



THE EAST HAMPTON POLICE DEPARTMENT CITIZEN COMPLAINT OR COMPLIMENT PROCESS

CITIZEN COMPLAINT PROCESS

All citizens will have the right to lodge a complaint against any employee of the East Hampton Police Department. The East Hampton Police Department encourages citizens to bring forward legitimate complaints regarding possible misconduct by members.

It has been our experience that many complaints involve a misunderstanding of police policy or procedure and are often resolved by speaking with supervisory personnel. While we encourage you to try this avenue, we understand that some complaints do require a full inquiry. During this process, you will be kept informed of the progress of the inquiry and may be asked for additional information; you will also be advised when the investigation is completed.

Complaints may be received in writing or verbally, in person, by mail, telephone, facsimile, and electronic mail or by any other means. Anonymous and third party complaints will be accepted.

Within three (3) business days of receipt of the complaint, the Investigating Supervisor will contact the complainant to acknowledge receipt of the complaint and provide the complainant with a complaint incident number. All complaints shall be investigated in accordance with the policies and procedures of the East Hampton Police Department. When the investigation is complete, the complainant will be notified via mail by the Chief of Police of the outcome of the investigation.

CITIZEN COMPLIMENT PROCESS

The best way to commend the actions of a Police Department employee is to write a brief letter or email to the Chief of Police, (dwoessner@easthamptonct.gov), describing the incident and the actions you think were exceptional. Information such as the date, time, and location will help identify the employee if you don't know his or her name. If you choose not to write, you may ask to speak with the employee's supervisor and make a verbal commendation.

Although our employees don't expect to be thanked for everything they do, recognition of exceptional service is always appreciated. This kind of feedback helps us to know if we're doing a good job.

East Hampton Police Department

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 Dennis Woessner, East Hampton Police Department, 1 Community Drive, East Hampton, Connecticut 06424. Email: dwoessner@easthamptonct.gov

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
1. To your knowledge, was all or any part of the incident complained of video or audio taped by anyone?			NO
2. Are you afraid for your safety, or that of any other person, for any reason as a result of making this complaint?			UNSURE
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.)			

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

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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