



Aspen Police Department
 540 E. Main St.
 Aspen, CO 81611
 Phone (970) 920-5400
 Fax (970) 920-5409
 Email
policerecords@cityofaspen.com

Open Records Request for Criminal Justice Records

Rules governing the release of criminal justice records are subject to the Colorado Open Records Act laws CRS 24-72-301 Adult Criminal Justice Records and CRS 19-1-301 Children’s Code Records and Information Act; and Aspen Police Department Policies.

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

Submit request. Requests may be submitted by email, by fax, in person or by mail. See contact info in the upper right hand corner of this form.

Retrieve request. Desired records retrieval method (*check one*): Pickup Mail Email

All charges incurred in accordance with the Aspen PD fee schedule must be paid prior to releasing requested records.

Fee schedule:	
▪ Accident Report \$5.00	▪ Extensive Records search first hour free, \$25/hr after
▪ Case Report (copy) \$5.00 per case	
▪ Criminal Arrest History (APD only) \$10	▪ Photos/ Video \$20/DVD or thumb drive
▪ Criminal History Report Search (5+ cases) \$25	▪ Body Worn Camera \$25+/ case
▪ Dispatch audio recordings \$25 per search	
▪ All Fees include Notary if requested.	

Instructions

Description of documents/information requested. If known, include the name of involved party, date, location, officer’s name or badge number. A request for Dispatch information also requires a specific beginning date/time and ending date/time and type of info requested. Local back-ground checks for clearance letters require a full name, maiden name(s), other names used and date of birth. Background checks are limited to contacts made by the Aspen PD.

Please read and acknowledge by your signature below:

I affirm that I shall not use the requested records for direct solicitation of business for pecuniary gain and acknowledge that such violation is a Class 3 Misdemeanor under C.R.S. § 24-72-305.5. Additionally, I affirm that it is unlawful to obtain a booking photo (or other image of a person obtained by a criminal justice agency) to be placed in a publication or website that requires payment of a fee or other exchange for pecuniary gain in order to remove the photo, per C.R.S. § 24-72-305.5 as amended 09/01/14. Violation of this law is an unclassified misdemeanor and shall be punished by a fine of up to one thousand dollars.

Signature: _____ Date: _____

Aspen Police Department Privilege Log

Specific case reports/material contained in a case may be privileged and not open for public inspection. If any documents/material in the custody of the Aspen PD are not provided in response to this request, the reason is provided below. If the records are available pursuant to C.R.S. 24-72-301 et seq., the records shall be made available within three working days of request. If extenuating circumstances exist so that the Custodian cannot gather the records within the three-day period, the period shall be extended an additional seven working days. The requestor shall be notified of the extension within the first three days after the records request has been received.

Extenuating Circumstances. The requested report(s) are open for public inspection, but not readily available, or contain large quantities of reports/documents requiring additional time for review prior to release.
Reports will be provided on or before: _____

Privileged Information. Names and identifying information may be privileged and not open to public inspection due to the person(s) relationship to the case (reporting party, victims or suspects), or age (minors under 18 years of age) of person(s) named in the incident. Names and identifying information have been removed from the photocopied report(s) provided in this response to the request for public inspection.

Denial. Request for viewing this criminal justice record has been denied. Reason for denial:

_____ This case is an open criminal case in which the investigation continues and will not be released so as to protect the integrity of the investigation and/or subsequent prosecution pursuant to C.R.S. 24-72-305 (5).

_____ The inspection or release of this record is contrary to public interest pursuant to C.R.S. 24-72-305 (5).

_____ Law enforcement records of juveniles are confidential under state law and are closed to public inspection absent a court order C.R.S. § 19-1-304(2)(a). Accordingly, the City is statutorily prohibited from releasing such records at this time under C.R.S. § 24-72-305(1)(a).

_____ The inspection or release of this record is contrary to State statute _____.

_____ The inspection or release of this record is prohibited by an order from the Court C.R.S. 24-72-305 (1)(b).

_____ Medical reports contained are not open to public inspection as deemed by the Health Insurance Portability and Accountability Act of 1996 (HIPAA, Title II) regarding the security and privacy of health data and accordingly are not included in response to the request for public inspection pursuant to C.R.S. 24-72-305.

District Attorney. This case has been sent to the District Attorney (DA) for prosecution. Apart from official action (arrest) information, release of information in this case is conducted by the 9th Judicial, Office of the District Attorney. Contact the DA for more information by phone at (970) 920-5341 or visit <http://www.9daco.org>

Billable rates calculated on number of pages, storage device, background check and/or staff time if required.

Total # Accident Reports @ \$5 =

Total # Case Reports @ \$5 =

Total # Criminal Arrest History (APD only) @ \$ 10 =

Total # Criminal History Report Search (5+ cases) @ \$25=

Total # Extensive Records Search per hour @ \$25=

Total # Dispatch Audio Recording @ \$25=

Total # Photo/ Video per DVD or thumb drive @ \$20=

Total # Body Worn Camera @ \$25=

** First hour of work is included in initial fee, every hour after is an additional \$25/ hour