



Lexington County Communications
434 Ball Park Road
Lexington, South Carolina 29072
Phone: 803.785.2366
Fax: 803.785.8200

COMMUNICATIONS COMPLAINT / COMMENDATION FORM

Please select the purpose of this submission: ☐ Complaint ☐ Commendation

Date and time of incident/event:

Employee/team involved (if known):

Nature of complaint/commendation:

Address of call for service (if applicable):

City: State: Zip:

Description of complaint or commendation:

Contact Information *(Complaints may be submitted anonymously; contact information helps us provide follow-up.)*

Name:

Phone Number:

Email:

COMPLAINTS: As a general rule, complaint investigations will be completed within ten (10) business days. If necessary, an extension may be granted at the request of the Chief of Communications with approval from the Director of Public Safety. The complainant will be kept informed regarding the status of the investigation by phone or letter unless the complaint was submitted anonymously. Regardless of the type of complaint, investigations will be completed within thirty (30) business days unless extenuating circumstances exist and approval is granted by both officials.

COMMENDATIONS: Commendations will be documented and forwarded to the appropriate agency leadership for recognition and review. Please provide enough detail to identify the employee, team, call, event, or service being recognized.

Thank you for taking the time to share your experience with Lexington County Communications.