HOW TO FILE A COMMENDATION

Everyone enjoys receiving recognition for their efforts. We therefore realize that many people would like to know how to commend our employees for a job well done.

Commendations, either verbal or written, are one of the best ways to let someone know that you appreciate their good work. A commendation for an employee of the Danbury Police Department is most often sent to the Chief of Police

Your comments can be made in person, by phone, by email or by letter using the contact information below.

A commendation may address any event that you feel demonstrates effort on the part of an employee that deserves special recognition.

This may include such acts as:

- **Exceptional Courtesy**
- Compassion
- Life Saving Heroic Acts
- Or any other performance you feel deserves recognition.

Letters May be sent to:

Danbury Police Department Chief of Police 375 Main Street Danbury, CT 06810 (203) 797-4603

Internal Affairs Unit email: internalaffairs@danbury-ct.gov phone: 203-797-4504



Civilian Complaint & Commendation Instructions

City of Danbury Department of Police

> 375 Main Street Danbury, CT 06810 203-797-4611

www.danbury-ct.gov



Notes:			
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INTERNAL AFFAIRS OFFICE

The Danbury Police Department prides itself on providing professional and dependable police services to all citizens within the City of Danbury. The Danbury Police Department will investigate all complaints of employee misconduct and/or wrongdoing in an unbiased manner, without regard to sex, age, race, color, religion, ancestry, national origin, disability, sexual orientation, language proficiency or citizen status. The Internal Affairs Office is responsible for managing all complaints against Danbury Police officers.

HOW TO FILE A COMPLAINT

Citizens wishing to file a complaint against a Danbury Police Officer should obtain a **Civilian Complaint Form**. This form can be obtained from Danbury Police Headquarters, City Hall or downloaded from the department's website. You can also contact the Internal Affairs Unit at the number/email address provided on this pamphlet.

- Upon completion of the form, it should be returned to DPD headquarters.
- Include as much information as possible when filing a complaint, including such things as:
- The date, time, and exact location of the incident.
- The name, badge number, and physical description of any officers.
- The name, address, and telephone numbers of any witnesses.
- •Car or license plate numbers for any vehicles involved in the incident.
- Any other helpful and relevant evidence, including copies of traffic tickets, police reports, photographs, or medical records.

COMPLAINT PROCESS

- Any Danbury Police Officer can take a complaint from a citizen. Upon receipt, it will be forwarded to an on-duty supervisor within the department.
- The supervisor will gather the basic facts of the complaint and request that a Civilian Complaint Form (CCF) be completed.
- Upon receipt of the CCF it will be reviewed and a Complaint Control Number will be assigned.
- An initial interview will be completed with the officer(s) involved and the complainant will be notified of the supervisor's findings or if further investigation is warranted.
- If it is determined that the complaint will be further investigated, a supervisor will interview witnesses, collect documents, and prepare a report summarizing the investigation.
- Depending on the nature of the complaint, it may be forwarded to the Internal Affairs Unit where it will be investigated by officers assigned to that unit.
- Upon completion of all investigations, a written report will be completed and the case will be given a final disposition. (Sustained, Not Sustained, Exonerated, Unfounded, or Other).
- The complainant will be notified in writing of the findings of the investigation.
- Any discipline imposed as a result of a sustained complaint will be issued from the Chief's office.

City of Danbury
Police Department