



## RUTLAND REGIONAL EMERGENCY COMMUNICATION CENTER

Serving the Towns of Barre, Hubbardston, Oakham, Rutland, and Warren  
 242 Main Street, P.O. Box 669, Rutland, Massachusetts 01543  
 Tel. (508) 886-4033 • Fax (774) 385-3860

Michael C. Moriarty, Director of Communications

### 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:	<b>Your Relationship to caller:</b>
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:	
<b>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.</b>	

#### 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 via US Mail within 2 weeks (if possible) unless other arrangements are made.
- 911 data is confidential. 3<sup>rd</sup> 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#) \_\_\_\_\_