

**Boulder Police
Communications Section**

To request a copy of a Communication Center CD or Computer Assisted Dispatch (CAD) incident report, you must complete this form in its entirety. Incomplete requests will be returned. If you do not have the information requested, mark "unknown."

Fees: (Make checks payable to Boulder Police Communications)

Search and copying fee, 1hr min **\$25.00/hr**

Online search and printed copy of CAD report: **\$5**

Surcharge for rush request (less than 7 **business** days) **\$10**

In most cases, payment is due at the time of pickup. A deposit may be required prior to fulfilling large requests. If requesting material be mailed, mailing will occur only after payment has been received.

Checks can be mailed to, and requests picked up at: Boulder Police Department
ATTN: Communications
1805 33rd Street
Boulder, CO 80301

Fax Requests to: 720-564-0335

Today's date: _____ Date needed: _____ Daytime phone: _____

Person making request: _____ Agency/organization: _____

Department case number: _____ CAD number (if known): _____

Officer name: _____ Officer number: _____ Department: _____

Request is for: CAD report Audio CD Both

Date of incident: _____ Time reported: _____ Nature of report/incident _____

Incident address/general location: _____ City: _____

What radio channels do you need recorded? _____

What phone lines do you need recorded? Radio Police Fire/Ambulance None

What information are you looking for? Give specifics of the number of phone calls, duration of radio traffic, or the facts needed to complete the request: _____

Request form completed by: _____

I will pick up the requested items:

Please mail the items to:

Address: _____ City: _____ State: _____ Zip: _____

Communications Division Use Only

Request received on: _____ Request completed by: _____ Date: _____

Notification made by: _____ Date(s): _____