



WATERTOWN POLICE DEPARTMENT  
195 FRENCH STREET  
WATERTOWN, CT 06795  
860-945-5200



**CIVILIAN COMPLAINTS**

**REGULATIONS FOR POLICE COMMISSION INVESTIGATIONS**

**OF CIVILIAN COMPLAINTS**

1. Any person who is not a member or employee of the Police Department has the right to file a complaint against any member of the Police Department.
2. Citizen Complaint forms are available at the Police Department and on the police department's website: [www.watertownctpd.org](http://www.watertownctpd.org). Citizen Complaint forms must be written and signed.
3. Any complaint files (written and signed) with the Commission shall not initially be the subject of a Commission investigation, but shall be referred to the Chief of Police for further action in accordance with this regulation and General Order #15-13, as may be amended.
4. Verbal complaints presented during public participation at the Police Commission meeting will not be discussed during public participation. The complainant will be instructed to file and sign a citizen complaint form, which will then be dealt with as provided in this regulation.
5. All citizen complaints filed with any Town Official shall be delivered forthwith to the Chief of Police.
6. In the event that a complaint is filed against the Chief of Police or the Deputy Chief of Police, such complaint shall be immediately delivered to the Town Manager who shall be responsible for conducting the initial investigation. The Town Manager shall, during his/her investigation of any such complaint, keep the Commission informed, in Executive Session, of the progress and the results of such complaint. An appeal from the determination made during that investigation shall be governed by the Appeal Process section of this Regulation.
7. The Chief of Police shall maintain an official record of all civilian complaints. The official record shall be available for inspection by the Town Manager at any time and shall be available for inspection by the Commission at any time.

**COMPLAINT PROCESS**

All citizen complaints (except those alleging potential criminal conduct) shall be reviewed and subject to a preliminary investigation by the Chief of Police. The Chief of Police shall, as soon as practical, but in no event later than sixty (60) days after the complaint is filed respond to the Complaint.

Any citizen complaint that contains a report of conduct that could, if substantiated constitute a violation of a criminal statute and/or a serious motor vehicle statute, shall not be placed in the official record of civilian complaints and shall be the subject of a

criminal investigation by an appropriate law enforcement agency. The Chief of Police shall immediately notify the Town Manager of any such citizen complaint together with a general plan with respect to the investigation of the complaint. The Town Manager shall have the final decision as to the law enforcement agency to be requested to conduct an investigation if the potential charge is a serious felony or is otherwise sensitive in nature, subject to the final authority of the States Attorney for Judicial District of Waterbury.

## **APPEAL PROCESS**

In the event that a complainant is not satisfied with the investigation of the complaint by the Chief of Police the complainant has the ability to appeal the complaint to the Police Commission. This appeal must be in written form, signed and submitted to the Chairman of the Police Commission. At no time will an appeal be heard during public participation at a Police Commission Meeting.

The Commission, upon receipt of an appeal, and the report and recommendation by the Chief of Police, may vote to dismiss the complaint, request additional information or proceed with an investigation in accordance with Charter Section 404 c.3.

## **CHARTER 404 c.3.**

“The Commission shall have the power to receive written complaints from any person, except members of the Police Department who have authority to exercise police powers, concerning the Police Department or any member thereof. The Commission shall have the power to hold hearings on such complaints, together with the power of subpoena. Upon the conclusion of such hearings, the Commission shall report its recommendations, if any, to the Town Manager for appropriate action.”

The hearing process on an appeal to the Police Commission pursuant to the Chapter shall be governed by the following general rules:

1. The appeal will be heard in an executive session of the Police Commission unless the Respondent requests that the appeal be heard in an open session of the Commission.
2. The Respondent shall have the right to be represented by counsel and to cross examine witnesses against him/her.
3. The hearing before the Police Commission shall be governed by the Uniform Administrative Procedures Act and Freedom of Information Act.

Once the Commission’s recommendations following the hearing are made to the Town Manager pursuant to the Charter, the Town Manager shall report back to the Commission, in Executive Session, on the ultimate resolution of the matter.