

## 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: \_\_\_\_\_

At what address can you be contacted? \_\_\_\_\_

What phone number? Residence: \_\_\_\_\_ Employment: \_\_\_\_\_

Date and time of incident: \_\_\_\_\_

Location of incident: \_\_\_\_\_

Name of deputy(s) against whom complaint is being filed, or other identifying marks (car number, badge number, etc.)

Rank: \_\_\_\_\_ Name: \_\_\_\_\_

I.D.# \_\_\_\_\_ Badge: \_\_\_\_\_ Vehicle: \_\_\_\_\_

Name(s)/address/phone number or other identifying information concerning witness:

\_\_\_\_\_

Statement of allegation: (For additional space - use back of this sheet)

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