

# PUBLIC REQUEST FOR COPY OF VIDEO RECORDING

Date of request: \_\_\_\_\_ Requesting Party: \_\_\_\_\_

Business Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Date of incident: \_\_\_\_\_ Approximate time of incident: \_\_\_\_\_ Vehicle number: \_\_\_\_\_

Case number: \_\_\_\_\_ Officer(s) Involved: \_\_\_\_\_

Other vehicle numbers that captured event: \_\_\_\_\_

Incident type: \_\_\_\_\_

Reason Video is needed: \_\_\_\_\_

**This DVD will only play in a computer that is DVD compatible. It does NOT play in DVD players.**

Number of copies needed: \_\_\_\_\_

Requesting Party's signature: \_\_\_\_\_

Approving Supervisor's signature/ PID: \_\_\_\_\_

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## Digital Video Administrator's Use Only

Date request received: \_\_\_\_\_ Time request received: \_\_\_\_\_

The following video(s) were released:

Date of incident: \_\_\_\_\_ Vehicle Number: \_\_\_\_\_ Time: \_\_\_\_\_

Video number: \_\_\_\_\_

Date of incident: \_\_\_\_\_ Vehicle Number: \_\_\_\_\_ Time: \_\_\_\_\_

Video number: \_\_\_\_\_

Date of incident: \_\_\_\_\_ Vehicle Number: \_\_\_\_\_ Time: \_\_\_\_\_

Video number: \_\_\_\_\_

Person that duplicate was released to: \_\_\_\_\_

Number of copies released: \_\_\_\_\_

Date request fulfilled: \_\_\_\_\_ Time request fulfilled: \_\_\_\_\_

Amount paid: \_\_\_\_\_

Receiving Persons Signature: \_\_\_\_\_

Receiving Persons Printed Name: \_\_\_\_\_