

# Town of Kersey Police Department

## Request for Criminal Justice Records/Inspection

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Date of Request: \_\_\_\_\_

Name of Requestor: \_\_\_\_\_

Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

*In accordance with Colorado Revised Statute 24-72-305.5, records of official action, 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. A violation of this section subjects you to misdemeanor charges and upon conviction, a fine of \$100.00 and/or 90 days in jail. **By signing below, I affirm that I will not use the records, or any portion of the records requested for the purpose of soliciting business for pecuniary gain.***

**Complete Appropriate Section for Records Request.** In accordance with Colorado Revised Statutes, 19-1-301 through 304, concerning Children’s Code Records and Information Act and 24-72-201 through 206, concerning inspection, Copying and Photographing Public Records, and 24-72-301 through 24-72-309 concerning Criminal Justice Records, KPD will provide, for public inspection, records in the custody of the agency which are legally allowed within the provisions of the above referenced statutes. KPD is authorizing dissemination **ONLY** to the above requestor in accordance with C.R.S. 24-72-304; secondary dissemination may violate this statute and will not be the responsibility of the Kersey Police Department. To request a copy of a record, you **MUST** complete this form, which will be retained in the file of the requested record. All requests are processed as soon as possible, but may take up to 3 working days. Such period may be extended if extenuating circumstances exist such as the request is for an inactive file; an unusually large request or the records need to be reviewed by administration. Your request may require approval through the District Attorney’s Office or the Town Attorney’s Office. Should your request be denied, you may request a written explanation as to why. The fees shall be detailed below, unless actual costs exceed that amount, in which case actual costs may be charged. Actual costs include staff time. Any fees charged in this policy shall include the cost of redacting documents to excise privileged material. Fees may be waived for Victims of Crime pursuant to the Victim’s Rights Act 24-4.1-303(10)(a)(V) C.R.S.

Case/Incident #: \_\_\_\_\_

Case/Incident Date/Time: \_\_\_\_\_

Incident Location or Type of Incident: \_\_\_\_\_

Person(s) Involved: \_\_\_\_\_

Please Select Type of Record Requested:

\_\_\_\_\_ Case Reports, Traffic Accident Reports, other Records. Copy cost .25 per page; **PLUS:** An Administrative Fee of \$5.00 for the costs of any Retrieval, Creation and Redaction of the requested documents.

\_\_\_\_\_ Digital Evidence: such as any Media, Photos and Videos related to a requested report. Recreation Cost of \$25.00 per CD/DVD/Flash Drive for the cost of Retrieval, Creation and Redaction of the requested Media.

\_\_\_\_\_ Certification Letter: \$5.00 plus cost of reports.

\_\_\_\_\_ Background Check: Search consists of arrests, citations or reports made with the Kersey Police Department **ONLY**. Requestor must have full name and Date of Birth of individual being searched. Fee is \$5.00 and .25 per page.

Records not picked up within 21 days of requestor being notified, will be destroyed and a new request and fees will be required.

**Signature of Requestor Required:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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For Official Use Only:

Amount Due at Release: \$ \_\_\_\_\_

Records Released: \_\_\_\_\_

Released by: \_\_\_\_\_ Date Requestor Notified: \_\_\_\_\_ Date Released: \_\_\_\_\_