



SUNAPEE POLICE DEPARTMENT

9 Sargent Road, P.O. Box 91
Sunapee, NH 03782

Non-Emergency Telephone Number: 603-763-5555

Frequently Asked Questions

I need a police officer—what do I do? In all *emergency* situations, dial 911. If you need a police officer for something that is not an emergency, call 763-5555. This is the Sunapee Police Department's non-emergency number and your call will be answered by an officer, dispatcher, or a message will be taken and an officer will call you back as soon as possible. Both 911 and the 763-5555 non-emergency number can be called 24 hours a day, seven days a week.

What if I arrive at the police department and no one is there? There are times when no police department personnel are available in the building. If this happens, you should use the phone located outside the building to the right of the entrance doors. The phone is located in a **red box labeled "PHONE"**. Simply open the box and push the button to speak with a dispatcher who will answer your call 24 hours a day, seven days a week. The dispatcher will contact a police officer to assist you.

How can I apply for a resident pistol/revolver license? RSA 159:6 authorizes the Chief of Police of the Sunapee Police Department to issue a resident of the Town of Sunapee, upon written application, a license to carry a pistol or revolver, although licenses are no longer *required* in the State of New Hampshire. Applications may be obtained at the Sunapee Police Department or downloaded and printed from this webpage (see **Forms**). A \$10.00 fee must be paid when picking up your license. It will take approximately 5 - 10 days to process the application. You will need a picture

identification and proof of residency when you pick-up your license. No one else can pick up your license for you. When issued, the license is valid for a period of five (5) years and should be renewed during the month prior to the month of expiration.

Do I have to register my firearms with the police department? No, you do not have to register your firearms with the Sunapee Police Department. However, you should maintain complete records of the makes, models and serial numbers of any firearms that you own.

Do I have to register my home alarm system with the police department? No, it is not mandatory that you register your alarm system with the Sunapee Police Department but it is advised. Most home alarm systems are installed with the intent of eliciting a police response, and if the police department has your information on file, our response is quicker, easier and more effective in the event of any emergency at your property. If you wish to register your alarm system with us, please download the **Alarm Registration Form (see Forms)**, complete it and bring it in to the police department. Or, you may obtain a form by coming to the police department. There is no fee required to register your alarm system.

My employer requires me to be fingerprinted—can this be done at the police department? Yes. Before you come to the police department to be fingerprinted you should call ahead to make sure an officer will be available or to make an appointment. You must have your fingerprint card with you. The fingerprinting process takes only a few minutes. There is no fee for this service.

I plan to be away from my residence in Sunapee for a period of time - can I ask the police department to check on my residence while I am gone? Yes. Before leaving your residence, you can either come to the police department to obtain and complete a **House Check Request** form or you may download the form (**See Forms**), complete it and bring it to the police department. During the time you are away, an officer will check your residence at random times of the day and week. In the event there is an emergency at your residence while you are away, a police officer will contact you or your designated emergency contact person based on the information provided by you in the House Check Request form. When you return to your residence, we ask that you call the police department to let us know you are back so that house checks are discontinued. There is no fee for this service.

How are police reports obtained and how much do they cost? Accident Reports, Call for Service Reports and Incident Reports can be obtained from the police department as soon as they become available. Reports take time to prepare and we strongly recommend that you call ahead to request a copy of a report so that we can have it available to you when you come in. Copies should be requested in person at the police department and an **Information Request Form** completed (obtained at the police department or downloaded from our web page (**see Forms**), completed and brought to the police department. You are advised to call first to verify the cost of the

report (**see Report Fees below**). If the report you are interested in obtaining is for insurance purposes or for an attorney, you may prefer to have them request the report for you. We will not fax or e-mail copies of reports except under unique circumstances.

Accident Reports: An accident report typically takes 7 business days from the date of the accident before it is available for release. Once an accident report is available for release, the requesting party will receive the officer's investigation as well as any written statements made by operators and witnesses relative to the accident. (If the report that you are looking for is a Hit and Run/Conduct After an Accident report, see Incident Reports below.)

Call for Service Report: A Call for Service report is a very brief description of a call that an officer responds to. It is typically one page of information that includes the date and time of the call, the location, the name of the reporting party, and the name of the officer who responded to the scene. Also included is a very brief description of the nature of the call. There is no charge for a copy of this report.

Incident Reports: An Incident Report is the Police Department's more thorough investigation of an incident that has been reported. If you are the victim of a crime, you may call the police department at any time to check on the status of your case. Whether or not a report can be released depends mostly on its status. For example, if a case is under active investigation, details will not be made available to the public.

Report Fees: There is no charge to persons requesting a copy of an Accident, Call for Service Report or Incident Report if the person requesting the copy is a person who was directly involved in the accident or incident. The cost for each Accident Report or Incident Report to a third party is \$10 per copy up to ten pages and \$1 each additional page after ten pages. Photos are not included in the cost of each report and must be requested separately. If photos are requested, they will be downloaded on to a compact disc for a fee of \$10. The cost for replicating an audio or video tape will vary and calling ahead to determine the cost is recommended.

Arrest Files/Discovery: If you are an arrestee with a court date, you can request a copy of your arrest file, including exculpatory information/ evidence obtained by the police department. This information is called "discovery". If you contact the police department to obtain discovery for a court date, there are two ways of obtaining a copy. You may either have your attorney request the report or you may contact the prosecutor's office at police headquarters. If you are requesting a copy of your arrest file for yourself, you must do it in writing or by coming to the police department in person. If by letter, it must be addressed to the Prosecutor. In the letter, you need to provide the following information: your name and date of birth, the date of your arrest, the reason for your arrest, the court date that has been issued to you, and an address where you want the report mailed. Copies requested by attorneys are made in writing and the appropriate fees will be charged (**see Report Fees above**).

How do I pick up my property if it is being held by the police department? Any evidence, found property or property held for safekeeping may be obtained by calling the police department Monday - Friday between 8:00 AM and 4:00 PM unless other arrangements have been made. The department will hold evidence until all legal requirements are satisfied. Found property having a value of \$250 or more must be held for a minimum of 180 days, or which has a value of less than \$250 must be held for a minimum of 90 days in accordance with RSA 471-C:13. If the department is unable to locate the owner of the found property, it will be offered to the finder of the property once the time limitation has been met. If the finder of the property does not want it, the property shall be sold at public auction with the proceeds to be turned over to the town or city treasurer. Property held for safekeeping may be returned when the reason the police obtained it is no longer valid. If your property was seized in connection with a domestic violence order issued by the court or by a search warrant it can only be released for return to you by court order. You must obtain a copy of the court order and bring it with you when you come to the police department. We will make every effort to return property as soon as possible after it is no longer needed for police purposes.

How do I obtain a copy of my criminal and/or motor vehicle record? Official copies of your criminal or motor vehicle records may be obtained from the Department of Safety, 10 Hazen Drive Concord, NH. They are the central repository for these records. A fee may be charged. However, anyone may come to the Sunapee Police Department and request a copy of their own *local* criminal record that we have on our files. This request must be made in person and be accompanied with valid photo identification. If requested, you may receive a Call for Service report or letter from us indicating that we have or have not had criminal contact with you in the past. The Sunapee Police Department cannot provide you with a copy of your motor vehicle record. As stated above, that is handled by the Department of Safety.