

**Boulder County Sheriff's Office – Communications Division  
Audio CD – CAD Incident Request Form**

To request a copy of a Communications Center Audio CD or CAD (Computer Assisted Dispatch) 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". Completed form may be faxed to 303-441-4480.

Copies of dispatch audio CDs and/or CAD records are provided at the following schedule of fees:

Materials and equipment:	\$2.00	<u>On Line</u> search and printed copy of CAD report:	\$5.00
Search and CD burning fee (per hour): (1 hr Minimum)	\$22.00	<u>Off Line</u> search and printed copy of CAD report	\$20.00

Payment is made to the Boulder County Sheriff's Office Communications Division and is due when CD and/or printed CAD report is picked up at the Boulder County Sheriff's Office Records Section, located at 1777 6<sup>th</sup> Street, Boulder.

Materials may be mailed but **only** after payment has been received. Mailing costs: CD - \$3.00 CAD report - \$1.00

Today's Date: \_\_\_\_\_ Date Needed by: \_\_\_\_\_ (**\$10.00 surcharge for less than 7 days**)

Requestor's Name: \_\_\_\_\_ Agency: \_\_\_\_\_

Requestor's Address: \_\_\_\_\_ City: \_\_\_\_\_

Zip: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Defendant Name: \_\_\_\_\_ Docket # \_\_\_\_\_ Hearing Date: \_\_\_\_\_

Dept. Case Number: \_\_\_\_\_ CAD Number: \_\_\_\_\_

Officer Name: \_\_\_\_\_ Officer Number: \_\_\_\_\_ Dept: \_\_\_\_\_

Request is for: CAD Report: \_\_\_\_\_ Audio CD: \_\_\_\_\_ Both: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Time Reported: \_\_\_\_\_ Type of Incident: \_\_\_\_\_

Incident Address/General Location: \_\_\_\_\_

What City: \_\_\_\_\_ or In the Unincorporated County of: \_\_\_\_\_

What audio do you need recorded? Phone Call/s: \_\_\_\_\_ Police Radio: \_\_\_\_\_ Fire/Med Radio: \_\_\_\_\_

What Information are you looking for? Be specific – give facts related to the incident – such as number of phone calls, duration of radio traffic, vehicle or person descriptors:

I would like the CD and/or CAD report: Mailed to me (**only if prepaid**) \_\_\_\_\_

I will pick up at the BCSO Records Section: \_\_\_\_\_

Sent through Inter-Office Mail: \_\_\_\_\_

Request form completed by: \_\_\_\_\_

**Communications Division Use Only**

Date Received: \_\_\_\_\_ CD/Report Completed by: \_\_\_\_\_

Date Completed: \_\_\_\_\_ Notification Made? \_\_\_\_\_ Via: \_\_\_\_\_