

Preble County
Sheriff's Facilities

Preble County
Sheriff's Office
1139 Preble Drive
Eaton, Ohio 45320

An Equal Opportunity Employer

EMPLOYEE
COMMENDATION
PROCEDURE
&
CITIZEN
COMPLAINT
PROCESS



SHERIFF MICHAEL L.
SIMPSON

1139 PREBLE DRIVE
EATON, OH 45320

WWW.PREBLECOUNTYSHERIFF.ORG

Commendation and Awards

The Preble County Sheriff's Office (PCSO) recognizes outstanding employee performance through the use of formal commendations.

Expressions of gratitude for services or actions by employees are greatly appreciated.

Letters recognizing employees or citizens for their actions are encouraged and may be forwarded to the Sheriff at:

**PCSO
1139 Preble Drive
Eaton, Ohio 45320**

An Awards Panel is used to determine the appropriate commendation.

Examples of awards include:

Division Employee of the
Year
Letter of Recognition
Letter of Appreciation
Commendation Award

Citizen Complaint Process

The Preble County Sheriff's Office is to provide the citizens of Preble County with the highest level of professional conduct possible. Our office will treat citizen complaints against employees very seriously. If we find evidence of misconduct, we will take proper action against the employee.

Citizens wanting to file a complaint will need to go the Sheriff's Office. Citizens can request to speak to a supervisor and complete a notarized Citizen Complaint Form.

After you file your complaint, the person or persons investigating it will contact you. This is to ensure that we have all the facts we need to complete the investigation. We will complete the investigation within forty-five (45) days *when possible* and notify you of the outcome of the investigation.

Caution: Ohio Revised Code Section 2921.15 states, "no person shall knowingly file a complaint against a peace officer that alleges that the peace officer engaged in misconduct in the performance of the officer's duties if the person knows that the allegation is false." Violation of this law is a first-degree misdemeanor.

You should be aware that we do not condone false or groundless complaints and if the charges are fraudulent, the accused employee has the right to pursue a criminal or civil action against you.