



Waterford Police Department
41 Avery Lane Waterford, Ct 06385
CIVILIAN COMPLAINT REPORT



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: Chief Marc Balestracci, Waterford Police Department, 41 Avery Lane, Waterford, Connecticut 06385. Email: mbalastracci@waterfordct.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"/>

(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
<p>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.</p>	<p>Notary (For Authority See C.G.S. §§1-24, 3-94a et seq.)</p>
<p>Print Rank/Name/ID Number:</p>	

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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