EHPD FORM #039
Rev. 05/17/16

OPS Case No._____

Date Assigned_____

EAST HARTFORD POLICE DEPARTMENT
CIVILIAN COMPLAINT FORM

For Office Use Only

Received by:	Date Received:	Time Received:	P.D. Case #:

Pre-complaint Interview Conducted Yes ( ) No ( )	Interviewed By:	Date:	Time:

Complainant's Name:	Address:	Phone: Home #: Work #:
Date of Incident:	Time:	Location:
Witness Name:	Address:	Phone:
Witness Name:	Address:	Phone:

Narrative description of complaint:

The above and/or attached complaint is the truth to the best of my knowledge and belief,

Signed_____

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

_____
Notary Public, Commissioner of the Superior Court, Police Supervisor in accordance with CGS §1-24.

EHPD Form #039A
Revised 10-05-04

EAST HARTFORD POLICE DEPARTMENT
INSTRUCTIONS FOR FILING A CIVILIAN COMPLAINT

Attached you will find an "East Hartford Police Civilian Complaint Form". This form, after completion by you, will begin an internal investigation into the allegations you set forth, as directed by the Chief of Police.

1. Fill in the bold-bordered areas of the form, and supply all information asked for in the spaces provided.

2. Be specific within your narrative of all events. Include the names of witnesses, their addresses, and phone numbers.

3. Upon completion of the form, return it to the on-duty police supervisor at police headquarters or mail to:
   Office of Professional Standards
   East Hartford Police Department
   31 School Street
   East Hartford, CT 06108-2638

4. Notarization of the affidavit at the bottom of this page and the following page by a notary public or police supervisor is **mandatory**. Both sworn documents are needed.

5. You will be contacted by the East Hartford Police Department to confirm receipt of your complaint and by the assigned investigator.

NOTICE TO ARRESTED PERSON: If you have been arrested by the East Hartford Police Department, and that arrest or subsequent action has caused this civilian complaint to be filed, be advised that any statement you make can and will be used against you in a court of law. You are urged to seek legal counsel.

JUVENILE COMPLAINANTS: A parent or guardian must also sign the forms.

AFFIDAVIT

I, _____, Date of Birth _____, have prepared the attached police complaint form, and it is true and correct to the best of my knowledge and belief. This complaint is not submitted to hamper, vex, impede, or in any way obstruct the East Hartford Police Department or any member thereof.

Furthermore, I do swear, under penalties of False Statement, pursuant to Connecticut General Statute 53a-157b, that the foregoing statement of complaint is true and correct. I understand that giving a false statement is a criminal violation that may subject me to arrest and, upon conviction, up to one (1) year in jail and up to a $2,000.00 fine.

Signed:_____
Complainant

Signed_____
Notary Public, Commissioner of the Superior Court,
Police Supervisor (CGS 1-24)