

## **Brook Park Police**

### **Lobby Services**

There are some changes to the Police Station lobby due to Dispatch operations leaving the building.

When you enter the lobby and need to make a report you will have to use the red phone labeled Police Dispatch. When the phone is picked up, it will automatically dial the Dispatcher. The Dispatcher will send a Police Officer to the lobby to address the issue or direct you as to how to proceed.

If there is a need to contact the jail, the tan phone must be picked up and it will dial the jail.

The Records window will be open during business hours Monday through Friday 8:30am to 4:30pm and is closed on holidays. If you need a copy of a report you can make a request during regular business hours at the window. After hours a records request may be filled out and placed in the self-report drop box.

If you are directed to fill out a "self-report" find the appropriate form in the file on the wall. Once completed, pick up the red Police Dispatch phone and follow the instructions given.

### **Lobby Services Available**

**Monday through Friday**

**8:30am-4:30pm**

**Closed Holidays**

Records Services

Tow Releases

(Tow Releases also 0830-1200 Sat-Sun)

### **Lobby Services Available 24/7**

**Pick up the RED phone**

For Police services

**Pick up the Tan phone**

To contact the Jail