



Littleton Police Department – Records Section
2255 W. Berry Ave. Littleton, CO 80120

Telephone: 303-795-3880
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Application for the Release of Criminal Justice Records

Date: _____ ID Verified: _____
Name: _____ Phone: _____
Address: _____ City: _____ State: _____ Zip: _____
Email: _____

Pursuant to CRS 24-72-305.5 of the Colorado Open Records Act (CORA), records of official actions, criminal justice records, and the names, addresses, telephone numbers, and other information in such records obtained from the Littleton Police Department, SHALL NOT be used by any person for the purpose of soliciting business for pecuniary gain.

Signature: _____ Date: _____

The following information is required to identify the record of request. A non-refundable research fee may be assessed. Additional fees may incur for blurring/muting video, photos, BWC.

Incident Report ☐ Crash Report ☐ Crime Lab Audio ☐ Crime Lab Video ☐ Crime Lab Photos ☐
Communications Center Audio ☐ Body Worn Camera (began 6/2022) ☐
• Media fee per CD/DVD/Flash Drive required for all digital evidence

Case Report#: _____ Date of Incident (or date range): _____ Time of Incident: _____
Case Report#: _____ Date of Incident (or date range): _____ Time of Incident: _____
Case Report#: _____ Date of Incident (or date range): _____ Time of Incident: _____
Case Report#: _____ Date of Incident (or date range): _____ Time of Incident: _____
Location of Incident: _____
Name of person involved: _____ Date of Birth (if available): _____
Name of person involved: _____ Date of Birth (if available): _____
If applicable, your relationship to any **JUVENILE** named in the report: _____

*Any reports(s) not picked up within 30 days of request will be destroyed

Official Records Use Only

Record not found ☐ Record Furnished ☐
Inspection of record denied ☐ Reason: _____

Initials of Records Technician: _____ Date request completed: _____



Police Records Fees

Effective (11/15/2022) as approved by Littleton City Council

Police Reports.....\$10

Includes the first 10 pages; \$0.25 (25 cents) for each additional page thereafter. An additional \$10 fee will be charged for certified copies, including Call for Service (CAD) reports

Research fee\$25

Name check / background clearance letter.....\$10

Body Worn Camera (Blurred video) (Non-Refundable Deposit) \$70

There is a one-hour minimum (\$30) fee, plus the required research (\$25) and media fee (\$15) for all requests, regardless of overall video length. This minimum fee total is \$70.00. Each additional hour of BWC blurring will be billed at \$30 hour. Additional Fees may apply.

After the Non-refundable deposit is paid, an LPD Digital Media Technician (DMT) will provide a summary report to the Requester with the estimated total (based on number of videos, average length of videos, at \$30/recorded hour multiplied by three (3)). If the Requester approves the estimated total, then the DMT will begin the blurring process. The Requester will be responsible for the entire cost of service if the blurring process begins.

BWC requests will be processed within 21 days of request, unless the release would substantially interfere with or jeopardize an active or ongoing investigation and shall be released within 45 days.

Crime lab photos/video/audio\$30

Media Fee (CD/DVD/Flashdrive) (Required for all digital evidence)\$15

Communications center audio \$30 (plus \$15 media fee)
..... (Plus \$25 for RUSH request)

Sex Offender initial registration.....\$75

Sex Offender subsequent registration\$25

Checks or money orders only; make payable to City of Littleton



Body Worn Camera Cost Estimation

The processing and blurring of Body Worn Camera (BWC) video takes an estimated three times longer than the original video length. The cost estimation below is based on the total number of cameras present and; the average length of videos recorded. This number is then multiplied by three for the blurring process.

Case Number: _____ Date: _____

Number of Officers	Average Video Lenth (min)		Blurring	Estimated Time (Hr) at \$30/hr		Estimated Cost
<u>4</u>	<u>75</u> (Rounded up to 15 min)	X	<u>3</u> (1:3 Ratio)	<u>15</u>	=	<u>\$450.00</u>
						Research Fee + \$25.00
						FlashDrive + \$15.00
						Total \$490.00
						Minimum Fee - \$70.00
						Estimated Amount Due \$420.00

* There is a one hour minimum (\$30) fee, pluse the required research and FlashDrive fee for all requests, regardless of overall vide length. This minimum fee total is \$70.00.

** BWC footage requests can take up to 21 days to process.

*** The figures represented above are estimates only and will vary by request. Any additional costs must be covered prior to the release of any or all Body Worn Camera footage.

Checks or money orders only; make payable to City of Littleton

Printed Name: _____

Signature: _____

Date: _____



Body Worn Camera (BWC) Disclaimer

Digital Video Recording Requestor,

The Littleton Police Department acknowledges that any video recording is only representative of one perspective of an event and that a camera "sees" differently than the human eye. An officer's recall of an event, particularly in a critical, acute-stress, encounter may be distinct from any other view.

The officer's report is a synopsis of the investigation and is not meant to be a transcript or complete accounting of every detail or circumstance contained within any digital video recording device footage collected. Furthermore, the report may include additional information regarding what the officer is actually seeing or perceiving during the event that may not be captured in the video footage. Similarly, if the report includes information regarding recorded interviews or actions by an officer, it should be treated as a summary of those interviews or actions, and it is not a transcript, and may not be in chronological order as reported by the victim(s), witness(es), and/or suspect(s). Direct quotes will be noted with "quotation marks."

It is recognized there are limitations to any recorded video footage, and the idea that recordings can capture the full story should be taken with caution. Footage sometimes fails to provide important context and can be subject to biases and varying interpretations. Examples of known limitations of any camera device include but are not limited to, predictive imaging may not capture movements seen by the human eye, a camera recording only captures an event in a two-dimensional view, from a single perspective, danger cues observed by an officer may not always be captured or visible on the recording, and cameras are unable to accurately capture what the human eye sees, particularly in low-light conditions.

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