



Commonwealth of Virginia
Office of the State Inspector General
PERSONNEL COMPLAINT FORM

HOW TO FILE A COMPLAINT:

Any person desiring to file a complaint against an employee of the Office of the State Inspector General, regardless of nature, may do so in person, by mail, or by telephone. Although it is not mandatory that you complete this form or personally write out your statement, the completion of this form will assist the State Inspector General in determining the appropriate assignment for investigation into the complaint.

In Person: 101 N. 14th Street, 7th Floor, Richmond, VA 23219 or speak with an employee of OSIG

Mail/E-Mail: Office of the State Inspector General, P.O. Box 1151, Richmond, VA 23218
osig@osig.virginia.gov

Telephone: (804) 625-3255

INVESTIGATION PROCESS:

A prompt, thorough, and unbiased investigation into the complaint will normally be completed within thirty (30) days of its receipt. The assigned investigator may conduct additional interviews to gather pertinent information relevant to the complaint. The employee(s) involved will also be notified of the impending complaint and investigation. All completed investigations are forwarded to the State Inspector General for adjudication and final disposition.

COMPLAINANT INFORMATION

I wish to remain anonymous.

Full Name:		
Street Address:		
City:	State:	Zip Code:
Phone:	Email:	

WITNESS INFORMATION

- I do not have information on any witnesses present when the incident took place.
 I wish to provide information on a witness that was present when the incident took place.

Full Name:		
Street Address:		
City:	State:	Zip Code:
Phone:	Email:	

Full Name:		
Street Address:		
City:	State:	Zip Code:
Phone:	Email:	

