

G.O. C-9 Appendix A
How a Citizen can Make a Complaint



Clarksville Police Department

HOW A CITIZEN CAN MAKE A COMPLAINT

1. If you wish to make a complaint about the actions of a Clarksville Police Department employee or about any aspect of the Clarksville Police Department operations, please:
 - a. Come to the Police Department, 135 Commerce St. or to either District 1 Neighborhood Policing Office located at 211 Cunningham Ln., District 3 Neighborhood Policing Office located at 1584 Vista Lane or the Sub Station located at 200 Holiday Dr. and tell any employee that you want to make a complaint, or
 - b. Call the Police Department, (931) 648-0656, and tell the person answering the phone that you want to make a complaint, or
 - c. Write your complaint out and mail it to the Chief of Police, 135 Commerce St., Clarksville, Tennessee 37040
2. Any Clarksville Police supervisor will assist you in completing a complaint against an employee. You will be asked to identify yourself and then to give specific details about your complaint. If you choose not to give your name, your complaint will still be investigated to the extent that is possible.
3. Your complaint will then be investigated. You may be contacted and asked additional questions about your complaint.
4. If it is going to take more than thirty (30) days to investigate your complaint, you will receive notification telling you approximately when you may expect a reply.
5. When your complaint has been investigated, the Chief of Police will review the investigation and he or his designee will write you a letter explaining what has been found out about the matter.

A copy of this notice will be posted in public access areas of the Police Department