

**Form 2-6 (A)**



**CHRISTIANSBURG POLICE DEPARTMENT**

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Mark A. Sisson, Chief of Police

10 East Main Street  
Christiansburg, Virginia 24073  
Telephone (540) 382 – 3131  
Fax (540) 382 – 0877

**HOW TO MAKE A COMPLAINT / COMMENDATION**

1. If you wish to make a complaint or commendation concerning the actions of a Christiansburg Police Department employee or about any aspect of the Christiansburg Police operations, please:
  - a. Come to the Police Department, 10 East Main Street and tell any employee that you want to make a complaint or commendation, or
  - b. Call the Christiansburg Police Department, 382-3131 and tell the person answering the phone that you want to make a complaint or commendation, or
  - c. Write your complaint out and mail it to the Chief of Police, Christiansburg Police Department, 10 East Main Street, Christiansburg, Virginia 24073.
2. A Christiansburg Police Department Supervisor will assist you in filling out a Employee Conduct Report (ECR). This form asks you to identify yourself and give specific details about your complaint or commendation.
3. We will then investigate your complaint or commendation. You may be contacted and asked additional questions about your complaint or commendation.
4. You will receive a letter from the Chief of Police acknowledging receipt of your complaint/commendation and that an investigation has been initiated.
5. When your complaint/commendation has been investigated, the Chief of Police will review the investigation and will write you a letter explaining the outcome.