



Freedom of Information Act Request

9-1-1 Tape/CAD Request Form

INCIDENT DATE: _____ TIME OF CALL: _____ AM or PM (circle one)

TYPE OF CALL: _____ DATE OF REQUEST: _____

INCIDENT/CASE #: _____

NAME OF REQUESTOR: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

REQUESTOR'S PHONE#: (____) _____ PHONE # CALL CAME FROM: (____) _____

INCIDENT LOCATION: _____

SIGNATURE: _____

INFORMATION REQUESTED: Radio Traffic, Telephone Call, or Computer Aided Dispatch (CAD) Report
(circle requested item or items)

PLEASE EXPLAIN IF DIFFERENT OR ADDITIONAL INFORMATION: _____

THERE IS A \$10 CHARGE IN ADVANCE FOR ALL 911 TAPES
Payment must be made by company check or money order (payable to City of Conway) or exact cash!
PER SC LAW-TAPES ARE KEPT FOR 60-DAYS

FOR OFFICE USE ONLY

ASSIGNED TO: _____ DATE ASSIGNED: _____

PULLED BY: _____ DATE PULLED: _____

PICKED UP BY: _____ DATE PICKED UP: _____

REVIEWED BY: _____ DATE REVIEWED: _____

DATE RESPONSE DUE: _____ DATE COMPLETED: _____

METHOD OF PAYMENT: _____ DATE PAID: _____

Please return to: **Conway Police Department, PO Box 1075, Conway, SC 29528, fax : 843-248-1799, or e-mail to conwaypolice@cityofconway.com.**

911 Tape/Information Request Instructions

Incident Date - **Please fill in the date that the incident took place.**

Time of Call - **In order to be able to find your call, you must provide the EXACT time the incident took place. Be sure to indicate A.M. or P.M.**

Type of Call - **Please indicate the type of call (i.e. fire, car accident, domestic dispute, etc....).**

Date of Request - **Please fill in the date you are filing the request.**

Incident/Case Number - **If you have a copy of your incident report, please look for the Incident or Case number and write it.**

Name of Requestor - **Please fill in the name of the person and/or business requesting the information.**

Mailing Address of Requestor, City, State, & Zip Code - **Please provide us with the requestor's mailing address.**

Telephone Number of Requestor - **Please provide us with a telephone number and/or fax number where you can be reached for questions.**

Incident Location - **Please provide us with the location where the incident took place. It is important to be as specific as possible.**

Telephone Number Call Came From - **If you know what telephone number the call came from, please indicate it.**

Information Requested - **Please circle whether you want the Radio Traffic, Telephone Call, CAD Printout or all 3. The radio traffic and telephone call will be provided, if available, as a standard audio wave file on a compact disc. The CAD (Computer Aided Dispatch) report is a very simple report that shows the date, times (time call came in, time help was dispatched, time help arrived, & time call cleared), and other very basic information. It is NOT a transcript of the call.**

IMPORTANT-In compliance with South Carolina law, Conway Police Department maintains 911 tapes for a period of 60-days only. Horry County answers all 911 calls, those for individual municipalities are transferred to the appropriate agency. Therefore we will only be able to provide a copy of the tape from the time the call was transferred to us. For a copy of the call prior to the transfer, you will need to contact Horry County 911.

There is a \$10 charge for each compact disc, which must be paid by company check or money order (made payable to City of Conway) or exact cash in advance. We will mail all CDs/CAD reports to the requestor's mailing address.

Please be aware that under South Carolina law, we have 15 business days to respond to your request. This does not necessarily mean that we will have the items you requested completed, only that we must send correspondence to you regarding your request. Although we cannot guarantee a specific date of completion, we will process your request as quickly as possible.