

Requested by: \_\_\_\_\_ Request Date: \_\_\_\_\_  
 Requesting Agency: \_\_\_\_\_ Callback Number: \_\_\_\_\_  
 Date of Incident: \_\_\_\_\_ Time Start: \_\_\_\_\_ End: \_\_\_\_\_  
 Case Number: \_\_\_\_\_ Incident Number: \_\_\_\_\_ Run Number: \_\_\_\_\_  
 DA # \_\_\_\_\_ CT# \_\_\_\_\_ Defendants Name: \_\_\_\_\_  
 Location of Incident: \_\_\_\_\_

Incident "Type": \_\_\_\_\_

\*\*Please note that normal processing is 10-15 working days (Mon-Thurs). Please indicate date when this request needs to be completed by: \_\_\_\_\_

**Please complete appropriate section below (Insert X where applicable):**

<b>LAW ENFORCEMENT USE ONLY</b>	<b>FIRE SERVICE USE ONLY</b>	<b>EMERGENCY MEDICAL SERVICE USE ONLY</b>																																												
<p><b>Audio-</b> Real Time (dead air included): Condensed Time:</p> <p><b>Radio Channels</b></p> <table border="1"> <thead> <tr> <th colspan="2">Channel</th> </tr> </thead> <tbody> <tr> <td>EPA:</td> <td>EMS:</td> </tr> <tr> <td>BRD:</td> <td>Green:</td> </tr> <tr> <td>SOS Pat Pri 1:</td> <td>TAC1:</td> </tr> <tr> <td>SOS Pat Pri 2:</td> <td>TAC2:</td> </tr> <tr> <td>DCY:</td> <td>TAC3:</td> </tr> <tr> <td>Fire:</td> <td></td> </tr> </tbody> </table> <p><b>Phones-</b> Initial Caller: Follow up phone calls: Other:</p> <p><b>Documentation-</b> Copy of CD: CAD Printout: Master CD Hold:</p>	Channel		EPA:	EMS:	BRD:	Green:	SOS Pat Pri 1:	TAC1:	SOS Pat Pri 2:	TAC2:	DCY:	TAC3:	Fire:		<p>Identify channel(s) by number &amp; note start/stop time:</p> <p><b>Radio</b></p> <table border="1"> <thead> <tr> <th>Channel</th> <th>Start Time</th> <th>Stop Time</th> </tr> </thead> <tbody> <tr> <td>Control:</td> <td></td> <td></td> </tr> <tr> <td>Command:</td> <td></td> <td></td> </tr> <tr> <td>Tactical:</td> <td></td> <td></td> </tr> <tr> <td>VFire:</td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Phones-</b> Initial Caller: Follow up phone calls:</p> <p><b>Documentation-</b> Copy of CD: CAD Printout: Master CD Hold:</p>	Channel	Start Time	Stop Time	Control:			Command:			Tactical:			VFire:			<p>Identify Talk Group(s) &amp; note start/stop time:</p> <p><b>Radio</b></p> <table border="1"> <thead> <tr> <th>Channel</th> <th>Start Time</th> <th>Stop Time</th> </tr> </thead> <tbody> <tr> <td>Red:</td> <td></td> <td></td> </tr> <tr> <td>MCI1:</td> <td></td> <td></td> </tr> <tr> <td>MCI2:</td> <td></td> <td></td> </tr> <tr> <td>Hospital:</td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Phones-</b> Initial Caller: Follow up phone calls:</p> <p><b>Documentation-</b> Copy of CD: CAD Printout: Master CD Hold:</p>	Channel	Start Time	Stop Time	Red:			MCI1:			MCI2:			Hospital:		
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**Upon completion, please email Request to [TapeRequest@smcgov.org](mailto:TapeRequest@smcgov.org)**

For PSC Use Only
Request received by:
Date received:
Request completed by:
Date Completed:
Sent By:
Logged Date:

