

How Do I? - Police



Obtain a Police Report

You may obtain a copy of a police report by coming into the office and filling out a request form or submitting a request via mail. The fee for the average report is \$15.00. We accept cash, check, or money orders. The release of reports is based on current law, policy and procedure, and may affect the outcome of your request. We cannot release reports related to active investigations. For additional information, you may call (209) 267-5646. You will be required to show proper identification prior to the release of a report.

Request a Vehicle Release

Persons wishing to reclaim their vehicles are advised there is a \$100.00 release fee. We accept cash, check, or money orders. Two licensed drivers and the registered owner must come to the office to get authorization paperwork prior to going to the tow company to pay storage fees and recover the vehicle. The vehicle must be currently registered and insured before being released.

Sign Off a Fix-it Ticket

If you were issued a fix-it ticket on a Notice to Appear, the “yes” box will be checked below “Correctable Violation” on the front of the ticket.

When you fix the problem, a police officer must sign off the “Certificate of Correction” that is on the back of your ticket. Officers may not sign off on insurance violations, proof of insurance must be brought to the Court.

If you would like to get your fix-it ticket signed off, please call the Sutter Creek Police Department to arrange a time for an officer to meet you at the police department.

Pay/Dispute a Parking Ticket

If you were issued a parking citation, you must pay the parking fine, or contest the citation within 21 day of the citation. Failure to do so may result in additional fines, and the loss of your right to contest the citation. Failure to pay the fines may result in a hold being placed on your vehicle’s registration through the Department of Motor Vehicles (4760 CVC), and referral to a collection agency at your expense.

You may pay the fine by mailing a check or money order payable to City of Sutter Creek. Do not mail cash. Write the citation number on your check or money order and mail payment to:

Sutter Creek Police Department
ATTN: Parking Enforcement
18 Main Street
Sutter Creek, CA 95685-4175

You may contest the citation by requesting an initial review by writing, telephoning, or appearing in person. You must provide your reasons for requesting the initial review and include any documentation relating to your appeal. You will be notified by mail of the results of the review. You will also be provided with information on how to request an administrative hearing if you are not satisfied with the results of the initial review. (40215 CVC)

Request Vacation House Check

If you are going to be away from home, the Sutter Creek Police Department provides vacation house checks. While you are away, Police Officer will conduct checks of the exterior of your

property to make sure your doors, windows, and gates are locked, and look for any signs of criminal activity or suspicious circumstances. There is no cost for this service. To request a vacation house check, fill out the Vacation House Check Form and submit it to the Sutter Creek Police Department.