



East Lyme Police Department



CIVILIAN COMPLIMENT/INQUIRY/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 of Police, Town of East Lyme – Police Department, 277 West Main St. P.O. Drawer 519, Niantic, Connecticut 06357. Email: kglenn@eastlymepolice.com

Date of Incident	Time of Incident	Date Reported	Time Reported
Location of Incident			
Contact's Name	Contact's Address (Street, City, State, ZIP)		
Contact's DOB	Contact's Home Phone#	Contact's Work Phone#	
Contact's Cell Phone#	Contact's E-mail		
Employer		Occupation	
Employer's Address		Employer's Telephone	
Name of Person Assisting Contact	Address		Telephone
Employee commented about (if known): (Name or physical description, Badge #, Car #, etc.)			
Witness Information (Name, D.O.B., Address, Telephone #, etc.)			
<p>Please provide answers to the following questions:</p> <p>1. To your knowledge, was all or any part of the incident inquired about video or audio taped by anyone? <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>2. Are you afraid for your safety, or that of any other person, for any reason as a result of making this inquiry? <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>3. Has anyone threatened you or otherwise tried to intimidate you in an effort to prevent you from making this inquiry? <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>4. Are you able to read, write and speak the English Language? <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>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"/></p>			
<i>(If you answered "Yes" to any of the above questions, please provide details below.)</i>			

Details of the Incident: Please provide a full description of the circumstances that prompted your inquiry. 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 request 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.

Contact's Signature	Date and Time Signed
<p>On this the _____ day of _____, _____, before me the undersigned officer, personally appeared the individual whose name is subscribed above and acknowledged that he/she truthfully executed this instrument for the purposes herein contained.</p>	Notary (For Authority See C.G.S. §§1-24, 3-94a et seq.) <hr/> Print Rank/Name/ID Number:

Person Receiving the Inquiry Request		
Rank/Name/ ID Number	Date Received	Time Received

Method of Contact (Check): Telephone In-Person Mail E-Mail Other

Signature of person receiving request	Inquiry Control Number
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