

GRAND JUNCTION REGIONAL COMMUNICATION CENTER

AUDIO REQUEST FORM

GJRCC Incident #: _____ GJRCC Audio Request #: _____
Date Requested: _____ Date Required/Court Date: _____
Requestor's Name: _____ Requesting Agency/Firm: _____
Phone: _____ Ext: _____ Email: _____
Reason for Request: _____

INCIDENT INFORMATION

Date of Incident: _____ Time: _____ Incident Type: _____
Location of Incident: _____
Defendant: _____
Associated Persons: _____
Specific Information Needed: _____

Telephone: 911 Non-Emergency Admin Other _____
Radio Traffic: PD Fire/Ambulance MCSO Other _____
Start time _____ End time _____

NOTES AND FEES:

- **Discovery requests for defense of criminal charges are to be directed to the prosecutor's office (DA or City Attorney)**
- Other requests, submit by email to property@gjcity.org (preferred), fax to 970-549-5151, or drop off at GJPD records.
- Allow two weeks for processing from the date received by GJRCC. RUSH requests must be *clearly* specified as such.
- **All requests are billed at \$6 per recording. Multiple recordings cannot be combined.**
- **Citizen requests require payment (\$6.00 normal fee) in advance.**
- The first hour of research is included in normal fee (\$6.00). Additional time is charged at \$5.00 per quarter hour.
- Criminal justice records are released only after the Citizen Advisement form has been acknowledged for all records except traffic accidents per C.R.S. §24-72-305.5
- For Colorado State Patrol (CSP) Radio Traffic please call 970-249-4392
- Questions? Please call 970-549-5405

GRAND JUNCTION REGIONAL COMMUNICATION CENTER (GJRCC)

AUDIO REQUEST FORM

FOR GJRCC USE ONLY

Date received by GJRCC: _____ Staff initials: _____
Date completed: _____ Staff initials: _____

Routed GJPD DA's Office City Attorney
 MCSO Fruita PD Palisade PD
 GJ Fire Other: _____

Notified Phone Contact Phone message E-Mail
 re: Prepaid Mail Other: _____

Citizen Request

Criminal Case?

Yes Approved by GJPD Case Agent or other Agency?

Yes (Contacted DA for approval to process request)

No (Notify requestor) Date: _____

DA Approval?

Yes (Contacted DA for approval to process request)

No (Notify requestor) Date: _____

No (Send copy directly to City Attorney for review.)

Delivered to City Attorney for review. Date: _____ Staff initials: _____

CITY ATTORNEY:

Is evidence available for release as open record?

Yes (Contact GJPD Lab)

No Reason for denial: _____

Date City Attorney notified requestor: _____

Not notified.

Citizen request received from City Attorney in Evidence after review.

Date: _____ Staff initials: _____

NOTES: _____

	Deposit Paid	\$
Total # Discs (@ \$6.00 each)		
Search & Redaction Fee Exceeding 1 Hour (@ \$5/ Quarter Hour)		\$
Other:		
	Total Fee Due	\$
	Payment Received By:	

Request received by:

Printed Name

Signature

Date