rights;
 - e. Criminal misconduct;
 - f. Actions involving fraud or deliberate deception.
7. Relief From Duty
- a. The highest ranking supervisor on duty may temporarily relieve an employee from duty, with pay, for a period up to 24 hours under the following circumstances:
 - 1.) Employee misconduct, personally observed by a supervisor or command officer that is extremely serious in nature and/or creates actual or potential harm to the officer or others;
 - 2.) The employee is unfit for duty due to physical or psychological reasons.
 - b. The supervisor who relieves an employee from duty will immediately notify a Captain of all facts pertaining to this decision, and an incident report will be made out which must include the circumstances that led the supervisor to take this action. The Captain will forward the information up the chain of command.
 - c. Upon notification of employee misconduct, or that an employee is unfit for duty, the Chief of Police or his designate may relieve the employee from duty pending a further investigation..
 - d. In the case of an employee whose actions or use of force in an official capacity results in death or serious physical injury, such employee will be removed from line duty assignment pending an administrative review or

investigation.

- 1.) Employee actions as used in this subsection are those that specifically cause or contribute to the death or serious physical injury.

C. Routing of the Complaint

1. If the complaint is not resolved at the initial supervisory level, the receiving supervisor will inform the complainant that a follow up investigation will take place and that they may be re-contacted concerning the investigation and will later be advised of the disposition.
2. The completed CC-1 form and any attached reports will be forwarded to the Captain. This form should reach the Captain no later than 1 business day after the complaint is received. If this is not possible, the Captain will be verbally informed of the allegation of misconduct contained within the complaint.
 - a. The Captain will then forward a copy of the CC-1 complaint to the Deputy Chief of Police. The employee who is the subject of the complaint will receive a copy of the IA-1 (Notice of IA Investigation) form as soon as it is practical. If the subject employee is off duty, all attempts will be made to advise him/her of the complaint and investigation within 4 days. (this will not include holidays or weekends.) No interview will be conducted without a 24 hour notification to the employee. The Deputy Chief will keep the Chief of Police apprised of all IA investigations.
3. The Deputy Chief will review all CC-1 reports and after reviewing the complaint with the Chief of Police, will assign a supervisor to conduct the Internal Investigation.
4. Upon reviewing the CC-1 form, the Deputy Chief will assign a chronological IA (Internal Affairs) number. The IA number will then be entered into the IA log which will be kept in a computer database.
5. Within 48 hours of the receipt of the CC-1, the Deputy Chief will cause a letter to be sent to the complainant acknowledging that his/her complaint is under investigation as well as notifying the complainant of the name and rank of the individual assigned to conduct the investigation.
6. In the absence of the Deputy Chief, the above described duties will be assumed by a Captain.
7. If the investigation has not been completed after a period of 2 weeks, the

supervisor assigned to the investigation will provide the complainant with a status update. The amount and type of information provided in the update will be at the discretion of the investigating supervisor. Additionally:

- a. The investigating supervisor will continue to provide updates to the complainant at reasonable intervals for the remainder of the investigation;
 - b. Updates may be provided in any manner at the discretion of the investigating supervisor and must be documented. (see form IA-4)
8. Copies of all internal complaints and connected reports, whether resolved at the lowest level or assigned for follow up investigation, will be maintained in a file cabinet in the Captain's office.
 9. Exceptions to the notification procedures in this section may be necessary when the complaint is of a serious criminal nature and such notification would hinder the criminal investigation, or any serious internal matter where release of information or notification would interfere with the investigation process.

D. Internal Affairs Investigations

1. As with any investigation, timeliness is a critical factor. This is especially true for personnel complaints. For the benefit of the employee involved, the complainant, and the Department, the investigation of complaints against personnel is to be considered a priority item by the assigned investigator.
2. If, in the course of the investigation, criminal misconduct is discovered, the internal affairs investigator will immediately notify the Deputy Chief. The Deputy Chief will advise the Chief of Police. If a criminal investigation is to be conducted, a separate supervisor will be assigned to investigate the alleged criminal misconduct. Any criminal investigation will be conducted prior to any administrative investigation.
3. If the investigating supervisor believes that a complaint may be criminal in nature, he/she will notify the Chief of Police or his designate immediately. If a criminal investigation is to be conducted, several important points must be adhered to by the investigating supervisor. In addition, the Enfield Police Department will maintain a liaison with the State's Attorney's Office to aid in any legal advice as well as case preparation.
 - a. If the complaint is suspected of being criminal in nature, the supervisor will, prior to interviewing the subject employee, advise the employee that the matter is criminal in nature and is being investigated as such.

- b. If the complaint is not criminal in nature, the investigator will advise the employee of his/her rights under the *Garrity* decision utilizing the *Garrity* Warning Form (IA-3).
- c. Employees must realize that the 5th Amendment does not give a Law Enforcement Officer the right to refuse to answer a question during an IA investigation that is specifically, directly, and narrowly related to the performance of the officer's official duties.
 - 1.) In this situation, the employer may demand an answer on pain of dismissal even though the answer may tend to or does incriminate. The employer may then terminate an employee on the basis of his/her answers or for refusing to answer. Any statements given by the subject employee under *Garrity* will not be admissible in criminal prosecution, with the exception of perjury and obstruction of justice.
- 4. Written sworn statements are encouraged from citizens as well as employees. Employees or citizens may have a copy of any written statements that they provide at the time they are written.
- 5. If a citizen refuses to sign or complete a written statement or to acknowledge the oath, the investigator will proceed with the investigation as best as he/she can with the refusal to sign noted.
- 6. When the investigation is completed, the investigator will submit the information to the Captain with conclusions of fact.
- 7. The following procedural guidelines will be followed:
 - a. When there are indications an employee is on duty under the influence of alcohol or drugs, actions shall be initiated by the employee's supervisor for an appropriate chemical test to be conducted.
 - 1.) Locations and contact numbers for unscheduled chemical testing are provided in the "Internal Affairs" folder on the shared "K" drive.
 - b. Photographs of all agency employees shall be maintained in the Office of the Chief of Police. The photographs may be used to conduct photographic lineups in order to identify an employee accused of misconduct.
 - c. An employee may be directed to participate in a physical line up;
 - d. No employee shall be required or requested to disclose any item of his/her

property, income, assets, source of income, debts, or expenditures (including those of any member of his family or household) unless it becomes necessary for the department to ascertain the desirability of assigning the employee to a specialized unit in which there is a strong possibility that bribes or other improper inducements may be offered.

- 1.) No such financial information shall become a part of an internal investigation unless that information is obtained under state law or other proper legal procedure.
- e. Polygraph examinations will not be administered in internal investigations unless the employee who is the subject of the investigation, specifically requests to be so examined.
- f. Nothing in this order will preclude the Chief of Police from calling in an outside agency (i.e. State's Attorney) to assist or conduct the investigation.

E. Receiving Complaints from Employees about Co-workers

1. Consistent with the philosophy of maintaining a professional law enforcement organization, it is the duty of any employee becoming aware of misconduct on the part of another employee to report the misconduct to his/her supervisor.
2. Employees who withhold information, fail to cooperate with department investigations, or who fail to report alleged misconduct of employees to a supervisor may be subject to disciplinary action;
 - a. As indicated in GO 26-1 Sec. VII, Code of Conduct, employees are not required to report certain infractions or violations that may be considered trivial in nature, i.e. dress code violations, tardiness of another employee, turn signal violations, etc.
3. Supervisors who become aware of misconduct on the part of a subordinate will utilize the procedure set forth under Procedures section B.4. Complaints by employees about other department employees will be handled by officers of a supervisory rank. As with any complaint or investigation generated internally, Incident Report Forms will be completed.

F. Disposition

1. The Chief of Police will determine if discipline is warranted and if so, the nature of the discipline. The determination may be based on the finding of the

investigating officer and the reviewing Captain. If the decision is that formal discipline is not appropriate, yet the complaint was sustained or misconduct was noted, other alternatives to improving employee performance are to be considered.

- a. Further training may be determined to be appropriate for the employee. Records of the retraining will go into the IA file and in the employee's training file.
 - b. Counseling may also be a viable alternative.
2. The investigator will be a finder of fact for each allegation.
 3. The Chief of Police will determine the final disposition of all complaints and allegations.
 4. Within 7 days of determining the final disposition, the Chief of Police or his designate will notify the complainant as well as the subject employee of the findings of the investigation.
 5. Dispositions for each allegation will be selected from the following:
 - a. Exonerated - The acts which occurred were justified, and lawfully proper.
 - b. Unfounded - The investigation indicates the acts complained of did not occur.
 - c. Not Sustained - The investigation fails to clearly prove or disprove the allegations.
 - d. Sustained - the investigation discloses sufficient evidence to clearly prove the allegations made in the complaint.
 - e. Reconciled – Complaint resolved to the satisfaction of the complainant at the first line level.
 6. An employee who may be found guilty of charges and subjected to punitive measures or discharge, will only have such action taken for just cause. Employees will have the right as provided in the union contract, to appeal such decision through the grievance procedure including arbitration.

G. Time Constraints

1. Form CC-1 will be forwarded to the Captain no later than 1 business day after the

complaint is received. If the complaint is of a very serious nature or criminal in nature, the receiving Headquarters Commander will contact the Chief of Police as well as the Captain immediately.

2. The subject employee will be advised by the Deputy Chief of the complaint within 4 days unless the complaint is of a criminal nature or a serious internal matter and such notification would hinder the criminal or administrative investigation.
3. Investigations will be completed within 30 days unless an extension is granted by the Captain, due to extenuating circumstances. The employee who is the subject of the investigation shall be notified by the Captain of the extension and of the length of such extension.

H. Employee Rights

1. All employees should be aware that they have the following rights during an internal investigation:
 - a. An employee has the right to the presence of a Union Representative whenever he/she is requested or required to give a statement which could result in discipline or discharge. Unless he/she requests the presence of a Union Representative, he/she will be deemed to have waived that right.
 - b. Prior to an employee's interview, he/she may review any civilian complaint made against them.
 - c. Prior to or during an employee's interview, the employee may review any reports or statements he/she may have made on the subject of their interview.
 - d. During an employee's interview, the employee may consult with their Union Representative in the absence of the interviewer.
 - e. An employee may be interviewed regarding his/her off-duty behavior, when their off-duty behavior involves action in their capacity as a police department employee, which either reflects or has an effect on the Enfield Police Department.
 - f. Prior to or during an employee's interview, he/she may invoke the 5th amendment. However, the 5th amendment cannot be used as a defense to discipline imposed upon him/her for refusing to answer pertinent questions strictly and narrowly confined to the performance of his/her police duty.

I. Procedural Summary

1. Citizen Complaints:

- a. Receiving supervisor ensures completion of a CC-1 report, assigns a control number, and provides the complainant with a copy of the CC-1 minus the Supervisors' Summary page.
 - 1.) If the complaint can be reconciled at the first line level, the receiving supervisor completes a CC-1 Report form, assigns a control number, and describes the circumstances in the Supervisors' Summary. If the complainant was advised that the incident would be discussed with the employee, include this in the report.
- b. Receiving supervisor makes a preliminary investigation;
- c. CC-1 Supervisor's Summary Report is completed outlining steps taken thus far;
- d. Entire CC-1 report is forwarded to the Captain's Office.
 - 1.) If the complaint is handled by a Field Supervisor, the report will be forwarded to the Headquarters Commander who after a review of the report will forward it to the Captain's Office.
 - 2.) If a complaint based on a CC-1 report is reconciled without action at the first line level, or if corrective measures (counseling, reprimand, etc.) are to be implemented, the Captain will ensure that the employee(s) who are subject of the complaint are notified.
- e. The Captain will then forward a summary of the investigation to the Deputy Chief;
- f. The Deputy Chief or Chief of Police either concurs with the resolution or initiates an IA investigation;
- g. If an investigation is deemed necessary, a Supervisor will be assigned. The subject employee and complainant are to be notified within 4 days of the initial complaint.
- h. The employee who is the subject of the internal investigation will be notified of the resolution when such investigation is completed.

2. Complaints Generated Internally

- a. Receiving/initiating supervisor conducts preliminary investigation and completes a department "Incident Report";
 - b. Receiving/initiating supervisor either resolves the complaint, concludes the initial investigation, or determines that further investigation is necessary;
 - c. Incident report is forwarded to the Captain's office, thereafter proceeding in the same manner as outlined in subsections e. through h. above;
 - 1.) If the incident is handled by a Field Supervisor, the incident report will be forwarded to the Headquarters Commander, who after a review of the report will forward it to the Captain's office.
3. The Captain will ensure that all members of the Department receive updated copies of any changes to this policy.

J. Documentation

1. Supervisors accepting a citizen's complaint will assign a sequential control number obtained via the "Citizen Complaint Control Record" located in the "Internal Affairs Forms" folder on the shared "K" drive.
2. The accepting supervisor will also complete the following sections of the "Control Record" in correlation to the assigned number;
 - a. Employee name(s);
 - b. Date received;
 - c. Initial (accepting) supervisor.
3. Complaints involving multiple employees will be recorded under the same originating control number.
4. Sections of the "Control Record" reflecting the IA Number, IA Investigator, and Disposition will be completed by either the Captain or Deputy Chief.
5. All complaints against employees are considered confidential and subject to disclosure as outlined in this general order. IA records shall be kept in a secure location under the direction of the Captain.
6. On an annual basis the Deputy Chief shall compile a statistical summary based

upon records of IA investigations. This summary shall be made available to the public and department employees.

K. Forms and Appendices

1. In addition to the “Citizen Complaint Control Record”, all forms to be utilized for citizen complaints or IA investigations are accessible to supervisors on the shared “K” drive in the folder labeled “Internal Affairs Forms”
2. Appendices included in this order are as follows:
 - a. Appendix A – Employee Drug and Alcohol Testing Locations with contact information;
 - b. Appendix B – EPD Citizen Complaint Form Packet (both English & Spanish versions are available on the “K” drive Internal Affairs Forms folder)

APPENDIX A

EMPLOYEE DRUG AND ALCOHOL TESTING LOCATIONS

1	1.9 Miles	Exams Plus 535 Hazard Ave Enfield, CT 06082	Daytime Phone: (860) 265-3899 After Hours: (860) 888-8752	24 hours w/ appt	<ul style="list-style-type: none"> • DOT Urine Collection • Breath Alcohol Test • NonRegulated Urine Collection • After Hours Services 	LabCorp 3rd Party, QUEST
2	4.9 Miles	Occu-Health 200 North Main St East Longmeadow, MA 01028	Daytime Phone: (413) 525-6003 After Hours: (413) 575-2797	Drug: M-F: 8:30a- 5:00p Sat-Sun: Closed A/C: SAME - CALL	<ul style="list-style-type: none"> • DOT Urine Collection • Breath Alcohol Test • NonRegulated Urine Collection • DOT Physical • Hair Collection • On Site Services • After Hours Services 	Quest

APPENDIX B

CC-1

ENFIELD POLICE DEPARTMENT

CIVILIAN COMPLAINT REPORT

Please give this completed document to a Police Supervisor or send it to the Internal Affairs Authority of this agency at the following address or email: Chief Carl Sferrazza, Enfield Police Dept., 293 Elm St. Enfield, Connecticut 06082. Email: csferrazza@enfield.org

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:			
	YES	NO	UNSURE
1. To your knowledge, was all or any part of the incident complained of video or audio taped by anyone?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are you afraid for your safety, or that of any other person, for any reason as a result of making this complaint?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Has anyone threatened you or otherwise tried to intimidate you in an effort to prevent you from making this complaint?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are you able to read, write and speak the English Language?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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CC-1

(If you answered "Yes" to any of the above questions, please provide details below.)
 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. I understand that making a false statement intended to mislead a law enforcement officer in his official function is a violation of Connecticut General Statute 53a-157b and could result in my arrest and being fined and/or imprisoned.

Complainant's Signature	Date and Time Signed
On this the ____ day of _____, _____, the complainant whose name is subscribed above, personally appeared before me, the undersigned Officer, and acknowledged that he/she truthfully executed this instrument for the purposes herein contained.	Notary (For Authority See C.G.S. §§1-24, 3-94a et seq.)
	Print Rank/Name/ID Number:

Person Receiving the Complaint		
Rank/Name/ ID Number	Date Received	Time Received

Method of Contact (Check): Telephone In-Person Mail E-Mail Other

Signature of person receiving complaint	Complaint Control Number
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For Administrative Use Only

CC-1

SUPERVISORS' SUMMARY OF INCIDENT

Date:

Signed:

CAPTAIN

Final Disposition:

Date:

Signed:

ACTION TAKEN

Counseling Session Written Reprimand Other

Issuing Supervisor:

Date:

Officer:

Date:

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