

WARREN COUNTY DEPARTMENT OF EMERGENCY SERVICES

520 JUSTICE DRIVE

LEBANON, OHIO 45036-2317

Office 513-695-1315 Fax 513-695-2970

The Warren County Department of Emergency Services, Division of Communications, is pleased to make available to you all information **not exempted from disclosure by the Federal Privacy Act and/or General Assembly of the State of Ohio (see note below)**. In order for us to provide the information in a timely and diligent manner, we ask that you fill out this form with as much information as possible. Filling in these fields are optional, it is not mandatory that you leave your name, address, or phone numbers **ORC 149.43(B)(5)**. We will provide you with all non-exempt information as soon as possible. Research, preparation, and release of records shall occur during the normal business hours of our administrative office hours, which are 8 am – 5 pm Monday through Friday, with the exception of legal holidays as defined by the Warren County Personnel Policy.

REQUESTER INFORMATION

Name \_\_\_\_\_ Today's Date \_\_\_\_\_

When Record is ready, (choose **ONE** of the following):

- I will pick up the record. Contact me at: Telephone \_\_\_\_\_ Cell \_\_\_\_\_  
or  
 Mail record to: Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
or  
 Email the record to this address: \_\_\_\_\_

INCIDENT INFORMATION

Address or Place of Occurrence \_\_\_\_\_

Briefly describe the Incident \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Incident Date: \_\_\_\_\_ to \_\_\_\_\_ Incident Time: From \_\_\_\_\_ to \_\_\_\_\_ Incident #: \_\_\_\_\_

INFORMATION REQUESTED

COPIES OF:

- Call for Service

RECORDINGS OF:

\_\_\_\_\_  
\_\_\_\_\_

**NOTE:** Some of the printed material you receive may have information that cannot be released by law. This information has been redacted (blacked out by marker) in accordance with the law. In most cases, redacted information will be social security numbers. LEADS/NCIC information is only available to law enforcement personnel, as defined in the Ohio Revised Code.

DEPARTMENT USE ONLY

Prepared by \_\_\_\_\_ Notes \_\_\_\_\_ Date \_\_\_\_\_ CFS Updated

Notified: 1) \_\_\_\_\_ 2) \_\_\_\_\_ Box in dispatch / IO mailed / Emailed on \_\_\_\_\_

Picked Up / Mailed on \_\_\_\_\_ By: \_\_\_\_\_

Updated September 14, 2018

*"Your Protection is Our Profession"*