3-01A Complaint Procedures

APPENDIX A

COMPLAINT PROCEDURES

- 1. To make a complaint concerning Sheriff's Office personnel, 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:

Sheriff John A. Beauchamp Northumberland County Sheriff's Office P.O Box 310, Heathsville, Virginia 22473

- 2. Complete a "Report of Complaint" against Sheriff's Office 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 will be contacted and asked additional questions about your complaint.
- 4. When your complaint has been investigated, the Sheriff will review the investigation. The Sheriff or his designee will write you a letter explaining what has been determined regarding the matter.

3-01B Report of Complaint Against Sheriff's Personnel APPENDIX B

REPORT OF COMPLAINT AGAINST SHERIFF'S PERSONNEL CONFIDENTIAL

Name of Complainant:

At what address can you be contacted? :

What Phone Number? Residence: Employment:

Date/Time of incident:

Location of Incident:

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

Rank:

Name:

I.D. #

and Badge

Vehicle:

Names (s), address, phone number or other identifying information concerning Witness:

Statement of allegation:

I understand that this statement of complaint will be submitted to the Northumberland 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 Sheriff's Office, the Deputy 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 a deputy, and to testify under oath concerning all matters relevant to this complaint.

Signature of Complainant

Date

(_____) check if complainant refused to sign

Signature of Person Receiving

Date and Time Received