



Fort Lupton Police Department **FREQUENTLY ASKED QUESTIONS**

EMERGENCY 911 - NON-EMERGENCY DISPATCH: 303-857-3266
CITY UTILITY EMERGENCY: 303-994-3540
Police Department (non emergency - regular business hours)
Phone: 303-857-4011 - Fax: 303-857-2703

ANIMALS

- 1. *What are the city's regulations regarding the licensing of pets?***
Everyone who owns a dog or cat within the city limits of the City of Fort Lupton must annually register each animal by purchasing a license through the Police Department.
- 2. *Where do I go to get a license and what does it cost?***
Pet licenses may be purchased at the Police Department between 8 am and 5 pm, Monday through Friday. Pet owners must have proof of a current rabies vaccination prior to obtaining the license. Licenses for spayed or neutered animals are \$2 each. Documentary proof that the animal has been spayed or neutered is required. Non-spayed and non-neutered animals may be licensed for \$10 each.
- 3. *What regulations are there for pit bulls?***
As of May 2003, pit bulls may not be lawfully owned within the City of Fort Lupton without a special license. Licensing requirements are relatively complex and a copy may be obtained at the Police department.
- 4. *What kinds of animals are unlawful to own in Fort Lupton?***
Pit bulls (without special licensing) and all non-domesticated animals are unlawful to own within the city limits.
- 5. *Whom do I contact if I have other animal-related questions?***
Fort Lupton's Code Enforcement Officer is also the City's Animal Control Officer. You may reach Animal Control by calling (303) 857-4011.

CODE ENFORCEMENT

- 1. *Who enforces Code Enforcement ordinances in Fort Lupton?***
The City's Code Enforcement Ordinances may be enforced by a police officer or by the Code Enforcement Officer. The Code Enforcement Officer operates a police truck marked in a similar fashion as the City's police cars.
- 2. *What will get me a Code Enforcement ticket in Fort Lupton?***
Allowing abandoned or derelict vehicles (including unlicensed vehicles and vehicles with expired tags) on your property or on the street could result in your being cited into Municipal Court. Unused appliances stored out of doors could also result in a citation. The same holds true for junk merchandise, accumulated trash and litter, garbage and weeds taller than six inches in height. Code enforcement tickets can be expensive. The best solution is to avoid getting one in the first place!
- 3. *How do I report trash, tall weeds, junk cars, etc. on private property?***
You may report the violation to the Code Enforcement Officer by calling (303) 857-4011 during business hours, Monday through Friday. After hours and on weekends, dispatch will leave a message for the officer if you call **303-857-3266**.

TRAFFIC

- 1. *I received a traffic ticket to Fort Lupton Municipal Court. What must I do now?***
Look on the back of the blue summons copy for instructions regarding payment and points assessed to your driving record for traffic tickets.

There is an "amount" box almost directly in the center of the summons that will let you know if payment by mail or at the front counter at City Hall is an option, or if you must appear in court.

- **You may pay by mail** If there is a dollar amount written in the "amount" box by the officer (this is called a payable offense).
- **You may not pay by mail** if no amount is written in the "amount" box or the word "sum" is written in the "amount" box. The court date will be above and to the left of the "amount" box, and your appearance in court is mandatory on the date specified.

To pay by mail: Sign and date the back of your blue summons copy and mail it to City Hall with a check or money order (made payable to the City of Fort Lupton) for the amount written in the box. *The signed blue summons must accompany payment.* If the signed and dated summons does not accompany your payment, it will be sent back to you.

A reduction in points may be possible provided payment is made within 20 days from the date you received your summons. After 20 days, you may still pay by mail, but there will be no point reduction.

If you choose to, you can also bypass the payment by mail option and appear in court on the given date.

2. *What happens in Municipal Court?*

Municipal Court is held in Council Chambers at City Hall, located at 130 S. McKinley Avenue in Fort Lupton, Colorado. The doors open promptly at 8:00 AM. Before entering the courtroom, you will need to check in with the Court Coordinator. At this time you should also let the Court Coordinator know if you wish to speak with the City Prosecutor about your case or if you need an interpreter.

Before entering the courtroom, you will be instructed to pass through a metal detector (magnetometer), so please leave all metal objects you don't need at home. If you have requested to speak with the City Prosecutor, he will call you from the courtroom when it is your turn. All defendants must be in the courtroom prior to court to watch an Advisal Video. Once court is in session, the Judge calls each defendant to the podium, and hears each case one at a time.

At an arraignment, which is the first court appearance, you may choose to plead guilty, not guilty or no contest. If you plead guilty or no contest, the Judge will then issue the sentence and your case will be done. If you plead not guilty, a new court date will be set for a Trial to the Court where you may present and try to prove your case.

3. *What happens if I do not pay a ticket I received?*

If you fail to pay your ticket before the given court date and yours is a payable offense, you will be expected to appear in court on the date specified on your ticket.

If you fail to appear in court, a contempt citation will be issued to you with a new date to appear in court. An additional fine will often be assessed for your failure to appear. If you fail to appear in court on the new court date issued to you, a warrant will be issued for your arrest and you will need to post a monetary bond to arrange for a new court date. On traffic cases, an Outstanding Judgment Warrant (OJW) will also be issued and a hold placed on your driver's license. If you do not live in Fort Lupton but your warrant was issued by the Fort Lupton Municipal Court, your warrant can and will be honored by officers throughout Colorado. An additional \$30 fee will be required.

If you have an active warrant and are involved in subsequent traffic incidents, or are stopped by an officer, you will be arrested and brought to jail until your bond is paid and a new court date given.

If yours is not a payable offense, the same order of events applies with the issuance of a contempt citation upon the first failure to appear and a warrant issued for the second.

4. *Speeders and stop sign violators are common in my neighborhood. How do I report them?*

Call the police dispatcher at **303-857-3266**. Please give the dispatcher a description of the vehicle, if at all possible. You can ask for extra patrol of the area if this is a continuing problem.

5. *What do I do if I am involved in an auto accident in Fort Lupton?*

The very first thing to do is attempt to stay calm and make sure everyone is uninjured. If anyone is injured, do not move them unless absolutely necessary for their safety. Turn on your vehicle's emergency flashers and call 911 to report the accident and its location. Tell the dispatcher if anyone is hurt. Do not leave the scene or move the vehicles until an officer arrives. Meanwhile, try to stay off of the roadway for your own safety.

CRIMINAL MATTERS

1. *What number do I call to report a crime?*

For a serious crime that is in progress or has just occurred, call 911. For less-serious incidents or to report crimes that have occurred a half hour or more ago ("cold crimes"), call the non-emergency dispatch number: **303-857-3266**.

2. *When should I call 911?*

911 should be reserved to report serious crimes in progress or other instances in which life or property are in serious jeopardy. Fires or medical emergencies should be called to 911. Using 911 to seek information or for non-emergency situations ties up valuable resources that could otherwise be directed to more serious matters.

3. *How quick a response will I get to my call?*

True emergencies normally will see an officer on-scene in less than five minutes. Reports of minor crimes, non-injury accidents and similar less-critical situations could result in an officer arriving in a very few minutes if one is available and no additional calls are holding. On a busier day or night, however, the delay could stretch into an hour or more.

4. *How do I get a copy of a police report?*

Police reports taken by Fort Lupton PD officers are maintained in the Records Section of the police department. Copies of reports may be obtained at the Records Window at the department between 8 a.m. and 5 p.m. weekdays, except holidays. You may inquire about the availability of a report by calling Records at (303) 857-4011 during business hours. Generally speaking, it will be at least 48 hours after a report is taken before it is available for release. Reports up to a year old and up to four pages in length will be copied for \$4. Older reports or reports containing additional pages will cost an additional fee.

5. *What other services are available?*

The department will provide "courtesy" fingerprinting for \$10. "Clearance letters" (for the City of Fort Lupton only) will be provided for \$15. Qualified officers will do VIN inspections for \$12.

6. *How do I locate someone who has been arrested by the Fort Lupton Police Department?*

The Fort Lupton Police Department does not operate a jail. A likely destination for someone who has been arrested by FLPD is the Weld County Jail in Greeley. You may inquire at the County Jail's booking facility by calling (970) 356-4015. Be aware, however, that not everyone arrested by FLPD officers is taken to jail. He or she may be released on a summons, turned over to a parent, or lodged at a juvenile or detox facility.

In most cases, an individual will not be held at the Police Department for more than 2-3 hours. The arresting officer may also be able to provide some information. Dispatch will relay a message to the officer if you call **303-857-3266**.

CRIME PREVENTION

1. *How does Neighborhood Watch work?*

The department will be glad to send a representative to a neighborhood meeting that you organize to talk about how neighbors can look out for each other. We have found that neighbors looking out for neighbors is the best way to prevent house break-ins and other crimes, for that matter. To participate, call the department at (303) 857-4011 and ask for Community Service Officer Mary Albee. Mary may also be able to provide other crime prevention advice.

2. *What other Police Department programs should I be aware of?*

The police department operates a Santa Cops program through which toys and cash are collected from the community for presents for needy children at Christmas. To participate, call the Community Service Officer (CSO) Mary Albee at (303) 857-4011.

FLPD also operates a Senior Safety program for senior citizens living alone. In the program, police employees will periodically check on seniors who may be having chronic health or locomotion problems. If you wish to participate or know someone who might, call CSO, Mary Albee, the program coordinator, at (303) 857-4011.

OTHER

1. *How do I make a commendation or a complaint about a police employee?*

We want to know when we have done a good job—or not—for a customer. If we've done an exceptional job of delivering customer service, we want to let the employee concerned know it was appreciated. If we have disappointed someone, we need to know that also so that we can remedy the problem. Please call (303) 857-4011 to let us know how we are doing.

2. *What if I have other questions?*

We have very few secrets at the Fort Lupton Police Department. Indeed, the more our citizens know about what we do and how we do it, the more effective we can be in serving them. That is what community-oriented policing is all about. If you have a question about a police department policy, procedure or practice, feel free to give us a call at (303) 857-4011 and simply ask. We also will attempt to answer your questions of a general nature concerning law enforcement and crime prevention issues.