



Frequently Asked Questions

Q: Where is the Police Department located?

The Police Department is located at:

A: 424 S. Imperial Avenue – Imperial, CA 92251

[Click here for a map](#)

Our regular business hours are Monday - Friday, 8 AM - 5 PM, excluding holidays.

Q: Where do I get an application for Police Officer or other positions in the Police Department?

The City only accepts applications for currently available positions.

[Click here for Police Officer Career information](#)

A: [Click here for other Career information](#)

To speak to a recruiter for Police Officer positions, please call (760) 355-4327.

For all other positions, please call the Human Resources Department at (760) 355-4371.

Q: How can I get a copy of a police report?

You can either submit your request at our front counter or submit a written request for the report through US mail. The written request must contain **Date** of incident, **Time** of incident, **Location** of incident, Parties involved, and Incident number (if known).

Requests must be accompanied by a check or money order for \$10.00 payable to the City of Imperial. ***A stamped self addressed envelope must be included.***

A: Mail requests to: Imperial Police Department – 424 S. Imperial Avenue, Imperial, CA 92251 Attn: Records Division.

The front counter is located at 424 S. Imperial Avenue, on the corner of Imperial Avenue and 4th Streets. Hours of operation are Monday – Friday, 8 AM – 5 PM, excluding holidays.

Q: How much does it cost for a copy of my traffic accident report and when will it be ready?

A: The report will be ready approximately 5 working days after the accident and will cost \$10.00.

Q: Who can get a copy of a traffic accident report?

A: Only the "Parties of Interest" - Drivers, passengers, pedestrians, insurance companies, etc. are eligible to receive a copy of an accident report.

Q: Can I report a traffic accident a couple of days after the incident?

A: Yes, if the accident was within the Imperial city limits and if it was a hit and run situation - **or** - if there was bodily injury.

All other non-injury accidents should be reported directly to your insurance company.

Q: When do you offer fingerprint card services and how much do fingerprints cost?

Fingerprint card services (NOT Livescan) are available Monday - Friday, 9 AM – 4 PM.
A: No appointment necessary. The cost is \$25.00.

Q: Do you take reports on lost or stolen license plates?

Yes. The report may be done in person at the front counter, or you may call Dispatch at (760) 355-1158.
A:

Q: What are the hours of operation to collect personal property from Property and Evidence?

A: The hours to claim property are Monday - Friday, from 9 AM – 4 PM.

Q: What do you need to bring with you to pick up personal property from Property and Evidence?

A: Your Incident Number, a valid picture ID and a notice to claim property (if applicable).

Q: Do I need an appointment to pick up personal property from Property and Evidence?

A: Yes, please call Records at (760) 355-4327.

Q: What is the cost of alarm permits?

Alarm permits are \$25.00 for residential and commercial, with renewal every year. False alarm penalties are based on the 12 month period preceding the most recent alarm. The first false alarm within any three (3) consecutive calendar month period, there shall be no service fee; For the second and any subsequent false alarm within such period there shall be a service fee of \$25; There shall be an additional service fee of \$35 for each incident where a responsible person cannot be located. For more information call (760) 355-4327.
A:

Q: How can I get a Police Clearance (Good Guy Letter) to get a Mexican Hunting License or Passport?

Clearance letters for Mexican Hunting Licenses and Passports are issued for a fee of \$10.00. The citizen must come in to the front counter and provide proof of identification.
A:

Q: Can a sex, narcotic, or arson registrant come in after 5 PM to register?

A: No. The procedure is lengthy and requires someone who knows the process. If possible, registrants should come before 4 PM or call for an appointment at (760) 355-4327.

Q: How do I go about having a stop sign or stop light installed at a location having several accidents or near accidents.

A: Contact Public Works at (760) 355-1152.

Q: My car was impounded (towed) by the Imperial Police Department, how can I get it released?

A: A vehicle release is required for the release of your vehicle. The vehicle can be released to the registered owner, legal owner and persons with exceptional circumstances, with a valid driver's license. The fee for a vehicle release is \$150.00.

Q: How can I get information about Crime Prevention, Neighborhood Watch and locks?

A: Contact the Records Division at (760) 355-4327.

Q: I want to pay my parking ticket. Where do I go?

A: Parking tickets may be paid at the front counter in the Police Department or be mailed to: Imperial Police Department – 424 S. Imperial Avenue; Imperial, CA 92251.

Q: What if I don't agree with my parking ticket.

A: Parking tickets are handled administratively. You may contact the Records Division who will set a hearing date with the Administrative Sergeant.

Q: Why did Police leave a 120-hour Notice to Remove Vehicle on my car? It is parked in front of my house.

A: City Code 13-31 states no person who owns or has possession, custody or control of any vehicle shall park such vehicle upon any street or alley for more than a consecutive period of one-hundred-twenty hours. In the event a vehicle is parked or left standing upon a street in excess of a consecutive period of 120 hours, any member of the police department authorized by the Chief of Police may remove the vehicle from the street in the manner and subject to the requirements of section 22650 to 22856 of the Vehicle Code.

Merely moving or relocating the vehicle upon the roadway does not satisfy the requirement that the vehicle be REMOVED. The purpose of the law is to allow removal of abandoned vehicles and to prevent the storage of vehicles on the roadway (regular use of the vehicle is required.)

Q: Is it OK to shoot a pellet or BB gun in one's own backyard?

No, per Imperial City Ordinance, No. 15-7. Firearms, air rifles, etc. – It shall be unlawful for any person to shoot, fire off or discharge any firearm, pellet gun, BB gun or bow and arrow within the city without having first secured a permit in writing from the Chief of Police to do so.

Q: If I need to transport a gun in my vehicle, how do I do this legally?

A: The gun should be unloaded and in the trunk of the vehicle.

Q: If I purchased a handgun legally, can I carry it on myself as long as it's concealed?

A: No. To carry a handgun, you must have a concealed weapons permit. To get this, you must go to the Sheriff's Department. You have to have a good reason for needing a permit, for example, your job requires you to carry a lot of money.

Q: Where is the nearest Department of Motor Vehicles?

The DMV is located at 233 N. Imperial Avenue – El Centro, CA 92243; 1-800-777-0133.

A: [Click here for a map of the El Centro DMV Office](#)
[Click here for information for the El Centro DMV Office](#)
[Click here for locations of all DMV offices](#)

Q: Where is the District Attorney's Office located?

The District Attorney's Office is located at 940 W. Main Street – El Centro, CA 92243; (760) 482-4331.

[Click here for a map of the District Attorney's Office](#)

Q: Where is the Coroner's Office?

The Coroner's Office is located at 328 Applestill Road – El Centro, CA 92243; (760) 482-6328.

[Click here for a map of the Coroner's Office](#)

Q: How can I contact the California Highway Patrol.

A: CHP is located at 2331 Highway 86 – Imperial, CA 92251; (760) 482-2500.

Q: I need to obtain a restraining order, who do I call?

A: El Centro Superior Court (Civil Division) at 939 W. Main Street – El Centro, CA 92243; (760) 482-4217.

Q: How can I get a Police Clearance (Good Guy Letter) for Immigration purposes?

A: Contact the California State Department of Justice.

Q: I had an accident in El Centro (or any other city), but I live in Imperial. Can I report the accident to you?

A: No. The report must be made in the city where the accident took place.

Q: Is it possible to change your court appearance date on a traffic violation?

A: Yes, but you must go to the court indicated on your ticket **prior** to your court date, or write to the court to request an extension prior to your court date.

Q: How can a family member or friend pick up property for the owner if the owner is still incarcerated?

A: You will need a notarized letter or form which must be signed by the owner and deputy assigned to the correctional facility, authorizing a representative (i.e. family or friend) to pick up personal belongings that are not being retained as evidence.

Q: I live in the City of Imperial and I suspect that one of my neighbors and/or local business is dealing drugs. What should I do?

A: Please call the Imperial Police Department secretary at (760) 355-4327 and advise him/her (or leave a voice mail message) regarding the address of the suspected drug dealers, any vehicle license plate information and/or names and ages of the suspected drug dealers (if known) and any other pertinent information regarding the location, such as where the dealings are taking place, type of drug (if known) and any other important information that could help our department conduct a thorough, proactive investigation into the matter.

Q: I suspect my son and/or daughter, or even my neighbor(s) of using drugs on a regular basis. What should I do?

A: If you suspect someone of using and are observing them do so in your presence, please call Dispatch at (760) 355-1158 to report such problems.

Q: What do I do if I suspect that my son, daughter or another teenage student is

either taking drugs to school or possibly selling drugs at school?

Please contact Imperial Police Department's School Resource Program at (760) 355-4327. The case will be assigned to our School Resource Officer. Your information will

A: be handled in a proactive manner, and you will be kept anonymous. Working together, we can help provide a safe and rewarding experience for the youth of Imperial while at school.

Q: What do I do about a barking dog problem?

A: Contact Animal Control at (760) 355-4327.