

South Pittsburg Police Department

HOW A CITIZEN CAN MAKE A COMPLAINT

1. If you wish to make a complaint about the actions of a South Pittsburg Police Department employee or about any aspect of the South Pittsburg Police Department operations, please:
 - a. Come to the Police Department, 205 Elm Ave and tell any employee that you want to make a complaint, or go to City Hall, 204 W. 3rd St, and tell the clerk that you want to make a complaint
 - b. Call the Police Department, (423) 837-5003, and tell the person answering the phone that you want to make a complaint, or Call City Hall, (423)837-5011 and tell the clerk that you want to make a complaint
 - c. Write your complaint out and mail it to the Chief of Police, 205 Elm Ave, South Pittsburg, TN 37380, or mail it to the City Manager, 204 W. 3rd St, South Pittsburg, TN 37380
2. Any South Pittsburg Police supervisor or City Clerk will assist you in completing a complaint against an employee. You will be asked to identify yourself and then to give specific details about you complaint. If you choose not to give your name, you 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

South Pittsburg Police Department

HOW TO COMPLIMENT AN EMPLOYEE

1. If you wish to make a compliment about the actions of a South Pittsburg Police Department employee or about any aspect of the South Pittsburg Police Department operations, please:
 - a. Come to the Police Department, 205 Elm Ave. and tell any employee that you want to make a compliment, or go to City Hall and tell the clerk you want to make a compliment
 - b. Call the Police Department, (423) 837-5003, and tell the person answering the phone that you want to compliment an employee, or call City Hall, (423)837-5011 and tell the person answering the phone that you want to compliment an employee.
 - c. Write your compliment out and mail it to the Chief of Police, 205 Elm Ave., South Pittsburg, Tennessee 37380 or mail compliment to City Hall, 204 W. 3rd St., South Pittsburg, Tennessee 37380
2. Any South Pittsburg Police supervisor or City Clerk will assist you in completing a Compliment for an employee. You will be asked to identify yourself and then to give specific details about your compliment. If you choose not to give your name, your compliment will still be forwarded to the Chief of Police through the chain of command.
3. When your compliment has been processed, the Chief of Police will forward it to the employee.

As with any other business we appreciate hearing compliments on any of our employees.

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