



Stratton Stokes
SHERIFF

DUPLIN COUNTY SHERIFF'S OFFICE

112 W. HILL STREET • P.O. BOX 908
KENANSVILLE, NC 28349
PHONE: 910-296-2150
FAX: 910-296-2156



Duplin County Sheriff's Office Citizen Complaint Information And Complaint Form

The Duplin County Sheriff's Office acknowledges its responsibility to establish a procedure to investigate citizens' complaints. A complaint may be filed in person, by writing, or by telephone. However, it may be necessary that the complainant be available for personal interview. Complaint forms are also available at the Sheriff's Office. Completed forms may either be delivered or mailed to:

Duplin County Sheriff's Office
Citizens' Complaints
P.O. Box 908
112 West Hill Street
Kenansville, NC 28349
Attention: Lieutenant Shane Miller

Personnel complaints are defined as any allegation of misconduct or improper job performance against any agency employee. Personnel complaints are classified as:

- Informal – a matter in which the complaining party is satisfied that appropriate action has been or will be taken by a agency supervisor of rank greater than the accused employee.
- Formal – a matter in which the complaining party requests further investigation or which an agency supervisor determines that further action is warranted.
- Incomplete – a matter in which the complaining party either refuses to cooperate or becomes unavailable after diligent follow-up investigation. Such complaints may still be investigated by an agency supervisor of rank greater than the accused employee or referred to Internal Affairs depending on the seriousness and complexity of the investigation.

It may be necessary for you to present your stated complaint in person before a Hearing Board in the event this complaint results in any disciplinary proceedings against the employee.

All investigations will be thorough, objective, and focused on maintaining public confidence and agency integrity. The goal of every investigation will be to identify and evaluate all the facts surrounding the incident in question.

Investigations by the Sheriff's Office concerning the conduct of its employees, and the District Attorney's independent decision to prosecute a criminal case are two entirely separate matters. If a person arrested by Sheriff's Deputies files a citizen's complaint against those deputies, such action will in no manner affect the prosecutor's decision to proceed with the criminal case.

When completing the attached Personnel Complaint Form, please:

Fill in the information blanks providing as much information as known, including any witnesses, and return it to the Sheriff's Office. Please write, type, or print clearly so that all of the information provided will be understood.

Complete a detailed statement outlining the allegation(s), facts, and circumstances surrounding the incident. It is important that exact statements, actions, or circumstances are described in detail when possible.

Signature of Complainant: _____ Date: _____

**DUPLIN COUNTY SHERIFF'S OFFICE
PERSONNEL COMPLAINT FORM**

TODAY'S DATE: _____ DATE OF INCIDENT: _____

RECEIVED TIME: _____ TIME OF INCIDENT: _____

CASE NUMBER (IF KNOWN): _____ RECEIVED BY: _____

#1 COMPLAINANT NAME: _____ #2 COMPLAINANT NAME: _____

(Printed Name) _____ (Printed Name) _____

(Signature) _____ (Signature) _____

ADDRESS: _____ ADDRESS: _____

CITY: _____ CITY: _____

STATE: _____ ZIP: _____ STATE: _____ ZIP: _____

HOME PHONE: _____ HOME PHONE: _____

WORK PHONE: _____ WORK PHONE: _____

CELL PHONE: _____ CELL PHONE: _____

LOCATION OF OCCURRENCE:

OFFICERS INVOLVED:

WITNESS: _____

ADDRESS: _____

CITY: _____

STATE: _____ ZIP: _____

PHONE: _____

WITNESS: _____

ADDRESS: _____

CITY: _____

STATE: _____ ZIP: _____

PHONE: _____

STATEMENT OF ALLEGATION OR COMPLAINT:

Signature of Complainant: _____ Date: _____
(Printed) (Signature)