

**Boulder County Sheriff's Office – Communications Division
Audio CD – CAD Incident Request Form**

To request a copy of a Communications Center Audio CD or CAD (Computer Assisted Dispatch) incident report, you must complete this form in its entirety. Incomplete requests will be returned. If you do not have the information requested, mark "unknown". Completed form may be faxed to 303-441-4480.

Copies of dispatch audio CDs and/or CAD records are provided at the following schedule of fees:

Materials and equipment:	\$2.00	<u>On Line</u> search and printed copy of CAD report:	\$5.00
Search and CD burning fee (per hour): (1 hr Minimum)	\$22.00	<u>Off Line</u> search and printed copy of CAD report	\$20.00

Payment is made to the Boulder County Sheriff's Office Communications Division and is due when CD and/or printed CAD report is picked up at the Boulder County Sheriff's Office Records Section, 5600 Flatiron Parkway, Boulder, CO, 80301.

Materials may be mailed but **only** after payment has been received. Mailing costs: CD - \$3.00 CAD report - \$1.00

Today's Date: _____ Date Needed by: _____ (**\$10.00 surcharge for less than 7 days**)

Requestor's Name: _____ Agency: _____

Requestor's Address: _____ City: _____

Zip: _____ Daytime Phone: _____ Email Address: _____

Defendant Name: _____ Docket # _____ Hearing Date: _____

Dept. Case Number: _____ CAD Number: _____

Officer Name: _____ Officer Number: _____ Dept: _____

Request is for: CAD Report: _____ Audio CD: _____ Both: _____

Date of Incident: _____ Time Reported: _____ Type of Incident: _____

Incident Address/General Location: _____

What City: _____ or In the Unincorporated County of: _____

What audio do you need recorded? Phone Call/s: _____ Police Radio: _____ Fire/Med Radio: _____

What Information are you looking for? Be specific – give facts related to the incident – such as number of phone calls, duration of radio traffic, vehicle or person descriptors:

I would like the CD and/or CAD report: Mailed to me (**only if prepaid**) _____

I will pick up at the BCSO Records Section: _____

Sent through Inter-Office Mail: _____

Request form completed by: _____

Please email the completed form to Stephanie Harp at sharp@bouldercounty.org OR Fax to (303) 441 - 4480

Communications Division Use Only

Date Received: _____ CD/Report Completed by: _____

Date Completed: _____ Notification Made? _____ Via: _____