

**DIGITALLY RECORDED DATA VIEWING/
HOLD/DUPLICATION/SHARED REQUEST
CHICAGO POLICE DEPARTMENT**

IN-CAR VIDEO HELICOPTER VIDEO
 BODY WORN CAMERA
 ELECTRONICALLY RECORDED INTERVIEW

DATE OF REQUEST

**TO: DIRECTOR
 RECORDS DIVISION**

**FROM:
UNIT:**

INSTRUCTIONS: PLEASE PROVIDE THE INFORMATION REQUESTED BELOW. COMPLETE A SEPARATE FORM FOR EACH INCIDENT.

<input type="checkbox"/> VIEWING REQUEST	EXTENDED HOLD <input type="checkbox"/> REQUEST <input type="checkbox"/> REMOVAL	<input type="checkbox"/> DUPLICATION/SHARED REQUEST <small>(Useful Law Enforcement Purposes Only)</small>
DATE OF INCIDENT	TIME OF INCIDENT	DISTRICT OF INCIDENT
LOCATION OF INCIDENT	R.D. NO./CITATION NO.	EVENT NO. (10 DIGIT)
BEAT INVOLVED	OUTSIDE VEHICLE NO.	C.R. NO./OTHER
TYPE OF INCIDENT <input type="checkbox"/> VEHICLE PURSUIT <input type="checkbox"/> TRAINING RELATED <input type="checkbox"/> OTHER, SPECIFY:		
INVOLVED MEMBER'S NAME	STAR NO.	PC NO.
EMPLOYEE NO.		
INVOLVED MEMBER'S NAME	STAR NO.	PC NO.
EMPLOYEE NO.		

ADDITIONAL REMARKS AND INFORMATION

REQUESTER'S NAME	RANK	STAR/EMPLOYEE NO.	REQUESTER'S SIGNATURE	EMAIL ADDRESS
UNIT	TELEPHONE NO.	PAX NO.	UNIT COMMANDER'S /DESIGNATED SUPERVISOR'S SIGNATURE/STAR NO.	
FOR DUPLICATION/SHARED REQUESTS		EXEMPT-LEVEL UNIT COMMANDING OFFICER APPROVAL		

FOR RECORDS DIVISION USE ONLY

DIGITAL DATA RECORD NO.	VIEWED/PROCESSED/DUPLICATED BY	DATE:
<input type="checkbox"/> MAIL DELIVERY	DATE SENT	VIA
<input type="checkbox"/> REQUESTER PICK-UP	DATE PICKED UP	BY

ADDITIONAL INFORMATION

THE RECORDS DIVISION WILL FORWARD A DUPLICATE VIDEO TO THE TRAFFIC ADMINISTRATION UNIT, IF VEHICLE PURSUIT RELATED OR TO THE DEPUTY CHIEF, EDUCATION AND TRAINING DIVISION, IF TRAINING RELATED.