



RUTLAND REGIONAL EMERGENCY COMMUNICATION CENTER

Serving the Towns of Barre, Hubbardston, Oakham, and Rutland

Business Line, Radio, 911 and Video Surveillance Recording Request Form

REQUESTOR'S INFORMATION

Your Name:	Signature:
Business Name:	City/State/Zip:
Address:	Today's Date:
Phone:	Your Relationship to caller: I am the caller Legal Representative Police Invest. Private Invest. DA
If requested by a DA's Office, Case Number or Defendant Name:	Other (describe):

INCIDENT INFORMATION

Date of Incident:	Time of Incident:
Location of Incident:	
Give incident description with as much detail as possible or attach police report if applicable:	
All calls must be listened to in order to ascertain if the incident heard is the one being requested. Details provided of the incident must be specific to make a correct match.	

CHECK TYPE OF MEDIA/RECORDING BEING REQUESTED

Rutland Public Safety Complex Video Surveillance 911 Business Line Number Dialed _____	Radio Traffic Channel:
Caller's Phone number:	Vehicle ID:
Other call information if known: Call Transferred to (if applicable): Dispatcher was Male Female	Officer's Name(s) (if known):

- Video Surveillance is only available within an 8-week time-frame from the time/date of recording.
- Audio Recordings are preserved for **ONE YEAR** by statute.
- Recordings will be sent vial US Mail within 2 weeks (if possible) unless other arrangements are made.
- 911 data is confidential. 3rd party requests must be accompanied by a subpoena or written authorization by the caller.

Questions regarding recording requests may be directed to Any Communications Supervisor at (508) 886-4033

RRECC Use ONLY: Date Received _____ Release Approved/Denied (Circle One) Date Completed _____ By (ID#) _____