



**University of Colorado at Boulder
Police Communications Division
1050 Regent Drive 502 UCB
Boulder, CO 80309-0502
(303) 492-4254**

**Fax requests to:
(303) 492-4427**

REQUEST FOR RADIO & TELEPHONE RECORDING

We are happy to help you with your request for information pursuant to the Colorado Open Records law as found in Title 24 Article 72 of the Colorado Revised Statutes. If a request is denied pursuant to CRS 24-72-305, a written explanation will be provided. Although the Police Communications Division monitors and records a number of radio channels, for the purposes of recording requests, we can only release those recordings of channels and telephones operated by the University of Colorado at Boulder. Requests for City of Boulder communications should be referred to 303-441-3333.

Requestor Information

Name:		Affiliation: FEE WAIVED <input type="checkbox"/> UCPD (Internal Use) <input type="checkbox"/> Housing / Judicial Affairs <input type="checkbox"/> Boulder Police / Sheriff <input type="checkbox"/> Boulder District Attorney <input type="checkbox"/> Crime Victim		FEE APPLIES <input type="checkbox"/> Media Request <input type="checkbox"/> Private Attorney <input type="checkbox"/> Subject <input type="checkbox"/> Other _____	
Telephone Number:					
Identification: (Number & Type)					
Address:		City:	State:	Zip Code:	

Incident Information (please provide as much information as possible for a complete search)

Date of Incident:	Time of Incident:	Description of Incident:
UCPD Case Number:	CAD Incident Number:	Name(s) of Parties Involved:

Recording Options (selections and times required)

Record	Channel	Description	Start Time	End Time
<input type="checkbox"/>	Phones	Incoming 9-1-1 or administrative phone calls	N/A	N/A
<input type="checkbox"/>	Silver	Police Dispatch		
<input type="checkbox"/>	Gold	Police Data (CCIC/Records) and Security/Parking Dispatch		
<input type="checkbox"/>	Platinum	Police Tactical Communications (When received at UCPD Communications site)		
<input type="checkbox"/>	Other (specify)			

Media Options

Delivery Options:	<input type="checkbox"/> Include printed CAD report	<input type="checkbox"/> Audio CD
<input type="checkbox"/> Attach to Case Report (UCPD Only)	<input type="checkbox"/> Data CD (GSM 6.10 WAV files)	

Receipt (STOP! Do not sign this until you have received your recording)

Signature of Receiving Party:	Printed Name of Receiving Party:	Date/Time Received:
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UCPD Use Only:

Request Received By:	Date Received:	Time Received:
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For rush and immediate requests, please page the communications supervisor or notify the PIO.

Request Completed By:	Date Completed:	Time Completed:
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Delivery:

☐ Records (for pick-up) ☐ Attached to Case Report ☐ Internal Delivery ☐ Mail Relay