

# Official Complaint Form

The Leelanau County Sheriff's Office is responsible for protecting the County's residents and visitors, detecting crime, regulating traffic, and dealing with a variety of neighborhood problems. We expect courteous and lawful conduct by our employees. If that is not the case, we want to know about it.

Upon receipt of a citizen complaint every effort is made to ensure a thorough, fair and timely investigation of the allegation(s) contained in the complaint.

In most instances, we believe the Leelanau County Sheriff's Office works in partnership with citizens and that our contacts with citizens are positive. To insure we function efficiently while maintaining the rights of the citizens we protect, the Leelanau County Sheriff's Office is trained to follow a series of policies and procedures, and work within the guidelines of local, state, and federal laws. Because of the nature of law enforcement, we also understand that citizens on occasion may object to the actions of the police, or may feel police conduct is inappropriate. Therefore, we have established procedures for citizens to report their concerns to the administration of the Sheriff's Office.

**Instructions** Fill out this form if you wish to file a formal and official complaint against police with the Leelanau County Sheriff's Office. This form will be sent directly to the Undersheriff of the Leelanau County Sheriff's Office.

Within 72 hours, you will be contacted by the Undersheriff with an official case number and the name and contact information of the investigator assigned to your complaint. The investigator will follow up with you directly through a phone call, if a number is provided, email or first class mail, within 10 calendar days of receiving your complaint.

To fill out a paper complaint form or learn more about the process, visit the Complaint Process page.

## Complainant (Citizen wishing to file complaint)

Last First Middle In  
Street Address  
City State Zip Age  
Race Sex M F Date of Birth (mm/dd/yyyy)  
Occupation Phone  
Email Address  
If you wish to receive a receipt of your submission, provide your email address and confirm above.

## Alleged Victim of Incident (If different than complainant)

Last First Middle In  
Street Address  
City State Zip  
Email Address Phone

If you wish to receive a receipt of you submission, provide your email address and confirm above.

## Person Assisting Complainant

Last First Middle In  
Street Address  
City State Zip  
Email Address Phone

If you wish to receive a receipt of your submission, provide your email address and confirm above.

## Witnesses

### Witness 1

Last First Middle In  
Street Address  
City State Zip  
Email Address Phone

If you wish to receive a receipt of your submission, provide your email address and confirm above.

### Witness 2

Last First Middle In  
Street Address  
City State Zip  
Email Address Phone

If you wish to receive a receipt of your submission, provide your email address and confirm above.

### Witness 3

Last First Middle In  
Street Address  
City State Zip  
Email Address Phone

If you wish to receive a receipt of your submission, provide your email address and confirm above.

## Officers Complained Against Officer 1

Name Rank  
Badge# Uniform Duty Status  
Vehicle Number License Plate  
Height Weight Hair Eyes Sex  
Age Race

Add Additional Details Below.

## Add a Second Officer

Name Rank  
Badge# Uniform Duty Status  
Vehicle Number License Plate  
Height Weight Hair Eyes Sex  
Age Race

Add Additional Details Below.

## Detailed Description of Complaint

Date of Incident Time of Incident  
(MM/DD/YYYY) (HH:MM AM/PM)

Location of Incident (Address, Intersection or Place of Business)

Detailed Description (Please provide a detailed account of the situation.)

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## Confirmation

I hereby confirm that the above information is true and correct.

Signature Date  
Type Full Name (MM/DD/YYYY)

Upon completion of this form, print it and either deliver or mail it to:

**Undersheriff James Kiessel  
Leelanau County Sheriff's Office  
8525 E Government Center Drive  
Suttons Bay, MI 49682**

Or, save the form and email it to: [jkiessel@leelanau.gov](mailto:jkiessel@leelanau.gov) You will be contacted upon receipt of the Complaint form.