CITY OF Grand Junction COLORADO

POLICE – PROPERTY

EVIDENCE COPY REQUEST FORM

GJPD Case #: _____ GJPD Lab Request #: _____
(Use separate forms for additional cases) (For GJPD use only)

Date Requested: _____ Date Required / Court Date: _____
(If applicable)

Requestor's Name: _____ Requesting Agency/Firm: _____

Phone: _____ Ext: _____ Email: _____

Defendant(s) Name(s): _____

Reason for Request: _____

Item and/or Barcode #:	Description (*as found on Property Report*):

Comments: _____

NOTES & FEES

- Submit requests to property@gjcity.org (preferred) or fax to 970-549-5151 or drop off at GJPD records.
- Allow two weeks for processing from the date received in Evidence – rush requests must be *clearly* specified as such.
- Itemized List Required – we do not accept requests of "all photos or recordings booked into evidence".
- We reserve the right to decline requests that are incomplete or incorrect, and may suggest viewings when appropriate.
- All requests are billed at $6.00 per recording (i.e. CD, DVD, In-Car Video). Multiple recordings cannot be combined.
- Photocopies - $1.00 up to 4 pages $.25 per page after 4 pages.
- The first hour of research is included in normal fees. Additional time is charged at $5.00 per quarter hour.
- Criminal justice records are released only after the Citizen Advisement form has been acknowledged for all records except traffic accidents per C.R.S. §24-72-305.5
- Please call (970) 549-5150 if you have any questions regarding submitting a request or regarding the status of a request.

555 UTE AVENUE, GRAND JUNCTION, CO 81501 P [970] 549 5150 F [970] 549 5151 E-MAIL: PROPERTY@GJCITY.ORG

Form Revised 12/03/13

EVIDENCE COPY REQUEST FORM

FOR GJPD LAB USE ONLY

*Date Received by GJPD Lab:*_____ *Staff Initials:*_____
Date Completed: _____ *Staff Initials:*_____

☐ Routed ☐ Internal (GJPD) ☐ DA's Office ☐ Prepaid Shipping/Mail
☐ Other: _____

☐ Notified ☐ Phone Contact ☐ Phone Message ☐ Email
☐ Other: _____

☐ Citizen Request
Criminal Case? ☐ Yes Approved by GJPD Case Agent or Other Agency?
☐ Yes (Contact DA for approval to process request)
☐ No (Notify requestor) Date:_____
DA Approval?
☐ Yes (Send copy to City Attorney for review)
☐ No (Notify requestor) Date:_____
☐ No (Send copy directly to City Attorney for review)

☐ Delivered to City Attorney for Review. *Date:* _____ *Staff Initials:*_____

CITY ATTORNEY:
Is evidence available for release as open record?
☐ Yes (Contact GJPD Lab)
☐ No Reason for Denial:_____
Date City Attorney Notified Requestor:_____
☐ Not Notified

☐ Citizen request received from City Attorney at GJPD Lab after review.
Date:_____ Staff Initials:_____

NOTES:_____

Deposit Paid	$
Total # Discs (@ $6.00 each)	
Total Photocopies (@ $1.00 up to 4 pages $.25 per page after 4 pages)	
Search & Redaction Time Exceeding 1 Hour (@ $5 per Quarter Hour)	
Other:	
Total Fees Due	$
Payment Received By:	

Request Received By:

_____ _____ _____
Printed Name *Signature* *Date*

555 UTE AVENUE, GRAND JUNCTION, CO 81501 P [970] 549 5150 F [970] 549 5151 E-MAIL: PROPERTY@GJCITY.ORG