

# Woodland Park Police Department

## Police Report Request (Non-Traffic)

**PLEASE PRINT CLEARLY TO AVOID ANY DELAYS IN PROCESSING YOUR REQUEST**

Police reports maintained by the Woodland Park Police Department are documents written by Woodland Park Police Department personnel that describe incidents that are not traffic related. All Woodland Park Police Department records are released in accordance with current Colorado Revised Statutes. Not all information is releasable on all reports. Therefore, the copy of the report you receive may have areas which have been redacted (blacked out).

**Reports involving the following are retained permanently by our department:**

- **Death of any kind**
- **Missing Persons/Runaways**
- **Incest**
- **Sexual Assault 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> degree**
- **Indecent exposure**
- **Sexual Assault/Exploitation of a Child**
- **Forgery**
- **Kidnapping**
- **Treason**
- **Theft of a Gun**

### COST

The minimum fee is \$10.00. If the report is more than ten (10) pages in length, you may be charged an additional \$0.25 per page. If there are additional fees, you will be contacted by WPPD Records Division personnel. For any questions concerning costs, please consult the published Schedule of Fees available at [www.city-woodlandpark.org](http://www.city-woodlandpark.org) or contact the Records Section at 719-687-9262. We accept money orders and personal checks. Please do not enclose cash. Make checks payable to "City of Woodland Park".

### REQUEST INFORMATION

Primary Search Information		Additional Search Information	
Report Number		Date of Incident	
Victim's Name		Time of Incident	
Date of Request		Location of Incident	
Time of Request		Name of Victim	DOB:
<p style="color: red; margin: 0;"><b>IMPORTANT – PLEASE READ</b></p> <p style="color: red; margin: 0;">If you do not know the report number, please provide as much Alternate Search Information as possible. This will aid the Records Release Personnel in locating your requested information.</p>		Name of suspect	DOB:
		Involved Officer(s)	

### MAILING INFORMATION

Address You Want the Report Mailed To:	Please Mail Completed Form To:
Name	<p style="color: red; margin: 0;"><b>Woodland Park Police Department</b></p> <p style="color: red; margin: 0;"><b>Attn. Records Department</b></p> <p style="color: red; margin: 0;"><b>PO Box 7255</b></p> <p style="color: red; margin: 0;"><b>Woodland Park, CO 80863</b></p>
Address	
City, State, Zip	
Phone	
Email	

I will pick up my request in person

I would like my report mailed to me

I would like my report emailed to me

### AFFIRMATION AND CERTIFICATION

In the Area Above – Please include any other details you believe may help to locate your report.

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 to Colorado Revised Statute 24-72-305.5.

Signature	Printed Name	Date