

**LEHIGH COUNTY COMMUNICATIONS / 9-1-1 CENTER
AUDIO RECORDING / PRINTED RECORD REQUEST FORM - PUBLIC SAFETY AGENCY**

NAME OF REQUESTOR (*PRINTED*)

APPROVAL SIGNATURE OF REQUESTOR'S SUPERVISOR (*REQUIRED*)

REQUESTING AGENCY NAME

REQUESTOR'S TELEPHONE NUMBER

DATE OF REQUEST

DATE OF INCIDENT

TIME OF INCIDENT

LOCATION OF **INCIDENT** (INCLUDE ADDRESS AND MUNICIPALITY)

REASON FOR REQUEST

RECORD(S) REQUESTED (Check all that apply):

- TELEPHONE REPORT (*Law Enforcement Agencies only*)
- RADIO TRANSMISSIONS
- PRINTED COPY OF INCIDENT CARD

INSTRUCTIONS FOR COMPLETION

1. All requests for copies of recordings must be submitted utilizing this form. All fields on this form are mandatory.
2. All copies of recordings will be produced on CD-R, and require replacement blank media in exchange for completed recordings.
3. Recordings of telephone conversations will be released to law enforcement agencies **ONLY**.
4. Released recordings are strictly for the use of Police, Fire, and EMS agencies only, and use must comply with the non-disclosure statement below.
5. Release/use of a recording other than stated above will be by court order only.
6. **RECORDINGS WILL ONLY BE RELEASED TO AGENCIES DIRECTLY INVOLVED IN THE INCIDENT.**
7. Requests may be submitted by mail, fax, or hand delivery, and must allow a minimum of 5 working days for completion. Working days are Monday through Friday, except holidays.
8. Questions regarding record requests may be directed to the Lehigh County Communications Center's Records Custodian at (610) 782-4652.

AUTHORIZED EMPLOYEE MAKING COPY

DATE COPY MADE

TIME COPY MADE

NOTES

NON-DISCLOSURE STATEMENT (To be completed upon pickup of completed documents)

In response to your request, the County of Lehigh ("County") is providing the enclosed recording. The County considers this recording proprietary in nature and not subject to dissemination or disclosure to any third party for any purpose whatsoever, other than use in a court of law. Pursuant to a ruling by the Pennsylvania Supreme Court, 9-1-1 tapes are not public information for purposes of the Pennsylvania Right-to-Know Act, and as such, are not subject to public disclosure.

I hereby acknowledge receipt of the requested copy subject to these restrictions, and agree that the undersigned will indemnify the County from any liability resulting from such unauthorized disclosure. Additionally, I recognize the County's right to pursue any appropriate sanctions against me if these recordings are improperly disclosed in any fashion without the prior permission of the County.

SIGNATURE OF *PERSON ACCEPTING COPY*

PRINTED NAME OF *PERSON ACCEPTING COPY*

SIGNATURE OF *EMPLOYEE RELEASING COPY*

DATE OF RELEASE

TIME OF RELEASE

REVISED 04/16/2009

APPROVED LRB