HOW TO MAKE A COMPLAINT

- 1. If you wish to make a complaint about the actions of a deputy or about any aspect of deputy operations, please:
 - a. Come to the Sheriff's Office and tell any employee that you want to make a complaint; or
 - b. Call the Sheriff's Office and tell the person answering the phone that you want to make a complaint; or
 - c. Write your complaint and mail it to the Sheriff at:

Grayson County Sheriff's Office 304 Davis Street / PO Box 160 Independence, VA 24348

- 2. A supervisory deputy will assist you in filling out a Report of Complaint Against Sheriff's Personnel form. This form asks you to identify yourself and then to give specific details about your complaint.
- 3. Your complaint will then be investigated. You may be contacted and asked additional questions about your complaint.
- 4. If it is going to take a long time to investigate your complaint, you will receive a letter telling you approximately when you may expect a reply.
- 5. When your complaint has been investigated, the Sheriff or Chief Deputy will review the investigation and will write you a letter explaining what has been determined regarding the matter.

Appendix to RR 1-9

GRAYSON COUNTY SHERIFF'S OFFICE

REPORT OF COMPLAINT AGAINST SHERIFF'S PERSONNEL CONFIDENTIAL

Name of Complainant.	N			
		Employment:		
Date and time of incid	ent:			
		int is being filed, or other identifying marks (car number		
badge number, etc.)				
Rank:		Name:		
I.D.#	Badge: _	Vehicle:		
Statement of allegation	n: (For additional s	pace - use back of this sheet)		
*				

I understand that this statement of complaint will be submitted to the Grayson County Sheriff's Office and may be the basis for an investigation. Further, I sincerely and truly declare and affirm that the facts contained herein are complete, accurate, and true to the best of my knowledge and belief. Further, I declare and affirm that my statement has been made by me voluntarily without persuasion, coercion, or promise of any kind.

I understand that, under the regulations of the department, the employee against whom this complaint is filed may be entitled to request a hearing before a board of inquiry. By signing and filing this complaint, I hereby agree to appear before a board of inquiry, if one is requested by the employee, and to testify under oath concerning all matters relevant to this complaint.

Signature of Complainant	Date		
Check Here if Complainant Refused to Sign			
Signature of Reporting Supervisor	Date		
Supervisor's Disposition:			

FORWARD TO CHIEF DEPUTY IN A SEALED ENVELOPE MARKED "CONFIDENTIAL"

Appendix to RR 1-9