



Police Department

POLICE SERVICES

The Belle Plaine Police Department will provide the following services Monday through Friday between the hours of 7:00 a.m. and 3:30 p.m..

Incident / Accident Report Copies

A request for Incident or Accident report form must be completed upon requesting a copy of any report. Please have important information such as a case number, location of incident, and date and time of incident, when making inquiries about reports. Copies of reports are available through the Scott County Attorney's Office or Scott Joint Prosecutions. There will not be a charge for reports to persons listed as victims. All audio and photo requests are sent to these agencies as well. Release of any report is subject to the Minnesota Government Data Practices Act (MGDPA). Report requests can only be taken during business hours, through the records department. For telephone inquiries, please call 952-873-4307.

Firearm Application for Permit to Purchase

A valid Minnesota driver's license, with current address, is required to obtain a permit to purchase firearms. Applicants must be a resident of the City of Belle Plaine to qualify for an application through the Belle Plaine Police Department. If an applicant resides outside of the city limits, they must apply for a permit with the Scott County Sheriff's Office. After an application has been completed and returned to the Police Department, a background evaluation will be conducted through the Bureau of Criminal Apprehension (BCA), to check criminal histories, arrest records, and warrant information to determine eligibility to purchase a firearm. If the background is determined to be cleared, a permit is then authorized by the Chief of Police and will be mailed to the applicant within 7-10 business days. The permit is valid for one year, at which time it can be renewed by completing another application. Please stop in to the Police Department to pickup an application during normal business hours.

Individuals can also access the Police Department page from the City of Belle Plaine website under commonly used forms to print a copy themselves.

Vacation House Watch

If you are going on vacation, residents can complete a house watch form with the Police Department that informs the Officers of the home's vacancy. Police surveillance on the home is increased during the time the resident is away. Information provided to the Police Department is confidential. A form can be picked up at the Police Department, or individuals can also access the Police Department page from the City of Belle Plaine website under commonly used forms to print a copy themselves.

Citizen Gun Lock Program

Available to any Belle Plaine resident: The Police Department will supply, at no cost, a cable style gun lock suitable for handguns. The lock is not designed to prevent theft, but merely to prevent an accidental discharge of the firearm. For more information, please contact the Police Department.

Bicycle Registration Program

Bicycles may be registered free of charge at the Police Department by completing a registration form. Bicycles that have been registered are tagged with a numbered registration sticker, giving notice to potential thieves that the bike can easily be traced to its rightful owner.



Police Department

Vehicle Unlocking Service

The Belle Plaine Police Department is one of the few departments in the area who offer the vehicle unlocking service free of charge. Individuals are asked to sign a waiver of liability in the unlikely event that their vehicle is damaged during the opening procedure.

Business Key-holder Information

We would like to encourage business owners within the city limits of Belle Plaine to take the time to complete a Business Registry Information Form, with key-holder and emergency contact information. The information that is provided is critical to law enforcement personnel in the event of an after-hours emergency concerning the business. An after-hour emergency may include unsecured doors or windows, burglaries or thefts etc. The directory is kept on file at the Police Department and with the Scott County Sheriff's Office Dispatch Center. The information provided is only used by law enforcement in the event of an emergency. If key-holder and/or contact information changes, businesses are asked to complete another form to keep law enforcement personnel up to date.

Dog License Application

The City of Belle Plaine requires a dog-licensing program for public health and safety purposes (i.e. control of rabies and other contagious diseases). Belle Plaine City Code requires a license for every dog over the age of six (6) months that resides within the city limits. A current rabies vaccination certificate must be provided when applying for a dog license. The current fee is \$10.00 for a lifetime tag. The fee is subject to change annually by City Council resolution. All licensed dogs must wear a collar and have the license tag attached to show evidence of owner, licensing and vaccination.

Citizen Complaint Form

The Belle Plaine Police Department takes pride in providing professional service to our community. We recognize our responsibility to provide a process of receiving and investigating complaints concerning members of this department. Our department has a procedure for the internal review of all written complaints. For your concerns to receive the proper attention, a Citizen Complaint Form can be located at the Police Department or individuals can also access the Police Department page from the City of Belle Plaine website under forms to print a copy themselves.

NIXLE

Community Notification Program: Residents of the City of Belle Plaine can sign up to receive alerts or notifications that are sent by the Chief of Police for our community.

Notifications potentially could be sent for :

- Severe Weather Alerts or Warnings
- Snow Emergency Information
- Lost Person(s)
- Water / Street emergency shut offs or repairs
- Other important safety information from Belle Plaine City, Public Works or Fire Department

To sign up for this program, please go to www.nixle.com. The program is run through a secure server so no phishing information is allowed. There is no cost for residents, however if you do not have unlimited text messages, standard rates may apply through your cell phone provider.



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DOG LICENSE APPLICATION

All dogs over 6 months of age must be licensed with the City. The license tag you receive must be worn by your dog at all times. Licensing provides the City with a method of ensuring dogs are properly vaccinated against rabies.

Additionally, dog owners receive tremendous value from a license, in that authorities make every effort to return lost dogs to their homes when they are wearing a current license. All other dogs are transported to the animal shelter where impounding and boarding fees are charged.

Instructions

Mail or bring this application with a copy of current Rabies Vaccination Certificate from your veterinarian to the Belle Plaine Police Department, 420 East Main Street, P.O. Box 129, Belle Plaine, MN 56011. Please make the check payable to the City of Belle Plaine. If you have any questions regarding licensing, please contact 952-873-4307.

The current fee set for a dog license is \$10.00. A license will continue to be effective for the life of the dog, provided that the owner shows proof every two (2) years that the dog has been immunized against rabies within that period and provided that the owner give notification of any change of address.

Application

Owner's Name:

Street Address, City, State, Zip:

Home Phone: Cell Phone:

Dog's Name: Spayed/Neutered: Yes No

Breed: Color: Weight: Age: Sex:

Rabies Vaccination Expiration Date: Rabies Tag Number:

Name of Veterinarian Clinic:

Office Use Only

Amount Paid: Check # Credit Card Cash

Date: City Tag Number:



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BICYCLE REGISTRATION PROGRAM

Why register your bicycle?

- Registering your bicycle will assist the police department in identifying your bicycle in the event that it is lost or stolen.
It is free and easy to do.

How to register your bicycle:

See the form provided below, fill it out completely and bring it to the police department during normal business hours (Monday-Friday 7:00 a.m. to 3:30 p.m.) An employee will review the form and provide a sticker to be placed on your bicycle (preferably under the frame, beneath the seat). The number will be kept on file and in the event that your bicycle is found, lost, or stolen, the police department will be able to identify the bicycle and return it to you.

Questions?

- Contact the Belle Plaine Police Department at 952-873-4307.

REGISTRATION FORM

Owner Information

Bicycle Information

First Name: _____

Make: _____

Last Name: _____

Model: _____

Date of Birth: _____

Size (tire): _____

Male _____ Female _____

Color(s): _____

Parent's Name: _____

Description (Mt. Bike, BMX, etc.): _____

Address: _____

Phone #: _____

Serial #: _____

Alternate Phone #: _____

Other Information: _____

Office Use Only

Registration Information

Bicycle Sticker # _____ Copy to owner? Yes _____ No _____

Date Issued: _____ Other: _____



Police Department

VACATION HOUSE WATCH REQUEST

Name: (Last) (First) (MI)

Address: Phone:

House Description:

Departure Date: Return Date:

Keys left with anyone? Yes No

If yes, Name: Phone:

Lights left on inside residence? Yes No

If yes, where?

Vehicles left on premises: Yes No

If yes, describe: (Make) (Model) (Color)

Who to notify in case of emergency:

Phone:

Special Instructions/Comments:

I request that the Belle Plaine Police Department complete house watches on my premises while I am away, as described above.

(Signature)

(Date)