

HOW TO FILE CRIMINAL CHARGES

To request criminal charges, you must contact the appropriate law enforcement agency **in the location where the criminal offense took place.**

However, if the criminal offense(s) occurred within the City limits of Sandusky and the Sandusky Police Department elects not to file criminal charges, you may ask the City Prosecutor's Office to consider your case by filling out a **PROSECUTOR'S FIELD FORM.** Fill out the form in its entirety and turn the completed form into the Sandusky Police Department. The Police Department will forward the form together with a copy of the police report to a City Prosecutor. After review, a Prosecutor will contact you by mail to inform you whether or not they are authorizing you to file charges. If a criminal charge is authorized, you will have to sign the criminal complaint charging the offense. The letter will provide you with further instructions.

It must be remembered that a criminal charge will only be authorized when it is determined by a Prosecutor that probable cause has been established that a violation of the state or local criminal code may have taken place and that proof of that alleged violation, beyond a reasonable doubt, is possible in a court of law.