

## Frequently Asked Questions and Answers

### 1. How do I get a copy of a Sheriff's report or accident report?

*To obtain a copy of a police or accident report, stop by in person at the Sheriff's Office located at 301 Court Avenue in Park Rapids, make a request by mail or by phone at (218) 732-2503. Your insurance company can also request the report but we must have a signed authorization by you.*

### 2. How do I get a permit to purchase or carry a handgun?

*To obtain a permit to purchase or carry a handgun you may stop in at the Sheriff's Office to pick up an application or you may call 218-732-2511 and request a form to be sent to you.*

*The permit to purchase may be mailed to you and you may mail it back to this office. Once the application is received the permit to purchase (acquire) will be processed within 5 business days.*

*The permit to carry MUST be returned in person. Along with the application you need to supply a COPY of the State Certified Gun Safety Class and a COPY of your Driver's License. There is a fee of \$50.00 for this permit.*

- *Complete the Application Along With This Document: Permit Application Letter. All documents are included in the application and all documents must be included for consideration!  
The application is in .pdf format so you will need Acrobat Reader to open this document...*

### 3. How do I get an alarm permit?

*To obtain an alarm permit as required per Hubbard County Ordinance 29, stop by in person at the Sheriff's Department located at 301 Court Avenue in Park Rapids, make a request by mail or by phone at (218) 732-2519. A \$20.00 fee, payable only at initial issuance of permit, must be received before the permit can be issued.*

### 4. Do I need a permit for a fishing tournament or a boating event?

*Yes, Minnesota Statute 86B.12, a). states: a person may not hold or sponsor any scheduled or public race, regatta, tournament or other competition or exhibition, or trial race on water or ice, whether or not involving watercraft, without first having obtained a written permit from the sheriff of the county where the event is to originate.*

*There is a \$10 fee for a Special Event Permit.*

### 5. How do I get my Tobacco or Liquor license signed by the Sheriff?

*Businesses that dispense tobacco products or sell intoxicating liquors are required to apply to the county for a license to sell such products. Such license applicants are subject to a criminal background check by the Sheriff and County Attorney and are subject to approval by the County Board. Applicants may present their license applications to the Sheriff's Department in person or by mail. Background checks will be made on all applications so licenses will not be signed immediately upon presentation. After the Sheriff signs the application it will be forwarded to the County Attorney for his signature and then routed to the License Bureau for processing.*

**All license applications must contain the applicants full name (first, last and middle name) and date of birth.** Failure to include this information will delay signing of the license application.

6. What address do I use if I want to mail something to the Sheriff's Office?

*Mailing address of the Sheriff's Office is:*

*Hubbard County Sheriff's Office*

*301 Court Ave*

*Park Rapids, MN 56470*

7. What does the Sheriff's Department charge to serve a civil process?

*The charge to serve most civil process is \$50.00 plus .57 a mile round trip computed from Park Rapid with a \$10.00 minimum fee for mileages. If there are two separate parties to be served the cost is \$50.00 per person or business served. We request a \$60.00 deposit from Attorneys and prepayment by private parties.*

8. Does the sheriff serve all civil process papers?

*The sheriff must serve all process delivered to him for service, however, about 95% of all civil process may be served by anyone who is at least 18 years of age and not an interested party in the action.*

9. What is the process for getting a tenant evicted from my rental property?

*To evict a tenant for violation of the terms of a lease the landlord must go the Hubbard County Court Administrator to get an Eviction Summons and Eviction Complaint in Unlawful Detainer issued. The Sheriff, or private process server, will serve the Eviction Summons and Unlawful Detainer upon all tenants listed at the property. A court date is set approximately 14 days later allowing the tenant and the landlord to give their statements to the court. The court will issue a decision whether or not the tenant should be evicted. If the court decides in favor of the landlord and the person still does not move out, the landlord must have the court issue a Writ of Restitution and the Sheriff must serve this on the tenant. Twenty-four hours after the Writ of Restitution has*

*been served the Sheriff and the landlord can remove the tenant. If needed the landlord must safely keep the tenants property.*

*The charges for service of the Writ and for the eviction will be based on the Civil Process Fee-for-Service Schedule and the landlord must make prior arrangements with the sheriff's department for any such actions.*

10. Does Hubbard County prosecute worthless checks?

*Yes, The Hubbard County Attorney prosecutes worthless checks passed in Hubbard County if they meet certain criteria.*

11. Does the Sheriff's Office collect money for the worthless checks?

*No, the Sheriff's Office is not a collection agency. However, the check writer when prosecuted may be found guilty of a misdemeanor which may result in a fine and restitution for the check as ordered by the court.*

12. What do I do if I receive a worthless check and want to have it prosecuted?

*In response to concerns regarding worthless checks, the Hubbard County Attorney and Sheriff's Office, in conjunction with the Retailers Protection Association (RPA) have implemented a worthless check diversion program. Information and forms are available at [www.theftreporting.com](http://www.theftreporting.com).*

13. What types of worthless checks are not considered criminal and cannot be prosecuted?

*Post-dated checks, second/third party checks etc., checks accepted to hold, checks given as payment on an account, stop payment checks, checks in which partial payment has been received, and rent checks are the types of checks that are not considered criminal and therefore cannot be prosecuted.*

14. How do I obtain a background check on an employee or myself?

Contact us at 218-732-2519 for information

15. How can I contact the deputy who handled my complaint?

*To contact the deputy who handled your complaint, call one of the non-emergency telephone numbers for the Sheriff's Office (218) 732-3331 or (888) 732-3332. You will be transferred to the officer's voice mail. If the deputy left you a card with his voice mail number you may call that number and leave a message for him. He will return your call on his next scheduled shift.*

16. How do I pick up recovered stolen property?

*To pick up property stolen from you and recovered, you must contact the officer who handled your complaint at one of the non-emergency telephone numbers for the Sheriff's Department (218) 732-3331 or (888) 732-3332 and make an appointment. No property or evidence will be released without proper authorization and prior appointment.*

17. Who do I call if I have information on a crime?

*You should call (218) 732-3331 or (888) 732-3332 for non-emergencies (to report a crime that is not in progress, a crime that occurred some time ago or to speak with a deputy about a law enforcement issue).*

18. What can I do if I have problems with snowmobilers trespassing on my property?

*Non-agricultural land should be properly posted (No Trespassing signs placed at each corner of the property and at all entrances). It is legal for snowmobilers to ride within the road right of way. If you have snowmobilers who are trespassing on your property try to get the following information: Snowmobile description and registration numbers, and description of the operator. It is oftentimes difficult to get this information unless you are very close or the person trespasses repeatedly. If this is happening on a regular basis call the Sheriff's Department and let us know the specific area and time of the offenses and we will make an attempt to patrol the area.*

19. What role does the Hubbard County Mounted Posse play in the department?

*The Hubbard County Mounted Posse is a volunteer civilian group serving Hubbard County. Their objective is to assist the Sheriff's Office to help maintain peace, law, and order in Hubbard County. Duties of the Hubbard County Mounted Posse include: search and rescue, evidence searches, missing person searches, assistance at natural disasters (tornadoes, floods, chemical spill evacuations, etc.), and security patrol at public events.*

*Members pay dues and commit time to meetings and training. They have invested their personal finances to purchase and maintain the horses and equipment required to perform their duties.*

20. What is the Hubbard County Sheriff's Volunteer Water Patrol?

*The Hubbard County Sheriff's Volunteer Water Patrol consists of members of the community who have an interest in assisting their Lake Associations and the Hubbard County Sheriff's Boat and Water Patrol to monitor the recreational traffic on area lakes and help ensure the safety and enjoyment for everyone using the lakes.*

*The Volunteer Water Patrol members are the "eyes and ears" on area lakes to provide information to the Sheriff's Department on any illegal or dangerous activity that takes place. They provide visible patrol, helping eliminate potential problems that might otherwise have occurred.*

21. Can I get an Order for Protection (OFP) or Harassment Order from the Sheriff's Department?

*No, all Orders for Protection (OFP's) and Harassment Orders are court orders and are therefore issued by the Court Administrator's office. You will need to come to the court administrator's office, located at 301 Court Avenue in Park Rapids, to complete the necessary paperwork. You may also contact the Court Administrator's office by telephone at (218) 732-3573.*

22. When do I call 9-1-1?

*You should call 9-1-1 for police, fire and medical emergencies, to report crimes in progress or that have just occurred.*

23. When do I call (218) 732-3331?

*You should call (218) 732-3331 or (1-888-732-3332) for non-emergencies (to report a crime that is not in progress, a crime that occurred some time ago or to speak to a deputy about a law enforcement issue).*

24. What happens if I call 9-1-1 from my cell phone?

*Calls made from cell phones will be directed to the Sheriff's Office Communications Center of the county in which the cell tower they are communication from is located... At this time 9-1-1 calls from a cell phone do not provide caller identification such as name, address, phone number, etc. that is normally available to our office when a call is made from a standard phone.*

25. Can I call the Sheriff's Office for weather information?

*No, the Sheriff's Department does not have local weather information. Calling the Sheriff's Department during bad weather ties up the phone lines and dispatchers during peak times during which emergencies occur. Your call may be preventing someone else from receiving emergency assistance as quickly as possible. Listen to your local radio stations, call one of the following numbers or click on the following weather links.*

*Minnesota 1-800-542-0220*

*Minnesota 1-800-657-3694 Detroit Lakes State Patrol*

*North Dakota 1-800-472-2686*

*South Dakota 1-605-367-5707*

*Iowa 1-515-288-1047*

*Montana 1-406-444-6339*

*Nebraska 1-402-471-4533*

*Wyoming 1-307-635-9966*

*Wisconsin 1-800-762-3947*

Brainerd 1-800-828-2570

- [www.intellicast.com](http://www.intellicast.com) (local area)
- [www.weather.com](http://www.weather.com) (local area)

26. How do I get information on road conditions during bad weather?

*Do not call the Sheriff's Office as we do not have road condition reports. You may call these numbers for Road/Weather/Travel information:*

Minnesota 1-800-542-0220

Minnesota 1-800-657-3694 Detroit Lakes State Patrol

North Dakota 1-800-472-2686

South Dakota 1-605-367-5707

Iowa 1-515-288-1047

Montana 1-406-444-6339

Nebraska 1-402-471-4533

Wyoming 1-307-635-9966

Wisconsin 1-800-762-3947

Brainerd 1-800-828-2570

- Link to road information at [\\_ www.intellicast.com/DRIVEcast/](http://www.intellicast.com/DRIVEcast/)

27. How do I find the phone number for another Sheriff's Office or Police Department?

*Do not call the Sheriff's Department. The number for telephone information is 4-1-1 or can be found on the internet.*

28. How can I obtain my E-911 address?

*E-911 addresses are available from the Hubbard County Environmental Office, 2<sup>nd</sup> Floor of the Courthouse. The Sheriff's Office is not involved in assigning or giving out E-911 addresses.*

29. Can I call the Sheriff's Office to report electrical or telephone outages?

*No. You should call your local electrical, gas or telephone company to report outages. If their lines are busy when you call, please wait and try them later. Please be aware that during times of outages they are receiving many calls. We do not dispatch service or utility companies and we are not routinely advised by the power and phone companies of their progress in restoring service. During these times our Communications Center is busy dealing with emergency situations – PLEASE DO NOT TIE UP THE PHONE LINES FOR UTILITY QUESTIONS. Listen to your local radio stations for updates.*

30. Can I call an inmate in the Hubbard County Jail?

*Inmates confined in the Hubbard County Jail cannot receive incoming calls but have the ability to make outgoing calls during times they are not in lockdown. There is an inmate voice mailbox that messages can be left on. The number is 218-732-8273. Voice messages left are not confidential and anyone can listen to any voice message left.*

31. What is the jail visiting hours?

*Sunday: 1:00 p.m. to 3:30 p.m.*

*Tuesday: 1:00 p.m. to 3:30 p.m.*

*Thursday: 7:00 p.m. to 10:00 p.m.*

- These visiting hours do not apply to prisoner's consultations with their attorneys or ministers. Attorney's visits shall not be monitored.*
- All visitors must register, give names, addresses and show photo ID.*
- Additional visiting regulations are posted in the lobby of the Sheriff's Department.*

32. What address do I use to send mail to an inmate at the Jail?

*Hubbard County Jail*

*Inmate Name*

*301 Court Avenue*

*Park Rapids MN 56470*

33. What is the "Huber Law"?

*"Huber Law" or work release allows a person sentenced to jail to work at their regular place of employment during their normal working hours but they must return to the jail during their non-working hours. This opportunity is available at the discretion of the court and the inmate must pay the County \$25 per workday for this privilege.*

