

GRAND JUNCTION REGIONAL COMMUNICATION CENTER

AUDIO REQUEST FORM

GJRCC Incident #: _____ GJRCC Audio Request #: _____
Date Requested: _____ Date Required/Court Date: _____ RUSH
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 rush.
- **All requests are billed at \$6.00 per recording. Multiple recordings cannot be combined.**
- **A non-refundable processing fee of \$6.00 is required for all requests.**
- The first hour of research is included in processing 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: _____

- | | | | |
|---------------------------------|----------------------------------|---------------------------------------|--|
| <input type="checkbox"/> Routed | <input type="checkbox"/> GJPD | <input type="checkbox"/> DA's Office | <input type="checkbox"/> City Attorney |
| | <input type="checkbox"/> MCSO | <input type="checkbox"/> Fruita PD | <input type="checkbox"/> Palisade PD |
| | <input type="checkbox"/> GJ Fire | <input type="checkbox"/> Other: _____ | |

- | | | | |
|-----------------------------------|---|--|---------------------------------|
| <input type="checkbox"/> Notified | <input type="checkbox"/> Phone Contact | <input type="checkbox"/> Phone message | <input type="checkbox"/> E-Mail |
| | <input type="checkbox"/> re: Prepaid Mail | | |
| | <input type="checkbox"/> 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: _____

Non-refundable Processing Fee Paid	\$
Total # Discs Additional Fee for exceeding 1 disc (@ \$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