



# STOREY COUNTY SHERIFF'S OFFICE

## Citizen Report and Procedure Form

**The Storey County Sheriff's Office welcomes your complaints, commendations, constructive criticism, suggestions, and information in the interest of better law enforcement.**

You may choose to come to the Sheriff's Office in person to make your Citizen's Report as experience has indicated that it is most desirable to obtain information during a personal interview. Additionally, you have the options of making your citizen's report by telephone or in writing utilizing this form, and you have the option of remaining anonymous.

If you desire to identify yourself you will be asked to provide the following information:

1. Your name, address, and telephone number;
2. If a specific incident is involved, the date, time and location of that incident;
3. The names of any possible witnesses and telephone numbers, if available;
4. If the incident involves an arrest, the name, address, and telephone number of the individual arrested, if available;
5. If the incident involves a member of the department, his name, position in the department,
6. Details of the subject matter which prompted your interest;
7. In some circumstances you may be asked to voluntarily cooperate with a polygraph examination.

A member of the department will be assigned to contact you and an investigator will interview all available witnesses, involved department members, and will examine all relevant documentary and physical evidence. Each citizen's report will be examined on its own merit. Should your citizen's report involve an allegation of improper action by a member or members of this department there are four possible findings which will result from our investigation:

1. Sustained: the investigation disclosed sufficient evidence to clearly prove the allegation;
2. Not sustained: the investigation failed to disclose sufficient evidence to clearly prove or disprove the allegation;
3. Unfounded: the investigation has produced sufficient evidence to prove that the act or acts complained of did not occur as alleged;
4. Exonerated: the acts which provided the basis for the allegation occurred; however, investigation revealed that the acts were justified, lawful, and proper.

Should the investigation of this citizen's report indicate improper actions by a member of this department, I will initiate corrective action in accordance with the policies and procedures employed in this department. Such actions may include counseling, retraining, or disciplinary action against the employee. Citizen's reports are investigated by members of the department specifically assigned by me. As Sheriff I feel that it is my responsibility to review the final report and approve the findings of an investigation. I will notify you by mail upon the completion of the investigation which is initiated by your report.

In Summary, Citizen reports assist me in maintaining the present quality of law enforcement services throughout the county and provide a means for improvement. They additionally assure the citizen that corrective action is taken if there is misconduct by a member of this Office. Further, a thorough and impartial investigation procedure protects peace officers from unwarranted accusations.

A handwritten signature in black ink, appearing to read 'Michael S. Cullen', is written over a horizontal line.

Michael S. Cullen  
Storey County Sheriff



**STOREY COUNTY SHERIFF'S OFFICE  
COMPLAINT/COMMENDATION FORM**

*You have the right to make a complaint against any SCSO employee for improper conduct. The Storey County Sheriff's Office will perform a complete and thorough investigation, and you will be notified at the outcome of that investigation. If the allegations made herein are sustained, the Storey County Sheriff's Office cannot release to you any information regarding the disciplinary action taken. The investigation may determine that the employee(s) acted properly or that there is not enough information to prove or disprove the allegations.*

*Please provide the requested information, which will be needed while reviewing the facts surrounding your complaint. Include as many details as possible and PLEASE PRINT.*

**Complainant Information**

Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
(Street address and Apt# if applicable)

\_\_\_\_\_ Other Phone: \_\_\_\_\_  
(City, State, Zip)  Work  Cell  Friend

**I wish to make a formal complaint/commendation regarding the conduct or actions of the SCSO employee(s) listed hereafter which occurred during an incident that took place:**

On (Date): \_\_\_\_\_ at around (Time): \_\_\_\_\_

In the vicinity of (Location): \_\_\_\_\_

**My complaint involves:**

Deputy/ Employee(s): \_\_\_\_\_

Additional info to identify involved deputy/staff:

\_\_\_\_\_  
\_\_\_\_\_

**Witness Information**

1) Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Address: \_\_\_\_\_

2) Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Address: \_\_\_\_\_

