

## HOW TO MAKE A COMPLAINT

If you wish to make a complaint about the actions of a Deputy or about any aspect of Deputy operations, you may:

- a. Come to the Sheriff's Office and tell any employee that you want to make a complaint. A supervisory Deputy will assist you in filling out a Report of Complaint against Sheriff's Office Personnel form; 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  
P.O Box 305, Montross, Va. 22520

A two page complaint form is provided with these instructions and may be printed out, completed and mailed to the above address. This form asks you to identify yourself and then to give specific details about your complaint.

Your complaint will then be investigated. You may be contacted and asked additional questions about your complaint.

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.

When your complaint has been investigated, the Sheriff will review the investigation and will write you a letter explaining what has been determined regarding the matter.

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

**Rank:** \_\_\_\_\_

**Name:** \_\_\_\_\_

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

**Vehicle:** \_\_\_\_\_

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

**Statement of allegation:** \_\_\_\_\_  
\_\_\_\_\_  
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I understand that this statement of complaint will be submitted to the Westmoreland 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 Who 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