

### **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.*

**Section 03- Personnel**

3-01 Internal Affairs & Complaints Against Sheriff's Office Personnel

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

*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