



Ritchie

Executive Director

John D. Dotson



Central Communications, Inc.

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Doddridge

Board of Directors

Samuel Rogers

Clinton Means

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Recording Request - Public Safety Agency Use

Central Communications Inc., (CCI) will provide radio and/or telephone recordings to agencies that it serves on a regular basis, for purpose of internal investigative and/or personnel issues **only**. Once the information is turned over to said agency it is the sole responsibility of the requesting agency to ensure that the information is used only for the purposes of internal investigative/personnel issues. CCI will not be responsible for this information once it has left the CCI facility.

The signatures of the person representing the agency shall certify that the recording(s) are being provided by CCI for internal issues to the agency, and will **not** be used for court purposes.

Requesting agency agrees to provide a replacement CD or if they wish to use a cassette tape, provide a tape to CCI for the recording.

Call Number(s) : _____ Subject : _____

Date of Incident : _____ Time of Incident : _____

Requesting Agency : _____ Request Date: _____

Requesting Officer: _____

Reason for Issue : _____

Text of call details?

Audio recording?

911 Call

Phone Traffic

Radio Traffic

Recorded by: _____ Date: _____
Signature

Released by authority of:

CCI Officer: _____ Date: _____
Signature

Released to: _____ Date: _____
Signature

On behalf of: _____ Date: _____
Company/Agency