



Burlington Police Department

Frequently Asked Questions

PROPERTY

I need to get my property that is being held at BPD. How do I do that?

Evidence and property is stored in a secure location at the Police Department and can only be accessed by a very few people. This security policy prevents the inadvertent removal or destruction of property or evidence. The people that are authorized to access the property or evidence usually work Monday through Friday, between 8:00 a.m. and 4:00 p.m. You may leave a message by calling the Identification Unit at (802) 540-2419. **It should be noted that due to space limitations general, non-evidentiary property, is held for only 30 days prior to destruction. Also please note that we are unable to return property to citizens who find an item and bring it in to be returned to it's owner - even if the owner does not claim it.**

ACCIDENTS

I need to get a copy of my accident report, where do I go?

*****Or*****

The Officer said he/she was going to leave an envelope at the front desk for me, its not here, I can't remember his/her name. Why isn't it here, the accident happened a week ago?

People are under the impression that an accident report will be filed immediately. In reality, Police Officers have 30 days to conduct an investigation and file a report. In the event the accident reports are not at the front desk, it is suggested that you call the investigating Officer or the Officer in Charge.

PARKING TICKETS

Can I pay this ticket here? I have a complaint regarding my ticket, to whom do I speak?

Parking tickets can be dropped off in an envelope at the Front Desk, or can be paid at the Administrative Entrance (Battery Park Side) of the Department. Parking tickets are handled by the Parking Enforcement section of the Department, with regular business hours of Monday through Friday, 7:30 a.m. to 4:30 p.m. John King, Ticket Supervisor, can be reached at (802) 540-2381.

I WANT TO "PRESS CHARGES" AGAINST SOMEONE

I would like to "press charges" against _____, how do I do that?

People are frequently under the impression that they can "press charges" against someone, and not aware of the fact that the State actually brings the charge. In criminal cases, the State of Vermont, through a State's Attorney, makes a decision whether to bring a charge. In some cases, the State's Attorney may bring a charge even if the victim is not cooperative or does not wish to cooperate.

I CAN'T REMEMBER TO WHICH OFFICER I SPOKE

I can't remember which Officer responded to my incident or to whom I spoke?

We strongly recommend that you ask for the Officer's business card, or write down the Officer's name and badge number. If you did not get the Officer's name, you can contact the Records Division at (802) 540-2370.

FINGERPRINTS

I need to have my fingerprints taken. What do I need to do?

While the Burlington Police Department ("BPD") remains an Identification Center, our fingerprinting operations are sub-contracted to the Chittenden County Sheriff's Department ("CCSD"). If you are required to have your fingerprints taken for employment purposes, you need to call CCSD at (802) 863-4341.

Fingerprinting may still be done at BPD - 1 North Avenue. Appointments are generally available on Thursdays and must be scheduled in advance. Walk-ins cannot be accommodated. There is a service charge of \$15.00 for the first card, and \$5.00 for each card thereafter. Two forms of Identification are required prior to fingerprinting being done. Please note that the Burlington Police Department **DOES NOT** provide fingerprinting for immigration purposes. If you require such a service, please contact the INS in St. Albans at (802) 527-3160.

RELIEF FROM ABUSE ORDERS

I need to get a restraining order against _____, how do I do that now?

Abuse prevention Orders, sometimes called TROs, are issued by the Family Court. If you are trying to obtain such an order during normal business hours, you need to go to the Family Court at 32 Cherry Street, Burlington, Vermont. After court hours, you can contact the Front Desk officer at (802) 540-2133 for assistance. Vermont Family Court can be contacted at (802) 651-1800.

I NEED TO GET A COPY OF MY REPORT

How can I obtain a copy of my report?

Your report, referenced by a complaint number, is sometimes referred to as a

“LAW Incident” number. If you do not know this number, call our Records Division at (802) 540-2370 and provide them with your name, date of birth and social security number.

WHERE IS MY CAR?

Vehicles are usually towed because they were in violation of the City Ordinances, or were towed from a privately owned lot, at the request of a property manager or owner. In either case, the company that towed the vehicle is required to contact our communications center and report the vehicle's registration, make, date and location from where it was towed. During regular business hours, you may call (802) 540-2380; after hours please contact (802) 658-2700.

LANDLORD/TENANT OR TENANT/TENANT DISPUTES:

My landlord/tenant and I are having a dispute about a civil matter, what can I do? Or: My roommate and I are having a dispute over property, what can I do?

Tenant occupancy and property ownership are complex issues that are covered under Vermont Law. These issues are not covered under criminal law, and often police will respond to explain the legal issues or make referrals. Generally speaking, a tenant cannot be evicted from their property without cause. Landlords and property managers cannot deny access to the residence, electricity, heat, water, other utilities or property. You may obtain further information at www.cvoeo.org.