

Laurens County E911 Communications Center
REQUEST FOR TAPE REPRODUCTION

The following information will be required if you are requesting a tape reproduction from the Communications Center.

Request for tape reproductions and/or information pertaining to, are to be requested only by the Department Heads or their designee. Request will be handled in sequence received. Procedure will be to have tape processed within 3 business days if at all possible.

Blank tapes are to be furnished by the person/department making the request.

NO TAPE REPRODUCTION WILL BE PROCESSED WITHOUT THIS FORM.

NAME OF AGENCY REQUESTING INFORMATION:

INCIDENT DATE AND TIME:

SUBJECTS NAME:

INCIDENT TYPE:

INCIDENT LOCATION:

INFORMATION REQUESTED:

DATABASE LOG SHEET (PRINTOUT):

TELEPHONE CONVERSATION (AUDIO):

OFFICER'S RADIO TRAFFIC (AUDIO):

NAME OF REQUESTOR:

SIGNATURE:

DATE:

FOR COMMUNICATIONS CENTER USE ONLY

REQUEST RECEIVED BY:

DATE:

SEARCHED/RECORDED BY:

DATE COMPLETED:

REQUESTOR NOTIFIED OF COMPLETION

DATE:

TIME:

COMPLETED TAPE TURNED OVER TO:

SIGNATURE:

DATE:

REMARKS: