

## Confidential Tape / Records Request Form

This form is required to request a copy of a 911 telephone call, radio traffic or a CAD report for any incident. The fee associated with a CAD report is \$0.25 per page; CD's are \$0.50 and there is no fee to have a .wav file sent to you in email. Governmental agencies, including the District Attorney and Public Safety Departments, are exempt from these charges.

<input type="checkbox"/> Law Enforcement Agency	<input type="checkbox"/> Fire/EMS Agency	Attorneys:
<input type="checkbox"/> Citizen		<input type="checkbox"/> Prosecution
		<input type="checkbox"/> Defense
		<input type="checkbox"/> Private

Date of Request: \_\_\_\_\_ Date Needed: \_\_\_\_\_  
 Incident Date: \_\_\_\_\_ Incident Time: \_\_\_\_\_  
 Incident Type: \_\_\_\_\_  
 Incident Location: \_\_\_\_\_  
 Name of  Defendant or  Calling Party: \_\_\_\_\_  
 Incident or Case Number (if available): \_\_\_\_\_

<input type="checkbox"/> Police/Fire/EMS Radio Dispatch	<input type="checkbox"/> Phone Call / Phone Line
<input type="checkbox"/> CAD Report	<input type="checkbox"/> Other Traffic (Be Specific): _____

When requesting a copy of radio traffic, please specify how far into the incident you need,, i.e., Dispatch only; until units arrive on scene; until the incident is "under control" or suspect is in custody, etc.

\_\_\_\_\_  
 \_\_\_\_\_

Requested by - Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Agency: \_\_\_\_\_  
 Reason for Request: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I, the undersigned, understand that this is a copy of an original confidential tape, and certify that it will not be reproduced or used for reasons other than those documented by this authorization. I also am aware that there is a \$0.25 per page fee for CAD reports, \$0.50 fee for a CD, emailed files remain free.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Rowan Telcom Use Only	
Request received by: _____	Date Received: _____
<input type="checkbox"/> Request Processed, Pending Directors Approval	<input type="checkbox"/> Not Processed, Pending Directors Approval
Directors approval: _____	Date: _____
<input type="checkbox"/> Request Processed	<input type="checkbox"/> Request Denied
<input type="checkbox"/> Request Approved for Shift Supervisor to Process	
Total fee: \$ _____	Fee received by: _____