



COUNTY OF NORTHAMPTON

Department of Administration Division of Emergency Management Services

100 GRACEDALE AVENUE
NAZARETH, PENNSYLVANIA 18064-8430
Telephone: (610) 746-3194
Fax: (610) 746-3199 Web: www.ncem-pa.org

AUDIO LOG REQUEST FORM GUIDELINES

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

Requests from Law Enforcement

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 to request radio recordings.

Fire Marshals are permitted to 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 to 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 note above.

The parties requesting and receiving the recordings 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 the 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.