



# Chelsea Police Department

KEVIN KAZYAK  
CHIEF OF POLICE

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311 SOUTH MAIN STREET ♦ Chelsea, Michigan 48118 ♦ OFFICE (734) 475-1771 ♦ FAX (734) 475-1996 ♦ EMAIL [kkazyak@chelseapd.org](mailto:kkazyak@chelseapd.org)

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## Procedure for filing a Compliment or Complaint

Anyone wishing to compliment a member of the Chelsea Police Department or file a complaint against a member of the Chelsea Police Department is asked to fill out the form below. (Note: compliments and complaints do not need to be on city form to be accepted)

Compliments and complaints can be emailed to **[citizen\\_communications@chelseapd.org](mailto:citizen_communications@chelseapd.org)** or dropped off at the Chelsea Police Department, 311 S. Main St., Chelsea MI. 48118 or at Chelsea City Office, 305 S. Main St., Chelsea MI. 48118.

Compliments or complaints emailed to the above email address will be forwarded to both the Chief of Police and the City Manager.

All compliments or complaints involving police officers, dispatchers and crossing guards will be investigated and addressed by the Chief of Police or his designee.

All complaints involving the Chief of Police will be investigated and addressed by the City Manager or his designee.

If any individual has a complaint alleging a violation of chapter 33 of the City of Chelsea's Civil Rights Ordinance, they should direct all complaints to the Human Rights Commission, at **[HRC@city-chelsea.org](mailto:HRC@city-chelsea.org)**



# CHELSEA POLICE DEPARTMENT CITIZEN COMPLAINT / COMPLIMENT FORM



Date of Occurrence	Time	Date Reported	Address of Occurrence
Employee Involved		Badge No.	
Citizen's Name		Citizen's Address	
Citizen's Cell Phone		Citizen's Email Address	
<b>Details of Complaint:</b>			

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**THIS PORTION TO BE COMPLETED BY CHELSEA PD**

Date Received	Incident Number	IA #:	
<input type="checkbox"/> Resolved at Intake	<input type="checkbox"/> Unfounded	<input type="checkbox"/> Not Sustained	<input type="checkbox"/> Other
<input type="checkbox"/> Further Investigation	<input type="checkbox"/> Exonerated	<input type="checkbox"/> Sustained	<input type="checkbox"/> Not Involved
<b>Recommendation:</b>			
SUBMITTING SUPERVISOR	INVESTIGATING SUPERVISOR	CHIEF OF POLICE	

**Mail or return this form to Chelsea Police Department, 311 South Main Street, Chelsea MI 48118  
Fax 734-475-1996 or EMAIL to [citizen\\_communications@chelseapd.org](mailto:citizen_communications@chelseapd.org)**

By utilizing the submission email, this form will be received by  
Kevin Kazyak, Chief of Police and Roy Atkinson, City Manager.