

# E-MAIL SEARCH REQUEST

FIELD TECHNOLOGY AND INNOVATION SECTION (FTIS)  
OFFICE OF PUBLIC SAFETY ADMINISTRATION (OPSA)

INSTRUCTIONS: This form MUST be typed. Enter information as appropriate. NOTE: Complete email addresses for searches MUST be provided; a search for blanket senders or recipients such as "commanders" or "all alderman" cannot be completed. Search terms must be accurate; FTIS will use ONLY the EXACT search terms provided. It is the responsibility of the requester to ensure all necessary information required to complete the search is provided.

## CPD REQUESTER

Last Name:  First Name:  Star/PC:

Unit No.:  Phone No.:  Date of Request:  Date Needed:

## REQUEST FOR

Court Case:  FOIA:  CR:  Other:

Attach copies of any court orders, FOIA requests, etc.

## E-MAIL ADDRESSES TO BE SEARCHED

Date From:  Date To:  All To From

<input type="text"/>	@	<input type="text"/>	.	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	@	<input type="text"/>	.	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	@	<input type="text"/>	.	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## SEARCH WORD/TERM (ONE PER BOX)

WORD/TERM	WORD/TERM	WORD/TERM

REQUEST FOR TOTAL NUMBER OF E-MAILS REVEALED: YES  NO

NO. OF E-MAILS REVEALED:  E-MAILS DOWNLOADED TO DISK: YES  NO

SUPERVISOR APPROVAL:   Attachments included