



COUNTY OF NORTHAMPTON
DEPARTMENT OF ADMINISTRATION
DIVISION OF EMERGENCY MANAGEMENT SERVICES
100 GRACEDALE AVENUE, NAZARETH, PA 18064-8430
Telephone: 610-746-3194 Facsimile: 610-746-3199
www.ncem-pa.org

AUDIO LOG REQUEST FORM

AUDIO LOG REQUEST GUIDELINES

RADIO AND TELEPHONE RECORDINGS ARE MAINTAINED FOR A PERIOD OF 180 DAYS FROM THE CURRENT CALENDAR DATE.

Requests from Law Enforcement Agencies

Any Law Enforcement Officer with direct involvement in the incident may request audio pertaining to said incident. Law Enforcement is permitted to receive Radio and Telephone Recordings.

Requests from Fire/Rescue Agencies

Only Chiefs, Assistant/Deputy Chiefs, and Fire Marshals are permitted to request audio pertaining to an incident involving their department.

Chiefs and Assistant/Deputy Chiefs are permitted only Radio recordings.

Fire Marshals are permitted both Radio and Telephone Recordings.

Requests from EMS Agencies

Only Captains, Assistant Captains, and Directors are permitted to request audio pertaining to an incident involving their agency.

EMS Agencies are permitted only Radio recordings.

Requests from Non-Public Safety Agencies & the Public

Requests must be made through the Northampton County Right-to-Know Office at 610-829-6500.

Visit <http://righttoknow.northamptoncounty.org> for more information.

Attorneys may submit subpoena to the attention of the Quality Assurance Manager for 911 at the address noted above.

The parties requesting and receiving the recording shall agree to the following conditions upon receipt of the recording:

1. The recording and associated documents shall not be released to the public.
2. The recording and associated documents shall not be released to the news media.
3. Information received on the recording and associated documents will not be used for personal gain.
4. The recording and associated documents shall be maintained in a secure facility.
5. The accepting parties accept responsibility for the information on recordings and documents.
6. The Requesting Party and Agency agree to indemnify, defend, and hold harmless the County of

Northampton and its respective officials, offices, agents, representatives, employees, successors and assigns, from and against any and all claims, demands, actions, losses, damages, injuries, obligations, liabilities, and costs of any kind or nature, including reasonable attorneys' fees incurred in connection with or by reason of my/our possession, use or dissemination of the 911 Recording.



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Date of Request Date of Incident CFS No.

Requestor's Name Agency's Incident #

Requestor's Title Agency

Reason for Request

If Other, Explain

Check All Items Required for this Request:

- Copy of CFS (Call For Service) Report
- Reporting Telephone Call Recordings
- All Incident-related Telephone Calls Recordings
- Agency's Primary Radio Recordings Start to End - **OR**- Times: Start: End:
- All Incident-related Radio Recordings Start to End - **OR**- Times: Start: End:

*NOTE: Audio logs will be completed within 30 days of receipt of the request.
 All requests are generally handled in the order they are received, with preference given to those for Court-related evidentiary purposes.
 Due to the time-intensive nature of completions of Audio Logs, please make every effort to pick up completed requests in a timely manner.*

When complete, contact via Contact Info:

By signature below, I hereby agree to the terms and conditions mentioned herein. I understand failure to submit required information may result in rejection of request.

Requestor's Signature: _____

**Fax to 610.746.3199
 OR Submit via Email**

FOR OFFICE USE ONLY

Completed By: _____ Date: _____

I, _____, warrant I am authorized by the Requesting Agency to take possession
 of the requested Audio Log. _____
Print Name
Signature Date