



Office of the City Sheriff
5 North Kent Street • Winchester, Virginia 22601
Phone 540-667-5770 • Fax 540-667-6438
William E. Sales, Sheriff



HOW TO MAKE A COMPLAINT AGAINST SHERIFF'S OFFICE PERSONNEL

1. Print this form or pick one up from the Sheriff's Office.
2. Fill out form as completely as you can.
3. Bring the form into the Sheriff's Office or mail to:

Major Bradley Davidson
5 N. Kent St
Winchester, VA 22601

4. Your complaint will be investigated in as short a time as possible and you will be notified as to the outcome.



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CITY OF WINCHESTER SHERIFF'S OFFICE

REPORT OF COMPLAINT AGAINST SHERIFF'S OFFICE PERSONNEL

CONFIDENTIAL

Name of Complainant: _____

Address: _____

Phone #: Home: _____ Cell: _____

Date and time of incident: _____

Location of incident: _____

Deputy(s) against who is the complaint is being filed, or other identifying marks (license plate number, etc.)

Name: _____ Name: _____

Vehicle registration: _____ Vehicle registration: _____

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

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

(If additional space is needed, please attach additional pages)



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I understand that this statement of complaint will be submitted to the Winchester City Sheriff's Office and may be the basis for an investigation. I declare and affirm that the facts contained herein are complete, accurate, and true to the best of my knowledge and belief. Furthermore, 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 Sheriff's Office policy, the employee against whom this complaint is being 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 the employee requests one, and to testify under oath concerning all matters relevant to this complaint.

By signing this form, I affirm that all information contained herein is a true and accurate record of events.

 Signature of Complainant Date

 Signature of Reporting Supervisor Date

Supervisor's Notes: _____

FORWARD TO CHIEF DEPUTY IN A SEALED ENVELOPE MARKED "CONFIDENTIAL"

FOR OFFICE USE ONLY

INVESTIGATION RESULTS:

Unfounded [] Exonerated [] Not Sustained [] Sustained []

Notes: _____

