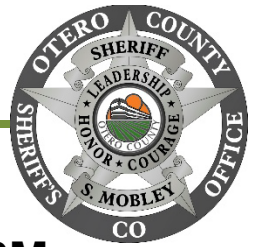


Otero County Sheriff's

Sheriff Shawn Mobley



Date of Request: _____

220 E 2nd Street
La Junta, CO 81050

(719) 384-5941 Phone

CRIMINAL JUSTICE RECORDS REQUEST FORM

INFORMATION REQUESTED

Please fill in the information requested below as completely as possible.

OCSO Report No. _____

Date of incident: _____ Nature of incident: _____

Location of incident: _____

Other information that may help us locate the Incident you are requesting (Ex: Who/What/Where):

Report _____ AXON/VIDEO _____ Juvenile Involvement _____ Sex Assault _____

INFORMATION ABOUT THE REQUESTOR

Name: _____

Phone No.: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

I have reviewed or will receive and review copies of the record(s) described above. By signing below, I agree that I shall not use the requested information for direct solicitation of business for pecuniary gain and I acknowledge that such a violation is a crime under Colorado Revised Statute 24-72-305.5. I also understand any fee's paid in advance are non-refundable, and no records will be released until all fee's are paid in full and I have 30 days to pick up requested records.

Signature: _____ Date: _____
(Please show ID to Staff to confirm identity, it will not be copied.)

Fees: \$41.37 per hour

~Video Requests (Axon)* - \$10.34 per ¼ hour **ROUNDED UP** for research/redactions of video
***2-hour** minimum due upfront

~Report Requests - \$10.34 per ¼ hour **ROUNDED UP** for research/redactions of reports

~Reports - \$7.50 for 1st 10 (ten) pages of Report requested

~\$0.25 per page for copies (letter size, legal size is additional)

~Postage – \$5.00

~Digital Data Delivery Device (CD/DVD/Flash Drive) – \$10.00 per item (we will place as many videos on 1 DDDD as possible when multiple requests made at **SAME** time)

~If a request is going to exceed the deposit a member of the Records Unit will contact you prior to proceeding with the release. Any fees paid up to that point are non-refundable as work/research and redactions have already begun.

~Any copies of requested records will be held for 30 days. If not picked up within 30 days, the copies will be destroyed and will need to be re-ordered. No refunds will be made and new fees will apply to all re-ordered records.

FEE BASED ON NUMBER OF PAGES/VIDEO/STAFF TIME

Checks payable to: Otero County Sheriff's Office

Deposit Paid: _____ **Date:** _____

of pages: _____ # of DDDD's: _____

Total Time used: _____ Total Balance Due: _____