

# 9-1-1- CONFIDENTIAL AUDIO REQUEST FORM

FOR PUBLIC SAFETY AGENCIES

*For questions or assistance filling out this form, please call the CLCC admin line at 541-682-2771*

**PLEASE NOTE: The minimum processing time is 30 days. Do not put ASAP for a date needed. If there is an emergency need for a recording, please also contact the 9-1-1 supervisors directly**

Reason for request: \_\_\_\_\_

Date of Request \_\_\_\_\_ Date Needed \_\_\_\_\_ Agency Name \_\_\_\_\_

Requestor's Name \_\_\_\_\_

When Complete, please call/email \_\_\_\_\_

Authorized by/Date \_\_\_\_\_

**Only the following may authorize an audio release:** District Attorney (or representative), City Prosecutor (or designee), Deputy Director, Rural Fire Chief, Watch Commander, Chief Officer, EMS Manager, Sergeant (including AICs), or the Personnel Investigations Coordinator.

## Incident Information:

Date/Time \_\_\_\_\_ (routine audio retention is 7 months)

Address \_\_\_\_\_

Incident ID or Case Number \_\_\_\_\_

Other Incident information (i.e. Calling party, Incident type, etc.)

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

## Information Requested:

- CAD record
- 9-1-1 Line
- Other Phone Line \_\_\_\_\_
- Police Radio (Specify channels) \_\_\_\_\_
- Fire Radio (Specify channels) \_\_\_\_\_
- Start/end points for Radio channels \_\_\_\_\_

**Delivery Information:**

- Please send completed recordings to this email: \_\_\_\_\_
- Please burn completed recordings to a disc in a .wav format (plays on laptop or PC)
- Please burn completed recordings to a disc in a .cda format (plays on a standard CD player)
- Please send completed discs by courier to \_\_\_\_\_
- Please call/email \_\_\_\_\_ to notify that discs are available for pickup.

**CLCC INTERNAL USE ONLY**

Completed By \_\_\_\_\_ Date \_\_\_\_\_  
Time required \_\_\_\_\_ CD-R's used \_\_\_\_\_  
Requestor Notified on: \_\_\_\_\_  
CD's sent by courier on: \_\_\_\_\_  
CD's Picked up on: \_\_\_\_\_  
Additional Info: \_\_\_\_\_

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