

Allegan County Sheriff's Department



Administration Overview

ADMINISTRATION: The Sheriff and Undersheriff function as the Executive and Operations Officers of the department, and are responsible for ensuring that the agency has sufficient personnel and equipment to perform their functions. Most clerical and general office functions are considered a part of the administrative offices as well.

HOURS: The Sheriff's Department's Administrative Offices are open Monday, Tuesday, Thursday and Friday from 8:00 a.m. until 5:00 p.m. and Wednesday from 6:30 a.m. until 5:00 p.m. Fingerprinting service is available Monday, Tuesday, Thursday and Friday from 8:00 a.m. until 4:30 p.m. and Wednesday from 6:30 a.m. until 4:30 p.m.

CONTACT INFORMATION: The Allegan County Sheriff's Office is located at 112 Walnut St., in Allegan, Michigan 49010. Our main telephone number is 269.673.0500. The Department's e-mail address is SHERIFF@allegancounty.org

ANNUAL REPORTS / STRATEGIC REPORTS: Each year the Sheriff presents a report of the activities of the Sheriff's Department from the prior year. The Sheriff's Department's Strategic Plan is a three-year document that is updated annually to note progress.

INFORMATIVE ARTICLES FROM SHERIFF KOOPS: When Sheriff Koops was asked to provide in-depth information on different areas of the department so that citizens would understand the inner workings of the agency, he wrote a series of articles that were made available to the media.

NEWS RELEASES: Available from the Sheriff's Office over the past 30 days.

CITIZEN COMPLAINT PROCESS: Citizens may file a complaint against a member of the department by filling out a complaint form either online or by mail, or in person at the Sheriff's Office.

CITIZEN SATISFACTION SURVEY: This survey was created by the Sheriff-Community Relations Advisory Board (S.C.R.A.B.) as a means of obtaining feedback on our service to citizens in the County.

FILE A POLICE REPORT ONLINE: You may also contact Allegan County Central Dispatch at 269.673.3899 to report an incident by telephone, or to have an Officer dispatched to your location.

OBTAIN A COPY OF A REPORT: First determine the type of report; there are three different ways to obtain a copy of a crash report, but requests for other reports must be made in writing.

HANDGUN PURCHASE PERMITS: Processed at the front counter of the Sheriff's Office on Monday, Tuesday, Thursday and Friday from 8:00 a.m. until 5:00 p.m. and Wednesday from 6:30 a.m. until 5:00 p.m. Pistols are no longer to be brought in for registration. As of January 7, 2009, the registration process is handled by mail.

CONCEALED PISTOL LICENSE: Applications are available at the front counter of the Sheriff's Office or online via a link from our gun information page.

FINGERPRINTING SERVICES: For applicants, adoption, etc. fingerprinting services are available in the front lobby of the Sheriff's Office Monday, Tuesday, Thursday and Friday from 8:00 a.m. until 4:30 p.m. and Wednesday from 6:30 a.m. until 4:30 p.m. for a fee of \$15.00 per card. Charges for State and FBI processing are additional, depending on the type of processing needed.

FORECLOSURE SALES: The Sheriff's Office reads the foreclosure sales as a service on the 1st and 3rd Thursdays of each month at 9:00 a.m. in the Allegan County Building, 113 Chestnut St. in Allegan.

You can find postings of all property to be placed for sale in the Allegan County News and Gazette, which is published each Wednesday afternoon. To bid on a property, you must attend the sale and be prepared to bid at least \$1 over the amount that is read. If you are the successful bidder, the total amount of the sale must be collected within one hour of the sale for the full amount, in the form of a cashier's check. An additional \$1 must also be paid to the County Clerk.

Any questions regarding the redemption period, ownership, or the property should be directed to either the mortgage company or the attorney for the mortgage company.

S.C.R.A.B. SHERIFF-COMMUNITY RELATIONS ADVISORY BOARD: This is a partnership between the Sheriff's Office and the surrounding communities and citizens of Allegan County that provides guidance, input and recommendations to the Sheriff's Office and the County of Allegan.