

***Information to Serve
You***



**ALABASTER POLICE
DEPARTMENT**

201 1st Street North
Alabaster, AL 35007

**Curtis Rigney
Chief of Police**

Your Case Number

Reporting Officer and ID#

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This Information Pamphlet is produced in an effort to assist in answering questions citizens may have concerning crime reporting procedures, the prosecution process and contact information. We strive to provide accurate information that will allow you to make an informed decision. Please contact the appropriate division should you need further assistance.

Reporting Procedures

Alabaster Police Department encourages citizens to report all criminal incidents. Reporting allows us to link possible trends together and maintain a better perspective of criminal activity in our city.

We recommend filing a police report as soon as possible after a criminal incident. It is important to understand the act of filing a police report is a record of occurrence and not a guarantee of arrest or criminal prosecution.

Criminal versus Civil Incidents

A criminal incident is a violation of law in which there is injury to the public or a member of the public or the member's property. This type of incident is punishable by incarceration, fine or both. A civil incident refers to the body of laws governing disputes between individuals that are not criminal in nature.

Screening Misdemeanor Reports for Prosecution

If you wish to pursue prosecution against an offender, your cooperation is necessary. It is important that you follow the instructions provided.

The first step in the prosecution process involving a known offender is to obtain a copy of your incident report.

The second step is to call the Alabaster Magistrates Office and arrange an appointment to review the facts of your case. If the incident reported involves property damage, you may be required to obtain a formal estimate of repair / replacement. You may also be required to collect and produce all relevant evidence in your possession during your appointment with the magistrate.

The Alabaster Magistrates Office will review the facts of your report, the relevant evidence and will determine if the criteria according to the statute of law have been met. Based on all available facts, you may be permitted to obtain a warrant for the offender's arrest.

If there is no known offender involved in the incident you have reported, you are encouraged to contact the Alabaster Police Department Criminal Investigation Division for investigation information.

Felony Prosecution

If the incident you have reported is a felony class offense, please contact the Alabaster Police Department Criminal Investigation Division for assistance.

Reports

When you file a police report, Alabaster Police Department takes special care to ensure proper coding of all reports at several levels. You may obtain a copy of the report during normal business hours on the third business day after the filing date at the Records Unit located inside the Police Department. The case number associated with your incident is recorded on this pamphlet. Police reports are designed in a manner to protect the victim's identity and personal information; therefore only the victim or complainant may obtain a copy from the Records Unit without a proper court order.

Offender Bond Conditions

Sometimes in a criminal offense case, specific orders concerning the conduct of the offender may be set forth as a Condition of Bond for the protection of the victim. Violation of these conditions may result in the release bond being revoked and the offender being arrested for violation of a court order.

Victim Restitution

If the victim of a crime has suffered a monetary loss due to the damaging actions of an offender, the court may on occasion require the offender to pay restitution for damages.

The Prosecution Process

After filing a police report, reviewing the facts of your misdemeanor case with a magistrate and if you obtain a warrant for a known offender's arrest, the prosecution process is well under way.

The Alabaster Police Department Warrant Unit will be responsible for serving the warrant of arrest. Upon the offender's arrest, a court date will then be assigned. The case will follow the due process of law and you may be required to appear and testify in court. Alabaster Police Department and Alabaster City Court will assist you and answer any questions you may have concerning the prosecution process. We work diligently to expedite your cases and ask for your patience. You can anticipate, on average, the prosecution process from the time of filing the report to the court date will be approximately three (3) months.

Protection from Abuse Orders

Victims of abuse are encouraged to contact Alabaster Police Department Criminal Investigation Division for assistance.

Contact Information

Police Department

Open all day, every day

Phone: 205-663-7401

Fax: 205-664-6807

alabasterpolice.org

Police Department Criminal Investigation Division

Hours: 8 AM - 4 PM Mon. - Fri.

Phone: 205-664-6850

Fax: 205-664-3920

Police Department Records Unit

Hours: 8 AM - 4:30 PM Mon. - Fri.

Phone: 205-663-7401

Fax: 205-664-6807

Alabaster City Court / City Magistrates

Hours: 7 AM - 6 PM Mon. - Fri.

Phone: 205-664-6835

Fax: 205-664-6834

Shelby County Circuit Clerk

Hours: 8 AM - 4:30 PM Mon. - Fri.

Phone: 205-669-3760

Shelby County District Attorney's Office

Hours: 9 AM - 4:30 PM Mon. - Fri.

Phone: 205-669-3750

SafeHouse

Phone: 205-664-4357