



FORT LUPTON POLICE DEPARTMENT

130 McKinley Avenue, Fort Lupton, Colorado 80621

303-857-4011 Fax 303-857-2703

pr@fortluptonco.gov

Chief John Fryar

Request for Criminal Justice Records

Date of Request:		Name of Requestor:		Phone:	
Address:				Email:	
<p>According to 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 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.</p>					
Signature Required:				Date:	
<p>Complete Appropriate Section for Records Requested: 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, FLPD will provide, for public inspection, records in the custody of the agency which are legally allowed within the provision of the above referenced statutes. FLPD is authorizing dissemination ONLY to the below requestor in accordance with C.R.S. 24-72-304, secondary dissemination may violate this statute and will not be the responsibility of the agency.</p> <p>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 7 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 City Attorney's Office. Should your request be denied, you may request a written explanation as to why. The fee shall be as 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 or reduced with prior approval of the Chief of Police.</p>					
Case Number:		Incident Date/Time:			
Incident Location or type of incident:					
Person Involved:	Name:				DOB:
<input checked="" type="checkbox"/>	Type of Records Requested:		Payment types accepted: Cash or check.		
	<p>Case Reports, Accident Reports, and Other Records: Copy cost .25 per page. Plus: Research, retrieval, redaction, copy fee is \$4.00. Archived reports-\$10.00/half hour plus per page charge. A non-refundable deposit is required at the time of request based on an estimation of copy cost and time required.</p>				
	<p>Clearance Letter. \$15.00</p>				
	Location/address search (Exact Address):		Date Range:		
	<p>CD/DVD – Evidence Digital Media, Photos, Videos: Research, retrieval, redaction, creation fee is \$18 per half hour per CD/DVD (payment required in advance to making copies). Description of item(s) Requested:</p>				
	<p>Background Check – Search consists of arrests, citations or reports made with FLPD only. Requestor must have full name and date of birth of individual being searched. Fee is \$8.00 minimum for one quarter hour plus .25 per page</p>				
	Other Records:				
What is the latest date this should be released to Requestor:					
Records not picked up within 21 days of requestor being notified, will be destroyed.					
For Official Use Only					
ID verified:		DL:			
Cost Breakdown:				Total Cost:	
Records Released:					
Reason for Denial:					
Prepared By:		Released By:		Verified By:	
Date Requestor Notified:				Date Released:	

PROCESSING SEQUENCE

✘	PROCESS STEP	Initials
	Receipt of Request (get in writing, request the completion of a form, identify requests by mail/email) Document date of receipt: Determine Release date:	
	Determine if the request is for copies or viewing.	
	Who will be responsible for the request (CCJRA or CORA, Records, Staff, City)	
	Are personnel records requested, refer to Chief or HR	
	Determine what is to be located and from where.	
	Locate the Record Are there research costs	
	Determine if the Record is releasable. Check for exclusions. Active investigation DA/Discovery Sex Offense Protected Victim Juvenile, Child abuse At-risk adult Victim's Comp data Safe2Tell Data Intelligence files Address confidentiality Medical records Contrary to State Statute Contrary to Public Interest	
	Determine what in the record is releasable. Document reasons.	
	What needs to be redacted:	
	Determine if there are to be costs.	
	Have second do verification of release Who:	
	Notify the requestor of the release decision/costs. Response:	
	Produce the record/locate/isolate	
	Present to requestor (in person, mail, email) and complete request "For Official Use Only" section	
	Enter in Access Db	
	Scan request into Access Db	