

## BOULDER POLICE & FIRE COMMUNICATIONS

To request a copy of an audio or video CD/DVD, or a CAD (Computer Assisted Dispatch) incident report, please complete this form in its entirety. You may fax completed request forms to: **720-564-0335**. **Payment may be due at the time of the request.** Make checks payable to: **City of Boulder**. If you would like to pay by credit card, check here  and provide your phone number below. We will call you for payment. Please call 303-441-4309 if you have questions.

- Fees:**
- Printed CAD Report** - \$5.00
  - Dispatch Audio CD** - \$25.00 per CD (includes search fee and supervisory review of recording)
  - Video CD/DVD** - \$25.00 per CD/DVD (includes search fee and supervisory review of recording)
  - Research** - \$30/hour for extensive research, review of audio or video footage and redaction under law.  
There is no charge for the first hour of research.

**Please note, audio and video will not be released for cases still under investigation or that have not been adjudicated by the court.**

Today's Date \_\_\_\_\_ Company Name (if applicable) \_\_\_\_\_  
Name of Requester \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ Zip: \_\_\_\_\_

Incident Date _____ Incident Time _____ Incident Address _____		
Type of Incident _____ Report Number _____ CAD Number (If known) _____		
Name(s) of Person(s) Involved _____		
Officer Name _____ Officer Number _____ Police or Fire? _____		
I am requesting: CAD Report: <input type="checkbox"/> Audio CD: <input type="checkbox"/> Video CD/DVD: <input type="checkbox"/>		
What Channels do you want recorded: Phones: <input type="checkbox"/> Police Radio <input type="checkbox"/> Fire/Ambulance <input type="checkbox"/>		
What information are you looking for? Please provide specifics about the incident in order to assist us with fulfilling this request _____ _____		
<input type="checkbox"/> I will pick up the CD/DVD <input type="checkbox"/> Please mail the CD/DVD <input type="checkbox"/> Please email to _____ (CAD reports only)		

Colorado Law 24-72-305.5 provides that the records custodian shall deny any person access to criminal justice records unless a statement is signed which affirms that such records shall not be used for the direct solicitation of business for pecuniary gain.

**I AFFIRM THAT I SHALL NOT USE THE REQUESTED INFORMATION FOR SOLICITATION OF BUSINESS FOR MONETARY/PECUNIARY GAIN AND ACKNOWLEDGE THAT SUCH VIOLATION IS A CLASS 3 MISDEMEANOR UNDER C.R.S. 24-72-309.**

\_\_\_\_\_  
Signature of Requester

<b>Communications Division Use Only</b>			
Disposition	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Request Completed By _____ Date _____
Amount Due \$ _____	Payment Received on _____	Requestor Notified on _____	