

Campbell County Consolidated Dispatch Center  
998 Monmouth St.  
Newport, KY 41071  
(859) 581-3622

**DISPATCH CENTER RECORD REQUEST**

Department Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Email \_\_\_\_\_  
Requestor \_\_\_\_\_

**Type of Request** Audio Recording \_\_\_\_\_ Dispatch Log \_\_\_\_\_

Date of Incident \_\_\_\_\_ Time of Incident \_\_\_\_\_

Location of Incident \_\_\_\_\_

Type of Incident \_\_\_\_\_

Details of what information to include on recording or log. Begin typing below.

\_\_\_\_\_  
Sign

\_\_\_\_\_  
Date

Please email request to: [mmcnay@ccdcky.org](mailto:mmcnay@ccdcky.org) or fax to (859) 581-5964.

## **CHAPTER 12 – REQUESTS FOR COPIES OF COMMUNICATION TAPES AND LOGS**

### **A. PURPOSE**

Provide guidance for the handling of requests for communications tapes and logs.

### **B. PROCEDURES**

1. All requests for access to communication tapes and communication logs will be made in writing, to include a copy of the report or citation, addresses to the Director. Recorded copies of all E911 calls, non-emergency calls and radio transmissions will be maintained for a period of 90 calendar days, after which time the DVDs will be recorded over.
2. The requests will include the date and time of the incident, the nature of the call and the specific information requested. For example: a copy of the dispatch log relating to an auto accident on the 5<sup>th</sup> at 0630, the radio traffic on channel 1 relating to the pursuit at approximately 2200 on the 23<sup>rd</sup> of March, the radio and phone calls relating to the fire call at 1300 hrs on the 5<sup>th</sup>, etc. Vague requests (copies of all telephone traffic between 6 and 9 of a particular date) will not be honored due to the sheer volume of information requested.
3. All requests will be kept on file in the Dispatch Center for a period of one year and consequently destroyed in accordance with state and departmental policy.
4. Requests for copies of tapes or logs requested by private citizens shall be reviewed to be in compliance with state law and supported if possible.
5. Information resulting from domestic violence and juvenile calls must be approved by the Police Department before any information may be released.
6. Requests from government entities will be honored free of charge. Requests from other agencies or personnel will incur a processing fee.
7. Copies will be processed within 7-10 workdays, depending on the current administrative workload.