

## 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](mailto: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](http://www.danbury-ct.gov)



City of Danbury  
Police Department

