

# YUMA POLICE DEPARTMENT RECORDS REQUEST

**A SEARCH FEE WILL BE ASSESSED FOR EVERY REQUEST TO INSPECT PUBLIC RECORDS WHETHER OR NOT THE REQUESTED RECORD IS LOCATED.**

PERSON REQUESTING RECORDS: \_\_\_\_\_

REPRESENTING (NAME OF FIRM / BUSINESS): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

HOME PHONE #: \_\_\_\_\_ WORK PHONE #: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ FAX #: \_\_\_\_\_

REPORT #: \_\_\_\_\_ REPORT DATE: \_\_\_\_\_

PERSON(S) INVOLVED IN RECORD: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

INVOLVEMENT: \_\_\_\_\_ VICTIM \_\_\_\_\_ WITNESS \_\_\_\_\_ SUSPECT \_\_\_\_\_ COMPLAINANT \_\_\_\_\_ ARRESTEE \_\_\_\_\_ INVOLVED

## CHECK INFORMATION REQUESTED:

\_\_\_\_\_ CASE REPORT FOR VICTIM: NO CHARGE TO PERSONS INDEXED AS A VICTIM OF THE REPORT.

\_\_\_\_\_ CASE REPORT: \$.25 FOR EACH SEARCHED CASE REPORT (INCLUDES COPYING FOR FIRST TEN (10) PAGES OF REPORT (Thereafter STAFF TIME RATE IS \$30.00 PER HOUR)).

\_\_\_\_\_ CASE PHOTOGRAPHS (IF AVAILABLE): \$3.00 EACH PAGE OR \$15.00 PER CD.

\_\_\_\_\_ LIST OF THE CITY OF YUMA'S REGISTERED SEX OFFENDERS: \$3.00 AND MUST SHOW PICTURE ID

\_\_\_\_\_ OTHER: \_\_\_\_\_

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, the Yuma Police Department will provide, for public inspection, records in the custody of the Chief of Police's Office. 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 three (3) working days. Such period may be extended if extenuating circumstances exist such as the request is for an inactive file, an unusually long request or the records need to be reviewed by administration which will be assessed additional staff time. Your request may require approval through the District Attorney's Office and/or the City Attorney's Office. Should your request be denied, you may request a written explanation as to why. The fee shall be as detailed above, unless actual costs exceed that amount, in which case actual costs may be charged. Actual costs may include staff time. Any fees charged in this policy shall include the cost of redacting documents to excise privileged and/or confidential material. Fees may be waived or reduced with prior approval of the Chief of Police.

Your signature acknowledges that you will pay all Yuma Police Department's Fees associated with this record request (All payments must be received in advance of releasing the requested records) and that per Statute 24-72-305.5, the searched records will not be used for the direct solicitation of business for pecuniary gain. (This request may be faxed to the records section. The fax number is (970) 848-0106.)

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**SECTION BELOW TO BE COMPLETED BY THE RECORDS SECTION ONLY**

REQUEST RECEIVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

COMMENTS:

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REQUEST FORWARDED TO THE DDA DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

REQUEST COMPLETED BY: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

COST: \$ \_\_\_\_\_ PAID \_\_\_\_\_ UNPAID \_\_\_\_\_ MEDIA \_\_\_\_\_ VICTIM \_\_\_\_\_

**SECTION BELOW TO BE COMPLETED BY THE DISTRICT ATTORNEY'S OFFICE**

\_\_\_\_\_ APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_ COURT ORDER REQUIRED

COMMENTS AND/OR SPECIFIC INFORMATION TO BE RELEASED:

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