

Dear Concerned Citizen:

The Stratford Police Department continuously strives to maintain a high level of professionalism and courtesy in the performance of our duties. In the majority of situations, there is a mutual understanding between the officer and the citizen. However, we do realize that there are some instances where an officer's conduct and/or actions need to be scrutinized. Attached you will find the "**Citizen Complaint Form**". This form and procedure has been developed for such instances.

Please take the time to read and fully understand the questions that are being asked of you. Fill out the form completely and accurately. Only include statements or facts about events you have personally witnessed. If there are other witnesses, please ensure that you put their proper name(s) and accurate contact information on the appropriate part of the form. Have the form notarized and the information sworn to under oath.

The completed form must be returned to the Department within sixty-days (60) from the time of the incident. Please place the form in a sealed envelope, and mark it to the attention of the Deputy Chief's Office. You may drop it off in person or mail it to the Stratford Police Department, 900 Longbrook Avenue, Stratford, CT 06614.

Upon receipt, the form will be reviewed to determine the appropriate course of action. In any event, a police supervisor will contact you by telephone or mail regarding your complaint. You may be required to provide additional information and statements to assist in a thorough investigation of your complaint. During the course of this process, you will be updated on a periodic basis as to the progress of the investigation and will be notified in writing as to the final results.

Please be assured that the Stratford Police Department will thoroughly investigate every complaint initiated in an impartial and unbiased manner without favoritism or intimidation.

Sincerely,



John J. Buturla
Chief of Police

