

RECORDS FREQUENTLY ASKED QUESTIONS

Where is the Police Department located, and how do I get there?

The Police Department is located at 14300 S. Coil Plus Drive, off of 143rd Street on the South side. The building is just East of Route 30. The records office is open from 8:00 a.m. – 8:00 p.m., Monday through Friday, (except for legal holidays) and 8:00 a.m. – 12:00 p.m. on Saturdays.

What items are available from the Police Department Records Office?

- Alarm permits: Complete required application and pay fee
- Block party requests: Application required for barricades - No fee
- Freedom Of Information: Complete form - Reply due to you within 7 working days – Fee of 25 cents per page
- Parking Appeals: Complete appeal form
- Solicitor Permits: Complete required application and pay fee of \$35/30 Days
- S.O.S. Change of Address: Complete form and forward to Secretary of State
- Vacation House Checks: Complete form to have police officers check your home at least once a day while you are away on vacation.
- Plainfield Chamber of Commerce Maps (with street index) are available for \$2.00

Where do I go to pay my traffic citation?

Speeding, traffic sign/signal, lane, and other moving violations are handled by the Will County Circuit Clerk's office at 14 W. Jefferson in Joliet. They may not be paid at the Police Department at any time. Any questions regarding type of payment or due dates for court fines should be handled through them. The phone number is (815)727-8592. They also have a website: www.willcountycircuitcourt.com

I missed my court date? What should I do now?

As stated above, the Will County Circuit Clerk's office will handle any questions about missed court dates or changing court dates. Contact the Circuit Clerk's office directly by phoning (815)727-8592.

Does the Plainfield Police Department offer fingerprinting services?

We are available to fingerprint citizens for employment, adoption, licensing, or background investigations Monday – Friday, 8:00 a.m. – 5:00 p.m. Fingerprinting is done on a walk-in basis, however, we are only able to provide the service if our booking room

is unoccupied at the time. Therefore, appointments cannot be made, due to the unpredictability of our arrest status. If you are a resident of the Village of Plainfield (a Plainfield mailing address does not necessarily ensure village residency) or if the fingerprinting is being requested from a business or school in the Village of Plainfield, there is no charge for the service. For citizens who reside outside of the Village of Plainfield, there is a \$20 fee for fingerprinting services.

What are Administrative Tickets?

Administrative tickets may be issued for Village Ordinance violations as an alternative to the long form Ordinance Complaint. The difference between the ticket and complaint is that complaints are immediately forwarded to the Will County Circuit Clerk's office to place on the court docket for hearing, while tickets remain within Village records unless they are not paid within a specified period of time. Some administrative ticket violations are: Unlawful Possession/Consumption of Alcohol by Minor (under 21 years), Possession of Tobacco by Minor, Possession of Cannabis, Truancy, Curfew, Open Burning, Fireworks (Illegal Use/Possession), and Barking Dogs.

Various parking violations and tickets written for Failure To Display Village Sticker are in the form of Administrative Tickets.

Where do I go to pay my parking/administrative ticket?

The Records department receives payments for administrative tickets during business hours (Monday – Friday, 8:00 a.m. – 8:00 p.m. & Saturday 8:00 a.m. – 12:00 p.m). We are able to take payment for administrative tickets in cash, money order, or personal check. Payments may also be mailed, as the citizen copy is an actual pre-addressed envelope in which to send payment.

If tickets are not paid within 10 days after issuance, a \$20 late fee is added. If tickets remain unpaid, the ticket will be transferred to the Will County Circuit Clerk's Office to be placed on the Court docket.

Do salesmen and persons placing door hanger items at my residence need a permit to solicit in the Village of Plainfield?

Yes, door-to-door sales AND gratuitous distributions (items hung on your door) are regulated by permit. Solicitors must possess and present a valid, numbered permit, currently dated and signed by the Chief of Police. Permits cost \$35 for a 30-day period. There is no charge for not-for-profit organizations (Girl Scouts, Salvation Army, etc.) Solicitors who do not have a permit should be directed to contact the Police Department, or you may call the police dispatch center at (815)436-2341 to have an officer dispatched to your location. Newspaper delivery is exempt from this ordinance.

How can I obtain a copy of a police report?

Accident reports may be obtained from the Police Records office at a cost of \$5.00 per report. The Police Department provides an insurance letter at no charge for other types of property loss or damage reported from burglary, theft, criminal damage to property or vehicles, etc.

Copies of reports other than traffic accidents may be requested by filling out a Freedom of Information form available at the Police Department Records Office. A photo ID of the requestor must be shown before processing. You will receive a response to your request within 7 working days. If a report is pending an investigation, or if there are any court proceedings involved, we cannot release the report. If a report is available, we will call to let you know when it is ready. The fee is 25 cents per page. If you have questions regarding the process, you may contact the office during business hours at (815)436-6544.

Does Plainfield require Alarm Permits for all residents who have alarm systems installed in their homes?

Yes, Plainfield requires that all holders of burglar alarm systems have a current Alarm Permit. Permit applications may be obtained from the Police Records Office during business hours. Completed applications and fees must be returned to the Police Department. ALARM PERMIT FEE/RENEWAL: Business-\$25.00 (Yearly), Residential-\$10.00 (Yearly) [January - December]

I am going on vacation. Does the Plainfield Police Department offer house checks while I'm gone?

Yes. A Vacation Security Check form must be filled out and turned in to the Police Department, and an officer will check your house on a nightly basis. Upon your return, please notify the Police Dispatch Center immediately, so that day's check will not be performed while you are at home. We ask that you notify the department as soon as you get back home, so we can cancel your house check.

Does the Police Department offer child safety seat installations?

Yes, we offer child seat installations by appointment only on Tuesdays. Our appointment times go from 11:00 a.m. – 2:00 p.m. There is no fee for Village residents, however residents from out of town are welcome to make appointments for a minimal fee of \$10.

Does the Police Department offer directions?

The Police Records Office receives numerous calls each day for local area directions. We do our best to find your street and point you in the right direction. Because we have many obligations and responsibilities to our Department and our Community, we are not able to answer more detailed requests or ones that involve more than one address. If you are looking for a Plainfield address with 4 digits, you would need to call the Joliet Police department, as those addresses are in the city of Joliet. We urge you to do your part by

purchasing and using a local map. Stop in to our Records office to purchase one for \$2.00. Your cooperation in the effective use of our time is most appreciated!

Animal Impound Fines

The Plainfield Police uses Will County Animal Control for the impounding of at-large, stray, or biting animals. In order to obtain a dog or cat from Will County Animal Control, the owner must first come to the Police Department and receive a \$100 Administrative Ticket for "Animal At Large." The owner then receives a release form to bring to Animal Control to release the pet. It's much easier (and cheaper) to be a good neighbor by keeping your pets under control and complying with all state and local licensing ordinances. It also helps keep your pets safe and secure!

I am a new resident to Plainfield. What do I need to know?

The two most overlooked ordinances that new residents are not always immediately aware of are overnight parking and village sticker ordinances.

There is no overnight parking on any streets in the village from 1:00 a.m. - 6:00 a.m. This includes all residential streets, along with the downtown business district. There will be a \$15 parking ticket issued to anyone who is found parked on the street between those times. If, for example, you are having overnight guests or are having your driveway repaired, you must call the Police Dispatch Center (815)436-2341 for permission to park on the street for up to 3 consecutive nights. For longer periods of time, an Extended Overnight Parking form must be filled out and approved by the Chief or a designee at the Police Station.

If you are a Village resident, you are required to purchase a village sticker for each and every vehicle you own, including motorcycles. These are purchased at the Village Hall annually, and must be properly displayed in the lower passenger side of the front windshield by midnight July 31st. On August 1st, all vehicle stickers will double in price and anyone not in compliance will be subject to receiving a \$75 administrative citation.