



POLICE DEPARTMENT

REQUEST FOR CRIMINAL JUSTICE RECORDS

Severance Police Department will provide records in its custody that are legally permissible for public inspection within the provisions of Colorado Revised Statutes.

Requests for records must be made in writing on the accompanying Request for Criminal Justice Records form. The completed form can be submitted to Severance Police Department via email to records@townofseverance.org, in person at the Police Department; 209 1st Street or mailed to PO Box 26, Severance, CO 80546.

PROCESSING TIME:

Records are generally not available within 7 days of the date of an incident. Please allow three business days for a response to your request. Active investigations, archived, and/or large case files/requests may not be immediately available; these requests may take longer to process or many need to be obtained through the Weld County District Attorney's Office.

You will be notified when your request has been completed. Records not collected within 21 days of notice of completion will be destroyed.

DENIAL:

Should your request be denied, you will receive a written explanation for the denial.

POLICE RECORD FEES:

All fees will be required up front to include a possible deposit amount depending on the size of the request. Fees are non-refundable and payable in cash, check, or credit/debit card. When using a card, there will be a 3% fee added to the transaction.

Police Case Reports, 911 Dispatch Call Notes and Traffic Accident Reports - \$5.00 plus \$0.25 per page

Body Worn Camera Footage - \$55 per hour for research, retrieval, redaction and copy plus \$5.00 per 100 MB data. **NONREFUNDABLE DEPOSIT IS REQUIRED** – minimum of one hour.

Any additional research, retrieval, or redaction for **ANY type of request will be charged at the rate of \$55.00 per hour.



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Date of Request:

Incident Information

Case/Incident #: Date of Incident:

Type of Incident: Location of Incident:

Person Involved: Person Involved Date of Birth:

Requestor Information

Requestor/Company/Agency Name:

Phone #: Relationship to Involved Party:

Address: Email Address:

Record(s) Requested

- Case Report Body Worn Camera Footage 911 Dispatch Call Notes Case Photos
- Traffic Accident Report Other

Colorado Revised Statute 24-72-305.5: Records of official actions, criminal justice records, or the names, addresses, telephone numbers and other information in such records shall not be used by any person for the purpose of soliciting business for pecuniary gain. The official custodian shall deny any person access to records of official actions and criminal justice records unless such person signs a statement 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 direct solicitation of business for pecuniary gain and acknowledge that such violation is a petty offense under Colorado Revised Statute 24-72-309.

*****PLEASE INCLUDE A COPY OF PHOTO ID WITH REQUEST*****

Requestor Signature

Date