**Complaint Assistance Form:**

**Unlawful Taking of Property by GRPD**

This form was created by the American Civil Liberties Union (ACLU) of Michigan to make it easier for people who believe their property has been unlawfully thrown away or impounded by the Grand Rapids Police Department (GRPD) to file a complaint. **This form is not a substitute for legal advice.**

If you believe the GRPD unlawfully took your property, completing this form allows you to start the formal complaint process with the Grand Rapids Office of Oversight and Public Accountability (OPA). After the completed form is received by OPA, a representative from that office will contact you to formally submit your complaint. All contact attempts will be made using the contact information you provide below.

**Please fill out this form as completely as possible**. Your name and other identifying information are not required to file a complaint. However, an anonymous complaint may limit OPA’s ability to contact you and the ability of GRPD’s Internal Affairs unit to investigate your complaint. Use a separate piece of paper for any additional information that you would like to share.

After you’ve completed the form, please follow the steps below.

* **Step 1.** Mail or drop off this form to: **Office of Oversight and Public Accountability**

**Attn: Complaint Intake**

**300 Monroe Ave. NW, Suite 499**

**Grand Rapids, MI 49503**

* **Step 2 (optional).** We encourage you to mail or drop off a copy of this form to:

**ACLU of Michigan**

**514 Wealthy Street SE, Suite 260**

**Grand Rapids, MI 49506**

Sending in the form doesn’t mean the ACLU will represent you, and you may not hear back from the ACLU. But sending in the form helps the ACLU to identify any unlawful actions committed by GRPD, and to develop strategies to protect people whose rights are violated.

**Hello, my name is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and I am writing to file a complaint against the Grand Rapids Police Department.**

**Date of Incident**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. **Time of Incident**: \_\_\_\_\_\_\_\_\_\_\_\_\_.

**Location (address, nearest intersection, landmarks)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Duration of incident (how long did it last)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Number of GRPD officers involved**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name and badge numbers of officers (if you don’t know, please describe what they look like)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**GRPD violated my civil rights, including my Fourth Amendment rights, and Grand Rapids Ordinance No 2023-29 when it unlawfully took my property. The property that the GRPD illegally took or threw away includes:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**I believe the above property was unlawfully taken because (check all that apply)**:

[ ]  GRPD threw my property away after wrongly deciding that it was unhealthy, hazardous, rubbish or garbage.

[ ]  GRPD took my property while I was away and didn’t give me notice or tell me what happened to it or how I could get it back.

[ ]  I was with my property, but the GRPD still took it away. My property was **under 32 gallons**; was **not blocking a street, sidewalk, bike lane, or special event**; and was **not within 5 feet of a doorway, 2 feet of a fire hydrant, or blocking a bench**.

[ ]  Other (describe):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**I also believe that GRPD (check all that apply):**

[ ]  Falsified information or lied when it determined that my property was unhealthy, hazardous, rubbish or garbage under Ordinance No. 2023-29 and disposed of it, rather than impounding it.

[ ]  Acted with discourtesy by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Acted with hostility by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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[ ]  Acted with racial animosity or prejudice by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Used excessive force by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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[ ]  **I also believe the officers violated my civil rights by** **(provide a detailed explanation of anything else that concerns you):**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Demographic information:**

Race and/or ethnicity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Age: \_\_\_\_\_\_\_\_\_\_ Gender Identity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact information**

Phone number: (\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Alternative places I receive mail or spend time include (shelters or agencies you go to):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My preferred method of contact is: \_\_\_\_\_\_\_\_\_\_\_\_. The best time to contact me is: \_\_\_\_\_\_\_\_\_\_am/pm.

**Requesting a Copy of the Incident Report (check all that apply)**:

[ ]  Pursuant to the Freedom of Information Act, I ask that a copy of the GRPD incident report related to the above incident be sent to me at the above address. If you cannot respond to this request, please forward this form to the office responsible for FOIAs.

[ ]  I ask that the City of Grand Rapids respond to my FOIA without charging me. I believe that under the law (MCL 15.234(2)(a)), I am entitled to a fee waiver because:

 [ ]  I receive public assistance.

 [ ]  I am too poor to pay because my monthly income is $\_\_\_\_\_\_\_\_\_\_\_\_\_.

[ ]  Please also send a copy of the GRPD incident report related to the above incident to the ACLU of Michigan at: 1514 Wealthy Street, Suite 260, Grand Rapids, MI 49506.

**Signature**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Today’s Date**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_