



## **OUR MISSION AND VISION STATEMENT**

**Greene County Sheriff's Office  
120 East Main Street  
Xenia, OH. 45385**

**Administration 937-562-4800  
Investigations 937-562-4818  
Patrol 937-562-4820**

**Jail 937-562-4840  
Adult Detention Center 937-562-5840**

This mission grows from our vision of the relationship between the citizens of Greene County and the employees of the Greene County Sheriff's Office.

Our office strives to remain a vital and responsive member of the community. The Greene County Sheriff's Office has a commitment to Professionalism and our employees receive their direction and authority from the public trust.

This continuing partnership will allow us to change, grow and develop together with compassion and respect our understanding of the needs of our County.

Together we will be guided by justice both now and in the future.

## **COMPLAINT & COMPLIMENT PROCEDURE**

It is the policy of the Greene County Sheriff's Office to receive and investigate complaints that are related to internal discipline in a manner that will assure the community of prompt corrective action when the Agency members conduct themselves improperly and to protect the Sheriff's Office and its employees from unwanted criticism pursuant to the discharge of official duties.

### ***How Are Complaint's Processed?***

Throughout the year, employees of the Sheriff's Office handle a variety of calls and have numerous contacts on a daily basis with the public. In some cases, individuals may feel that they have been treated in a less than professional manner by the Sheriff's Office. If a person feels this has occurred, they can come to the Sheriff's Office and ask to speak with the Division Shift Supervisor that the employee is assigned.

At this time, the Shift Supervisor on duty may attempt to resolve the problem informally or through a formal internal investigation. This decision is based on the nature and scope of the complaint as well as the complainant's wishes.

If the complainant requests to file a formal complaint, a citizen's complaint form will be completed by the complainant and forwarded to the Division Commander.

## ***What Happens When a Formal Complaint Is Filed?***

Once a complaint is filed, it will go to the Chief Deputy who will assign an investigator. The investigation process may take 30 days or longer depending on the type of investigation. The complainant shall be kept informed as to the status of the investigation. You will be advised in writing as to the outcome of the investigation.

If the complaint is found to be true, the employee may be disciplined at the discretion of the Sheriff.

The disciplinary action that may be taken can include:

- Counseling
- Reprimand
- Suspension
- Demotion
- Termination

### **\*Making false allegations of peace officer misconduct: (2921.15)**

#### ***This is a Misdemeanor of the First Degree***

No person shall knowingly file a complaint against a peace officer engaged in misconduct in the performance of the officer's duties if the person knows that the allegation is false.

## ***Compliment Process***

### ***What if I want to compliment an employee of the Greene County Sheriff's Office?***

If you have the occasion to see an employee doing an outstanding job, we would also like to hear about this employee.

This can be accomplished by contacting the Supervisor on duty or by sending a letter to the Chief Deputy or Sheriff.

***Greene County Sheriff's Office Employees are dedicated to serving you and the community of Greene County.***