

# Montgomery County Sheriff's Facilities

## **MCSO Headquarters**

345 West Second Street  
Dayton, OH 45422

## **Montgomery County Jail**

330 West Second Street  
Dayton, OH 45422

## **Harrison Township Substation**

5945 North Dixie Drive  
Dayton, OH 45414

## **Jefferson Township Substation**

555 Infirmary Road  
Dayton, OH 45427

## **Washington Township Substation**

8190 McEwen Road  
Dayton, OH 45458



*An Equal Opportunity Employer*

# EMPLOYEE COMMENDATION PROCEDURE & CITIZEN COMPLAINT PROCESS



SHERIFF ROB STRECK  
345 W. 2ND STREET  
DAYTON, OH 45422

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[WWW.MCOHIOSHERIFF.ORG](http://WWW.MCOHIOSHERIFF.ORG)

## Commendation and Awards

The Montgomery County Sheriff's Office (MCSO) 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:

**MCSO Headquarters  
345 West Second Street  
Dayton, OH 45422**

An Awards Panel is used to determine the appropriate commendation.

### **Examples of awards include:**

Employee of the Month

Deputy of the Month

Letter of Recognition

Letter of Appreciation

Exceptional Service

Commendation Award

Employee Community Service Award

## Citizen Complaint Process

The Montgomery County Sheriff's Office is to provide the citizens of Montgomery 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 district where the incident occurred (see addresses on last page). 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.