



Empire Police Department Criminal Justice Records Fee Schedule



C.R.S. 24-72-306 & 24-72-305.5

The Requested criminal justice records must be recorded and maintained by the agency that took the action. Records of other agencies are not released through the Town of Empire even if copies of their reports have been provided or otherwise included with our Criminal Justice Reports. Examples of reports not released include criminal history, DMV driver's records, DOR vehicle records, other police agency reports, or other governmental agency documents. These documents must be obtained from the agency of record.

Victims of criminal activity and persons acting on behalf of victims (attorneys, other governmental agencies, etc.) are not charged for copies of case reports taken by Empire Police Department.

Requests for criminal justice records will be released only after the requestor has signed a **Formal Request to Inspect or Obtain Criminal Justice Records**. This form affirms that the requestor will not use the information obtained for direct solicitation of business for pecuniary gain, will not be maliciously used or published on a web site, or other illegal use of the criminal justice records.

If the requested criminal justice record is not in the custody of the organization to whom the application is made, the custodian of record for the Town of Empire will notify the applicant of this fact in writing.

Denied requests will receive a written statement of the grounds for denial within 72 hours of the request. This statement will cite the law or regulation under which access was denied.

If the requested criminal justice records are not readily available or the request requires research, redaction, collection from various sources (microfilm, CD, offsite storage, archived reports, other report formats and systems needing conversion, or other unforeseen easily available record), the fee will be based on a per hour fee of \$20.00 per hour. Redaction of non-releasable information, records that must be removed from case reports because they are not open for inspection by law, individual's private information (to include juvenile and victim information not releasable by law), and other records protected by law from release, and removal of records that are not releasable due to the Town of Empire not being the Custodian of Record will also require a \$20.00 per hour fee.

Criminal Justice Records Fee Schedule:

- \$10.00 per Motor Vehicle Accident Report
- \$10.00 per Citation Report (Includes RMS Report, Citation, Citation Notes)
- \$20.00 per hour for related Research, Redaction, multiple reports, and Retrieval as stated above
- \$20.00 per hour for Digital Evidence (Audio, Video, Photographs) and Digital Reports (PDF) required to be placed on CD / DVD
- \$0.25 (twenty five cents) per standard 8.5" x 11" printed page