

HOW TO MAKE A COMPLAINT

1. If you wish to make a complaint about the actions of an officer or about any aspect of operations, please:
 - a. Come to the department and tell the Sheriff that you want to make a complaint; or
 - b. Call the Sheriff's office and tell the Sheriff that you want to make a complaint;
 - c. Write your complaint and mail it to the Sheriff.
2. The Sheriff will assist you in filling out a Report of Complaint Against 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 will review the investigation and will write you a letter explaining what has been found out about the matter, unless the matter is the subject of litigation or may result in litigation.

APPENDIX TO POLICY AND PROCEDURE 1-9

REPORT OF COMPLAINT AGAINST SHERIFF'S OFFICE 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 officer(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: _____

(if further space is needed use reverse side of sheet)

I understand that this statement of complaint will be submitted to the Appanoose 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 officer 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 an officer, 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 Complaint

Date and Time Received