



Waterbury Police Department
Chief of Police
255 East Main Street Waterbury, CT. 06702

Citizen Recognition / Complaint Form

Instructions:

1. Complete this form with as many of the known details as possible. You may leave lines blank if you don't know.
2. If possible, please have the form notarized. If you wish, a Police Department superior officer will notarize it for you, *free of charge*.
3. Return the completed form to a superior officer at the police department front desk, or see the on Duty Captain, or mail the completed form to the Chief of Police at the above address. **Please number pages at bottom.**
4. All complaints received will be taken regardless of how complete or incomplete the form is, and the police department will conduct an investigation based upon the information given on the complaint form.
5. You will receive a letter in the mail indicating receipt of your complaint.

PERSON'S INFORMATION (who is completing the form)

LAST NAME FIRST NAME M.I. DATE OF BIRTH

HOME PHONE WORK PHONE OTHER CONTACT NUMBER

ADDRESS TOWN/CITY STATE ZIP

OFFICER(S) INVOLVED *Check one:* **COMPLAINT** **RECOGNITION**

OFFICER'S NAME BADGE # CAR #

OFFICER'S NAME BADGE # CAR #

OFFICER'S NAME BADGE # CAR #

WITNESS INFORMATION

LAST NAME FIRST NAME M.I. PHONE

ADDRESS TOWN/CITY STATE ZIP

LAST NAME FIRST NAME M.I. PHONE

ADDRESS TOWN/CITY STATE ZIP

LAST NAME FIRST NAME M.I. PHONE

ADDRESS TOWN/CITY STATE ZIP

INCIDENT DETAILS – PLEASE BE AS SPECIFIC AND DETAILED AS POSSIBLE

DATE OF INCIDENT TIME OF INCIDENT CASE # (IF KNOWN)

LOCATION OF INCIDENT

NATURE OF RECOGNITION / COMPLAINT

*ATTACH ADDITIONAL PAGES, IF NEEDED.

I declare that the above statement is true and correct. I understand that giving a false statement, which is intended to mislead a public servant in the performance of his/her official function, may be punishable under C.G.S. 53a-157.

Signature of Person Making Complaint

Date Signed

Subscribed to and sworn before me this _____ day of _____, 20_____

Notary

OFFICIAL USE ONLY: Please note below if form cannot be notarized, and why. Space can also be used for any other Information.
