



# Ocean City Department of Emergency Services

6501 Coastal Highway • Ocean City, Maryland 21842 • 410-723-6602

## Request for Recording

Complete the questions below. If you do not know the case number, you must answer every question so that the recording can be properly researched.

The Digital Voice Logging Recorder keeps an audio record of radio and telephone transmissions for the Communications Division. The retention period for storage of the recordings will be a minimum of ninety (90) days, during which time CD-R media recordings can be made from the stored files.

An administrative fee of \$40.00 must be submitted with this completed request to the Communications Division. You **will not** be given the CD immediately. You will be given a receipt for payment and the CD will be researched and mailed to you.

*Incident recordings are released in accordance with the Maryland Public Information Act.*

**CASE NUMBER if known:** \_\_\_\_\_

**If Case number is unknown, please answer the following:**

<i>Date of Incident-</i>	<i>Type of Incident (accident; theft; assault; damaged property; etc)-</i>
<i>Location of Incident (Be specific, not just Coastal Hwy. or Ocean City)-</i>	<i>Name(s) of Involved Parties-</i>
<i>Investigating Officer (if known)-</i>	<i>Other information-</i>

**TYPE OF RECORDING REQUESTED:**

- Telephone
- Radio

**TIME RANGE TO BE RECORDED:**

\_\_\_\_:\_\_\_\_  AM  PM TO \_\_\_\_:\_\_\_\_  AM  PM

**Please provide the following contact information (REQUIRED):**

<b>Name</b>
<b>Address</b>
<b>City, State, Zip</b>
<b>Daytime Phone</b>