

Colorado Springs Police Department

Calls For Service Request

PLEASE PRINT CLEARLY TO AVOID ANY DELAYS IN PROCESSING YOUR REQUEST

A "Calls for Service Search" will provide a computerized printout of a Call Screen which is filled in by police department employees who answer the main phone lines and process caller information. These call screens are utilized to dispatch officers to a specific location requested by a citizen. The screen includes a caller's name, the location an officer is sent to, the date and time an officer(s) are dispatched, and a brief description of the reason the officer is being sent to the location. All Call Screens are released in accordance with current Colorado Revised Statutes. As a result some of the information in the Call Screen printout may be redacted (blacked out) when you receive it.

Please be aware that if you are requesting Call Screens covering either a wide range of time or the location requested has a large number of calls (i.e. a local bar or apartment complex), the time it takes to process these calls greatly increases and may result in higher fees. If you do not require individual Call Screens, but you are interested in knowing the frequency in which police have been sent to a particular address over a certain time frame, we are able to provide a computer generated list of dates officers have been dispatched to an address. This report does not show the brief description why officers were dispatched or the nature of the call. Additionally, it does not give the caller's name; however, it will show what type of call.

Call Screen Number:

COST

The minimum fee is **\$6.00** per address searched per calendar year. If the report is more than five (5) pages in length you may be charged an additional **\$0.25** per page. If there are additional fees you will be contacted by a CSPD Record Release Unit representative. For any questions concerning costs please consult the published Schedule of Fees available at www.springsgov.com or contact the Records & ID Section at 719-444-7521. We accept money orders or personal checks. Please do not enclose cash. Please make checks payable to the "City of Colorado Springs".

ADDRESS TO BE SEARCHED

Primary Address to Be Searched		Alternate Address to Be Searched	
Name		Name	
Address		Address	
City, State, Zip		City, State, Zip	
Phone		Phone	
Search Year		Search Year	
<input type="checkbox"/> Individual Call Screen <input type="checkbox"/> Computer Generated List		<input type="checkbox"/> Individual Call Screen <input type="checkbox"/> Computer Generated List	
Address You Want Request Mailed To:		Mail Completed Form & Fee To:	
Name		Colorado Springs Police Department Records Release Unit – Records & ID Section 705 S Nevada Ave Colorado Springs, CO 80903 <input type="checkbox"/> Check Here If You Would Like Your Request E-mailed To You.	
Address			
City, State, Zip			
Phone			
Email			

AFFIRMATION & CERTIFICATION

I hereby certify by affixing my legal signature to this form that any records I obtain as part of this request are for my personal use only and are used only to help me adequately protect myself and/or my family. I further affirm that I will not use any information obtained from this request to inflict retribution, harass, endanger, intimidate, threaten, or otherwise further punish those persons listed in the report under penalty of law.

I hereby verify by affixing my legal signature to this form that any record(s) I obtain will not be used for direct solicitation of any business for pecuniary (financial) gain pursuant Colorado Revised Statute 24-72-305.5

Signature	Printed Name	Date