



Rangely Police Department

Chief of Police, TiRynn Hamblin
Thamblin@rangelyco.gov

Submit legible, completed forms to the Rangely Police Department via email at rpd@rangelyco.gov, fax at 970-675-2609, or by mail/in-person at 209 E. Main St. Rangely, CO 81648

Applicant Information

Applicant's Name: _____ Applicant's Date of Birth: _____
Applicant's Phone #: _____ Applicant's Mailing Address: _____
Applicant's Email: _____

Record Details

Case/Citation/Arrest/Call #: _____ Date of Incident: _____
Incident Type(s): _____ Address of Incident: _____
Name Record Pertains to: _____ Date of Birth: _____
Any other information to help locate record(s): _____

Request Details

In as much detail as possible, list everything that is being requested (e.g. incident report, phone/radio recordings, body worn camera footage): _____

Format Requested (See next page for associated fees)

- Digital (email)
- Flash Drive (Provided by Requestor) - *Received by Rangely PD on* _____
 - Mailed Will Pick Up
- Flash Drive (Provided by Rangely PD)
 - Mailed Will Pick Up
- Printed
 - Mailed Will Pick Up

209 E. Main St., Rangely, CO 81648
Phone (970) 675-8466 Fax (970) 675-2609
Website townofrangely.colorado.gov

2025 Town of Rangely Approved Fee Schedule for Police Services

A.	Search, Retrieval, & Redaction of Public Records (1st hour free)	\$35.00 per hour
B.	Search, Retrieval, & Redaction of Criminal Justice Records (No audio/visual)	\$30.00 per hour
C.	Search, Retrieval, & Redaction of Criminal Justice Records (With audio/visual)	\$40.00 per hour
D.	Copies of records (standard printed copy)	\$0.25 per page
E.	Copies of records (flash drive) – no cost if supplied by requestor	\$5.00
F.	Copies of records (digital copies)	\$0.00

* Public and Criminal Justice Records defined by Colorado Revised Statute

* Additional fees may apply for anything requested to be sent by mail

* "Per hour" fees may be prorated at the discretion of the Records Manager if less than 1 hour

24-72-305.5 Access to records-denial by custodian-use of records to obtain information solicitation. Any person for the purpose of soliciting business for "pecuniary gain" shall not use record of official actions and criminal justice records and the names, addresses, telephone numbers, and other information in such records. The official custodian shall deny any person access to records of official actions and criminal justice records unless such person signs a statement which affirms that such records shall not be used for the direct solicitation of business for pecuniary gain.

24-72-309. Violation-penalty. Any person who willfully and knowingly violates the provisions of this part 3 is guilty of misdemeanor and, upon conviction thereof, shall be punished by a fine of not more than one hundred dollars, or any imprisonment in the county jail for not more than ninety days or both such fine and imprisonment.

This form is completed to the best of my knowledge. By signing this form, I acknowledge that I have read and understand the above Colorado Revised State Statute and am not requesting this information for solicitation of business pecuniary gain. I understand the Records Manager of the Rangely Police Department will provide an estimate of any fees associated with the records request and payments must be received in full for the records request to be processed unless otherwise arranged with the Records Manager. Unsigned and/or undated requests will not be considered.

Signature of Applicant: _____

Date of Request: _____

Rangely Police Department Use Only:

Request Approved

Request Deferred

Reason Deferred: _____

Deferred Until: _____

Request Denied for Following Reason:

Contrary to Statute

Prohibited by Rules or Order of Court

Contrary to Public Interest

Individual Right to Privacy Outweighs Public Right to Know

Other

Details of Denial: _____

Details of Fees Associated with Request: _____

Payment Received: _____

Request Processed on: _____

Processor Name (Printed): _____

Processor Signature: _____