



B.T.S. ACTION REQUEST

Date of Request Date Needed

Requested By
Print Name Rank PC #

Signature Contact Phone

Unit Name Unit Number

Units that will assist in providing service, if known, (check all that apply):

- Alternate Response Section
- Auto Pounds Section
- Equipment & Supply Section
- Evidence & Recovered Property Section
- Facilities Management Division
- Field Services Section
- Fleet Section
- General Support Division
- Information Services Division
- Police Documents Section
- Records Division
- Records Inquiry Section

Please describe the service requested (attach additional pages if necessary). If urgent, include justification for the date needed. **Please direct inquiries regarding status of your request to the unit providing service.**

Approval (required through your chain of command):

Commander
Print Name Signature

Deputy Chief
Print Name Signature

Chief
Print Name Signature

After approval, please submit to:
Chief
Bureau of Technical Services
Unit 130

DO NOT WRITE IN THIS BOX

Date Received: