



FAIRVIEW HEIGHTS POLICE

10027 BUNKUM ROAD ■ FAIRVIEW HEIGHTS, IL ■ 62208 ■ PHONE: (618) 489-2100 ■ FAX: (618) 489-2109
ONLINE AT: www.fairviewpd.org ■ www.facebook.com/fairviewpd

Services and Fees

The Fairview Heights Police Department is committed to providing professional services to our citizens and visitors. A list of services and fees is listed below:

Fingerprinting Services

- A. Person requesting fingerprinting services must live in Fairview Heights
- B. Person requesting fingerprinting services must provide a valid photo ID at the time fingerprints are taken
- C. This is a walk-in service, available 24/7
 - There may be a short wait time depending upon staff availability
- D. Fingerprint cards are provided at no cost; however, please bring them with you if you have been provided them
 - Different states/companies have different requirements and we only have a standard fingerprint card available
- E. Fingerprints are only able to be processed in ink at this time
- F. There is no fee for this service
- G. If you have questions, you may contact dispatch at 618-624-4545 or the Civilian Police Aide on duty at 618-489-2172

Report Requests (non-FOIA)

- A. You must be listed in the report to obtain a copy of it
- B. Reports are available approximately seven to ten days after they are taken
 - You may check on the report's availability after three days by calling CSO Cindy Fietsam at 618-489-2173 or Records Clerk Phoebe Hagelstein at 618-489-2174
- C. To obtain a copy of your report in person, you must provide the appropriate payment and a valid photo ID
- D. To obtain a copy of your report via mail, you must send in a request along with the appropriate payment and a copy of your

valid photo ID to Fairview Heights Police Department, Attention: Records Department, 10027 Bunkum Road, Fairview Heights, Illinois 62208

- E. If you call ahead, the report can be ready for you upon arrival, thus reducing wait time
- F. The Records Department is staffed Monday through Friday, 7:00 a.m. to 4:00 p.m.
 - Any report requests made after 3:30 p.m. may have to wait until the next business day for processing depending upon staff availability
 - After-hours report availability is available on a case-by-case basis, and you must call the Records Department during normal business hours to arrange this
- G. Reports cost \$5 for each copy of the report
 - Fees are payable by exact cash, check, money order, or credit card*

Background Checks

- A. You must provide a valid photo ID to the Records Clerk
- B. The Records Department is staffed Monday through Friday, 7:00 a.m. to 4:00 p.m.
 - Any requests made after 3:30 p.m. may have to wait until the next business day for processing depending upon staff availability
- C. There is no fee for this service

Property Retrieval

- A. Typically, available Monday through Friday, 8:00 a.m. to 3:45 p.m.
 - After-hours pick-up arrangements may be made on a case-by-case basis
- B. Please call ahead to make arrangements to pick up your property
 - You may contact dispatch at 618-624-4545 and ask for evidence or you may call Investigative Assistant Tina Bangaru at 618-489-2135
 - You may have to wait to pick up your property, depending upon the reason we have it
- C. A valid photo ID must be presented to obtain your property
- D. A valid FOID card is required if picking up a firearm

- E. If you wish for someone else to pick up your property, you must make arrangements ahead of time to do so

Offender Registrations

- A. Available 24/7
 - There may be a wait depending upon staff availability
- B. For questions, please contact CSO Cindy Fietsam at 618-489-2173, Monday through Friday 7:00 a.m. to 3:00 p.m.

Bond Information

- A. The Administrative Bond Fee is \$20 per bond, not per arrestee
 - This is in addition to the actual bond amount
- B. All persons providing bond money for an arrestee must provide a valid photo ID
- C. Bond is accepted 24/7
- D. Cash is the only acceptable form of payment

Tow Release Information (non-lienholder)

- A. The registered owner must provide authorization to obtain the tow release
 - This may be done in person, with a photo ID
 - A notarized letter may be sent with a representative picking up the vehicle; however, it must be the original notarized letter (no photocopies accepted)
- B. Vehicles will only be released to someone with a valid driver's license
- C. Valid proof of insurance must be shown for the vehicle at the time of release
- D. Proof of ownership of the vehicle is required
- E. The fee of \$150 or \$400 (as indicated on the Towed Vehicle Report) must be paid at the time of release
 - This fee is separate from the tow fee
 - This fee is payable by cash or credit card*
- F. Tow releases are available 24/7

Tours

- A. Tours are available for individuals or groups
- B. Tours are available seven days a week, morning through evening

- C. The tour does include the jail facility and as such, no weapons of any kind (including pocket-knives) or contraband (cigarettes, vape pens, etc....) will be allowed for safety purposes
 - We ask that you kindly leave these at home or in your vehicle
- D. Cameras are allowed on the tour
 - There will be several photo opportunities
- E. To schedule a tour, please contact Administrative Assistant Amber Hopkins at 618-489-2158 or Investigative Assistant Tina Bangaru at 618-489-2135
- F. There is no fee for this service

Medication Drop-Box

- A. There is a medication drop-box in the lobby for expired/unused prescription medications
- B. No liquids are allowed
- C. No needles/sharp objects are allowed
- D. The drop-box is accessible 24/7
- E. There is no fee for this service

**** All credit cards must be presented in-person – no phone payments accepted. The name on the credit card must match the person wishing to use it. Debit cards are accepted, as long as they can be run as a credit card.***