



Louisville



Request for Digital Media

POLICE

This completed form documents your request for digital media records in the custody of the Louisville Police Department and will be retained in the record's file. This form is a public record and may be released.

The following information is necessary to process your request. Please provide as much information as possible. Colorado law requires your request contain information specific enough to identify the exact record requested. Please provide an email address to receive the record by means of the Internet. ALL requests must be accompanied by a copy of the requestor's valid driver's license or government issued identification. Requests may be emailed to pdrecords@louisvilleco.gov.

PERSON REQUESTING RECORD(S): \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

CASE REPORT #: \_\_\_\_\_ TYPE OF INCIDENT: \_\_\_\_\_

ADDRESS OF INCIDENT: \_\_\_\_\_

DATE OF INCIDENT: \_\_\_\_\_

PERSON INVOLVED IN REPORT: \_\_\_\_\_ DOB: \_\_\_\_\_

INVOLVEMENT TYPE:  VICTIM  WITNESS  SUSPECT  COMPLAINANT  ARRESTEE  OTHER \_\_\_\_\_

NAME(S) OR BADGE # OF OFFICERS INVOLVED: \_\_\_\_\_

DO YOU NEED ALL OF THE BWC FOOTAGE RELATED TO THIS INCIDENT?  YES  NO

If no is selected, please provide a description of the footage you are specifically looking for in the space below.

Please refer to the back of this page for information on fees associated to the research and redaction costs of the digital media. Costs add up quickly, so please be as specific as possible in your description.

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

Processing requires research and/or full playback of photos/videos by the processing technician before redaction begins. The technician must verify the involvement of each party in the photos/video, ensuring that the photos/video are/is redacted in accordance with the Colorado State Statutes. Please keep this in mind, as far as costs, when requesting photos/videos from multiple Officers that responded to the same incident, or a large time frame of video.

REQUESTOR'S SIGNATURE IS REQUIRED ON THE BACK OF THIS PAGE.

**DIGITAL MEDIA FEE SCHEDULE**

- VIDEO:**                   **\$30.00 PER HOUR – RESEARCH AND REDACTION**
  
- PHOTOS:**               **\$30.00 PER HOUR (IF REDACTION IS NECESSARY, ADDITIONAL FEES MAY APPLY.)**

Digital media is routinely transmitted via an external link. If a USB flash drive is requested, there will be an additional charge of \$10 per device.

**Payment can only be made via cash or check (made out to the City of Louisville)**

**INCLUDE A COPY OF THE REQUESTOR'S VALID DRIVER'S LICENSE OR GOVERNMENT ISSUED ID**

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

**By signing this form, I acknowledge that I have read and understand the below Colorado Revised Statute 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.**

C.R.S. 24-72-305.5 ACCESS TO RECORDS- denial by custodian- use of records to obtain information for solicitation. RECORDS OF OFFICIAL ACTIONS AND CRIMINAL JUSTICE RECORDS AND THE NAMES, ADDRESSES, TELEPHONE NUMBERS, AND OTHER INFORMATION IN SUCH RECORDS SHALL NOT BE USED BY ANY PERSON FOR THE PURPOSE OF 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.



SECTION BELOW TO BE COMPLETED BY RECORDS SECTION PERSONNEL ONLY

PROCESSED BY: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

COST: \$ \_\_\_\_\_  PAID  UNPAID  OTHER \_\_\_\_\_