



LEADVILLE POLICE DEPARTMENT

800 Harrison Avenue Leadville, CO 80461

(719) 486-1365 (719) 486-1040 FAX

lpdadmin@leadville-co.gov

Open Records Request for Criminal Justice Records

Rules governing the release of criminal justice records are subject to the Colorado Criminal Justice Records Act (C.R.S. 24-72-301 et seq.), policies of the Leadville Police Department, and may be subject to other laws such as the Children's Code (C.R.S. 19-1-301 et seq.).

Your Name:	
Organization: (If any)	
Your Address:	
Your Phone Number:	
Your E-Mail Address:	

- To assist us in retrieving your report as quickly and efficiently as possible, please complete the information listed below.
- **Cost:**
 - a. You will be contacted prior to the release of the requested records if the completion of your request requires payment of fees. If the estimated fees to process your request are over \$100, LPD will require a 50% deposit to be paid prior to processing your request.
 - i. Research/Redaction: \$33.58/hour
 - ii. Report per printed page: \$0.25
 - iii. CD (audio/visual): \$15.00
 - Individuals who **do not** have to pay:
 1. Victim of a crime
 2. Military Recruiters
 3. Law Enforcement and other Criminal Justice agencies
 4. Victims of an accident
- If the case has been forwarded to the District Attorney's Office (DA's Office) for filing request/charges, or, prosecution; please contact the Lake County District Attorney's Office directly for the report.
- Confidential information or open investigations will not be released. If the records you requested contain confidential information, you may receive a redacted version of the requested record.
- The Leadville Police Department's goal is to respond to records requests within 5-7 days. However, depending on the volume of requests and/or volume of records being requested, response time may be longer.

Case #:	
Name(s) Involved:	
Date(s):	
Location/Address:	
Responding Officer:	

Please read and acknowledge by your signature below:

I affirm that the criminal justice records obtained from the Leadville Police Department under this request will not be used for the direct solicitation of business for pecuniary gain, and also affirm that any booking photographs obtained under this request will not be placed in a publication or posted to a website that requires the payment of a fee or other exchange for pecuniary gain in order to remove or delete the booking photograph from the publication or website. See C.R.S. 24-72-305.5.

Signature

Date