

## APPENDIX 5-O CRIMINAL JUSTICE RECORDS RETRIEVAL

<i>Item</i>	<i>Cost</i>	<i>Information</i>
Search and Retrieval Fee	\$4.00	If cumulative time is under 10 minutes. Victims of crimes have a right to receive the complete police report(s) but are subject to fees for any additional copies of the police report(s). This does not include evidence, body worn camera footage, and 911 recordings. All parties are subject to fees for these items.
Redaction/Extended Research/ Retrieval	\$5.00 per 15 minutes \$20.00 per hour - Actual cumulative time of Records Technician to retrieve, redact, and reproduce and disseminate a record in compliance with CORA and CCJRA	Cumulative staff time to retrieve, redact, reproduce and mail or fax records, exceeding 10 minutes
Copies (first 2 pages free)	\$0.25 per page	Black and white printed copy (per standard 8½" × 11" page).
Requests for broad computerized searches by name or location	\$7.50 per 15 min of search time	Not to exceed \$30.00 per hour
From archived medium (NO CHARGE TO VICTIMS)	\$1.00 per page	Per request
Requests for clearance or immigration letters—letter will include arrest records for all RMS contract agencies	\$10.00	Per letter
Background Check – letter will include all contacts with the Sheriff's Office only	\$10.00	Per letter
Mail request: (first 2 pages) (additional pages)	\$4.00, plus applicable postage rate \$0.50 per page	Costs associated with packaging and shipping/mailing requested
Mugshots	\$10	Per mugshot
Sheriff's documentation of incarceration	\$3.00 for one page	\$0.50 per additional page
Broad Statistical Request	\$13.00 per 15 minutes	Per request requiring programming for completion

E911/Dispatch Recordings	\$45.00 + \$45.00 per subsequent hour	Per recording. Recordings are released on CD-Rom
Fax Fee	\$1.00 per page	Fee includes any long-distance fees incurred
Notary service	\$0	No fee shall be charged by County staff
Copies of evidence photos, CD/DVD, media	\$30.00 per hour, 1 hour minimum, plus media equipment and supply costs (outside of Discovery Process and subject to CORA and CCJRA)	
Body Worn Camera or Evidentiary video retrieval	\$60.00 per hour, 1 hour minimum, plus cost of media equipment (outside of Discovery Process and subject to CORA and CCJRA)	
Body Worn Camera or Evidentiary video redaction	\$60.00 per hour, 1 hour minimum	

(Weld County Code Ordinance 2009-13; Weld County Code Ordinance 2015-23; Weld County Code Ordinance 2020-19; Weld County Code Ordinance 2021-19; Weld County Code Ordinance 2023-22)