

# SIMLA POLICE

CHIEF OF POLICE  
ANDREW KISSAM



320 PUEBLO AVE, STE 300 SIMLA, CO 80835 - TOWNOFSIMLA.COM - 719-541-2468 EXT. 2

In accordance with Colorado Revised Statutes 24-72-201 through 206, concerning inspection, copying, photocopying public records, and 24-72-301 through 309 concerning criminal justice records, the Simla Police Department will provide for the public records in the custody of the Simla Police Department and that are legally allowed within the provision of the above reference statutes.

This completed form documents your request to inspect criminal justice records in the custody of the Simla Police Department and will be retained in the record's file. This form is public record and may be released.

**Please write clearly and complete the form in its entirety.**

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### PERSON REQUESTING SEARCH

TODAY'S DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ A.M.  P.M.

NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

DL #/ STATE: \_\_\_\_\_

ARE YOU A PARTY TO THE CASE  YES  NO

REASON FOR REQUEST:

VICTIM  WITNESS  SUSPECT  COMPLAINTANT  ARRESTEE  OTHER \_\_\_\_\_

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### PREFERRED METHOD OF DELIVERY

IN PERSON  MAIL ( STANDARD  CERTIFIED)  DIGITALLY

If requesting delivery via mail or digitally, provide address documents should be delivered to:

\_\_\_\_\_

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### INCIDENT INFORMATION

CASE REPORT: \_\_\_\_\_

PERSONS(S) INVOLVED: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

PERSONS(S) INVOLVED: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

LOCATION OF INCIDENT: \_\_\_\_\_

DATE OF INCIDENT: \_\_\_\_\_ TIME OF INCIDENT: \_\_\_\_\_  A.M.  P.M.

TYPE OF REQUEST: (select all applicable options)

CASE REPORT  TRAFFIC ACCIDENT REPORT

DIGITAL MEDIA:  PHOTOS  DISPATCH AUDIO  BODY-WORN CAMERA FOOTAGE

OTHER: \_\_\_\_\_

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**USE OF THIS INFORMATION IS REGULATED BY LAW – DO NOT DISSEMINATE**

Note: According to Colorado Revised Statue Section 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 directly soliciting business for pecuniary gain. The official custodian shall deny any person access to records of official actions and criminal justice records unless such person signs a statement which affirms that such records shall not be used for the direct solicitation of business for pecuniary gain, A violation of this section subjects you to misdemeanor charges and upon conviction, a fine of \$100 or 90 days in jail, or both.

<b>FEE SCHEDULE</b>	
Copies (letter and legal) (black & white)	\$0.25 per page
Copies (letter and legal) (color)	\$1.00 per page
Research and retrieval	\$41.37 per hour minimum of 1 hour
Data storage device (CD, DVD, flash drive)	\$10.00
CAD (computer aided dispatch) print out	\$1.00 per page
Shipping /Mailing	Actual Cost
Digital media	\$41.37 per hour minimum of 1 hour
Certification	\$1.00 for each certification and seal
Notary	\$5.00 per notary

**By signing this form, I acknowledge that I have read and understand the above Colorado revised statue and affirm that the records of official actions and criminal justice records I am requesting shall not be used for the direct solicitation of business for pecuniary gain and acknowledge I have read and understand this estimate of costs and collection fees.**

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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