

Date and Time of Request: \_\_\_\_\_ Case/Incident# \_\_\_\_\_

## Your Information:

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

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

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

*By my signature below, I affirm that the names, addresses, telephone numbers and any other information in this record shall not be used for the purpose of soliciting business for pecuniary gain. Booking photographs will not be placed in a publication or posted to a web site that requires the payment of a fee or other exchange for pecuniary gain in order to remove or delete the booking photograph from the publication or web site. Colorado revised statute 24-72-305.5*

Signature Required: \_\_\_\_\_ Date: \_\_\_\_\_

## For Internal Affairs Requests: complete page 2

**Complete Appropriate Section for Records Requested:** Case/Incident # \_\_\_\_\_

**Case Report:** Incident Date/Time: \_\_\_\_\_ Incident Location: \_\_\_\_\_

Nature of Incident: \_\_\_\_\_

Person Involved: \_\_\_\_\_ DOB: \_\_\_\_\_ Address: \_\_\_\_\_

\*\*\*\*\*

**List of Calls for Service at Exact Address:** \_\_\_\_\_

Date Range: \_\_\_\_\_ (09/1/2018 to present are available)

\*\*\*\*\*

**Other:** \_\_\_\_\_

## Please Mark Type of Records Requested:

☐ Case or Incident Reports, Calls for Service, Other Records (does not include digital media)

Digital Media    Body Worn Camera    Photos    911 Call (Dispatch recordings avail. August 2022-present)

Internal Affairs: Complete Page 2

- Payment is accepted in **cash, check, or credit card.**
- The records fee is 1-20 pages – no charge; 21+ pages – \$5 plus 25¢/page.
- The digital media fee is \$15 per disc. In addition, the research, retrieval, redaction, & creation fee for records and digital media (after the first 15 minutes) is \$35/hour, minimum of one quarter hour.
- A 50% non-refundable **deposit** is required at the time of request based on an estimation of cost.
- Generally, the requested criminal justice records will not be available within 14 days of the date of the incident.
- Requested records copies will be held for 10 business days and then destroyed.

**For LPD Use Only:** Total Cost \$ \_\_\_\_\_ Deposit Paid: \$ \_\_\_\_\_ Other Fees Paid: \$ \_\_\_\_\_ Amt Due at Release: \$ \_\_\_\_\_

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

Comments: \_\_\_\_\_

Custodian: \_\_\_\_\_ Date: \_\_\_\_\_ ☐ DA notified (victim requestors/county court) -See reverse side-

**Date and Time of Request:** \_\_\_\_\_

An Internal Affairs (IA) investigation is a thorough inquiry into allegations of misconduct involving a police department employee. The IA file encompasses all unredacted documents and media relevant to the investigation, which may include, but is not limited to: police reports, witness statements, custody reports, affidavits, court records, body-worn camera footage, video interviews conducted by the Professional Standards Unit, interview transcripts, photographs, an investigative report, and the findings of the investigation. In some cases, investigations may involve over 25 hours of video footage and hundreds of documents. All documents and media must be carefully reviewed and redacted in compliance with records release laws, requiring significant staff resources for accurate processing. To minimize costs for the requestor, it is suggested to first request the summary. If further details are needed, a request can be made for specific files or documents. In compliance with 24-72-303(4)(a), only completed Internal Affairs investigations which examine the in-uniform or on-duty conduct of a peace officer, related to an incident of alleged misconduct involving a member of the public, may be released.

**Complete Appropriate Section for IA Records Requested:** PSU# \_\_\_\_\_

**Case Report:** Incident Date/Time: \_\_\_\_\_ Incident Location: \_\_\_\_\_

Nature of Incident: \_\_\_\_\_

Person Involved: \_\_\_\_\_ DOB: \_\_\_\_\_ Address: \_\_\_\_\_

\*\*\*\*\*

**Other:** \_\_\_\_\_

**Please Mark Type of IA Records Requested:**

Summary

Associated Body Worn Camera

Investigative Report & Findings

Photographs

Recorded Video Interviews

Attachments & Reference Documents

- Payment is accepted in **cash, check, or credit card**.
- The records fee is 1-20 pages – no charge; 21+ pages – \$5 plus 25¢/page.
- The digital media fee is \$15 per disc. In addition, the research, retrieval, redaction, & creation fee for records and digital media (after the first 15 minutes) is \$35/hour, minimum of one quarter hour.
- A 50% non-refundable **deposit** is required at the time of request based on an estimation of cost.
- Requested records copies will be held for 10 business days and then destroyed.

**For LPD Use Only:** Total Cost \$\_\_\_\_\_ Deposit Paid: \$\_\_\_\_\_ Other Fees Paid: \$\_\_\_\_\_ Amt Due at Release: \$\_\_\_\_\_

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

Comments: \_\_\_\_\_

Custodian: \_\_\_\_\_ Date: \_\_\_\_\_ ☐ DA notified