



DIRECTOR
Brian J. Barton

Fulton County EMA/911

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COUNTY COMMISSIONERS

Stuart L. Ulsh, Chairman
Randy H. Bunch
Paula J. Shives

FULTON COUNTY 9-1-1 COMMUNICATIONS

Policy and procedure on requests for audio/CAD incidents, Non-participating agencies

Purpose:

To provide guidelines for the dissemination of audio/CAD (computer aided dispatch) records to attorneys, private citizens, the Press etc.

Non-participating agencies:

Shall be considered anyone other than police departments, fire companies, and EMS serviced by Fulton County 9-1-1 Communications. Also, State and Federal law enforcement agencies, or those deemed by the Director of the department.

Right to Know Law:

Per section 708 of Right to Know Law: The following are exempt from public records as described, therefore resulting in the procedure for this policy.

- (i) Records or parts of records, except time response logs, pertaining to audio recordings, telephone or radio transmissions received by emergency dispatch personnel, including 911 recordings.
- (ii) This paragraph shall not apply to a 911 recording, or a transcript of a 911 recording, if the agency or a court determines that the public interest in disclosure outweighs the interest in nondisclosure.

Procedure:

The following are requirements that must be fulfilled to permit access to the requested records.

Request for audio/CAD records:

All requests, audio or CAD, must be made in writing on a right to know form and accompanied by an original subpoena or court order. The subpoena must be signed and carry a seal.

Requests for records need to be specific including date, time, location, type of call, and what transmissions are needed. i.e. phone call only, radio transmissions only, or any transmission associated.

Requests from the Press must be approved by the Director.



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Audio records

Audio records are maintained for ten (10) months, which exceeds the 45 day period put forth by PA ACT 29 as amended in 1998.

Audio records will be provided in the following format:

Compact disc (CD) supplied by Fulton County 9-1-1

Flash drive supplied by the requestor

CAD records

CAD records will be kept for a period of three (3) years, which is the accepted period put forth by PA ACT 29 as amended in 1998.

Testimony

Department employees will be available to testify if requested by a subpoena.

Criminal cases—no fee

Civil cases -- \$200.00 per day plus expenses

Fees

CAD printouts--\$30.00 per incident, up to and including 5 pages, each additional page will be \$5.00 per page.

Audio records—based on time line-\$50.00 per hour (\$50.00 minimum)

ALL PAYMENTS must be made by check or money order, made out to **COUNTY OF FULTON**.