

# Yolo Emergency Communications Agency - YECA

35 N Cottonwood St, Woodland Ca 95695; 530.666.8920

Log Number

## **Confidential Records Request Form**

AUDIO AND CAD RECORDS ARE RETAINED FOR 3 YEARS

### Requestor Information

Date Received: \_\_\_\_\_ Date Needed By: \_\_\_\_\_

Name: \_\_\_\_\_ Agency/Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Address (if applicable): \_\_\_\_\_

Incident Date: \_\_\_\_\_ Incident Time: \_\_\_\_\_ Incident Type: \_\_\_\_\_

Incident Location: \_\_\_\_\_ CAD Event/Case #: \_\_\_\_\_

Name of Reporting Party or Defendant: \_\_\_\_\_

### Information Requested (√check all that apply)

- Police Dispatch Frequency      Other/Details: \_\_\_\_\_
- Fire Dispatch Frequency      \_\_\_\_\_
- Phone Call Recording      \_\_\_\_\_
- CAD Record Print Out      \_\_\_\_\_

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

*By signing this document I acknowledge that this is a copy of an original **confidential record**, and certify that it will not be reproduced or used for reasons other than those specific in this request.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Internal Use Only

Completed By: \_\_\_\_\_ Date: \_\_\_\_\_

Requesting Party Notified:  **Courier/Mail Delivery**    **Hand Delivered**    **Phone Message**

Time Required/Notes: \_\_\_\_\_

#### **Fees**

*Established fees will be charged to YECA non-members, organizations and citizens, based on time allocated to research the request and material rate. Hourly rate is \$35.00/hr with a minimum of one hour.*

Record Search: Time required X \$35.00 = \_\_\_\_\_ Date Paid: \_\_\_\_\_

Audio Tape/CD Equipment Fee: \$5.00 X # of tapes/cds = \_\_\_\_\_ Paid By: Cash \_\_\_\_\_

Paper Records: # of pages X cost per page \_\_\_\_\_ Initials \_\_\_\_\_ Check # \_\_\_\_\_

Total: \_\_\_\_\_ Other \_\_\_\_\_