



City of Aurora
Department of Public Safety Communications
Request for Recording (POLICE or FIRE)

**PLEASE CALL
303.627.3143 WITH
ANY QUESTIONS.**

INSTRUCTIONS: PLEASE READ CAREFULLY AND COMPLETELY!

REQUESTS MUST BE MADE ON OUR CURRENT FORM AVAILABLE ON THE CITY OF AURORA WEBSITE [HTTP://WWW.AURORAGOV.ORG](http://www.auroragov.org), CLICK ON "DEPARTMENTS" AND ON THE DROP-DOWN SELECT "PUBLIC SAFETY COMMUNICATIONS." PLEASE ENSURE THAT THE INFORMATION YOU PROVIDE ON THE FORM IS LEGIBLE AND AS COMPLETE AS POSSIBLE.

THE CITY OF AURORA CHARGES A SERVICE FEE FOR REPRODUCING COPIES OF RADIO AND TELEPHONE CONVERSATIONS INVOLVING PUBLIC SAFETY COMMUNICATIONS, POLICE, AND/OR FIRE. WE DO NOT REQUIRE A SUBPOENA. THE RATE FOR EACH REQUEST IS \$31.50, IN ACCORDANCE WITH THE 2019 COA SERVICE FEE SCHEDULE. **A CHECK MADE PAYABLE TO THE CITY OF AURORA MUST BE SUBMITTED WITH THIS REQUEST.** YOUR CANCELLED CHECK WILL SERVE AS YOUR RECEIPT.

RECORDINGS ARE AVAILABLE FOR THE CURRENT YEAR PLUS THE PREVIOUS THREE YEARS ONLY. REPRODUCTIONS ARE MADE TO A COMPACT DISC (CD) THAT CAN BE PLAYED ON A COMPUTER, AND ARE RETURNED TO THE REQUESTER BY MAIL UNLESS PRIOR ARRANGEMENTS FOR DELIVERY HAVE BEEN MADE. IF YOU PREFER REPRODUCTION TO ANOTHER MEDIA, PLEASE CALL BEFORE YOU MAKE YOUR REQUEST. STATE LAW RESTRICTS OR PROHIBITS THE RELEASE OF SOME INFORMATION. RECORDINGS CONTAINING SUCH INFORMATION MUST CONFORM TO THESE RESTRICTIONS. **WE DO NOT PROVIDE TYPED TRANSCRIPTIONS.**

REPRODUCING DISPATCH RECORDINGS IS A TIME- AND LABOR-INTENSIVE PROCESS. THEREFORE, YOU MUST PROVIDE **SPECIFIC DETAILS** ON WHAT YOU WANT REPRODUCED. PLEASE CALL IF YOU REQUIRE "DISCOVERY"; THOSE REQUESTS MUST BE PRE-ARRANGED. UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE, WE WILL FILL THOSE REQUESTS SUBMITTED WITHOUT THE NECESSARY LEVEL OF SPECIFICITY ACCORDING TO THE FOLLOWING "DEFAULT" STANDARD:

TELEPHONE CALLS: CALLS RECEIVED AT THE CALLTAKER POSITIONS THAT ARE RELATED TO THE CASE/INCIDENT STARTING 5-MINUTES PRIOR TO THE TIME OF INITIATION OF THE COMPUTER-AIDED DISPATCH (CAD) INCIDENT, AND ENDING 5-MINUTES AFTER SAID INCIDENT WAS SENT TO THE DISPATCHER. TELEPHONE CALLS RECEIVED LATER THAN 5-MINUTES AFTER THE INCIDENT TIMES WILL ALSO BE RECORDED IF THEY ARE **CLEARLY** REFLECTED IN THE INCIDENT NOTES.

RADIO TRANSMISSIONS: TRANSMISSIONS ON THE PRIMARY DISTRICT CHANNEL IN WHICH THE INCIDENT ADDRESS IS LOCATED, AS WELL AS ANY TACTICAL (CAR-TO-CAR) TRANSMISSIONS INITIATED ON THE PRIMARY CHANNEL. ONLY THOSE TRANSMISSIONS RELATED TO THE CASE/INCIDENT WILL BE PROVIDED. SEARCHES BEGIN AT THE TIME OF THE INITIAL TRANSMISSION (ACCORDING TO THE CAD INCIDENT TIMES) AND END AT EITHER THE TIME OF ANY SUBJECT'S ARRIVAL AT A HOLDING FACILITY (E.G., THE DETENTION CENTER, DETOX) OR CONTACT ENDED/SUBJECT WAS RELEASED AT THE SCENE, WHICHEVER IS EARLIER.

A MINIMUM OF 2 WEEKS IS REQUIRED AFTER RECEIPT TO COMPLETE REQUESTS.

