



FREEDOM OF INFORMATION ACT REQUEST FORM

911 Call/Computer Aided Dispatch (CAD) Report Request

Incident Date: _____ Time of Call: _____ AM or PM (circle one)

Type of Call: _____ Date of Request: _____

Incident/Case #: _____ Circle Responding Agency(ies): *HCFR, HCPD, Anyor PD, Atlantic Beach PD, Briarcliffe PD, Conway FR, Conway PD, or Surfside FR*

Name of Requestor: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Incident Location: _____

Requestor's Phone Number:() _____ Phone # Call Came From:() _____

Email Address: _____

Desired Format: MP3 Audiocassette Mail Pick Up
(via email only) (If receiving a CAD or Tape please indicate your preference)

Signature: _____

Information Requested: **Radio Traffic**, **Telephone Call**, or **Computer Aided Dispatch Report**:
(Please circle requested item or items)

Please explain if different or additional information: _____

PLEASE RETURN THE FORM TO THE HORRY COUNTY PUBLIC INFORMATION OFFICE,
PO BOX 1236, CONWAY, SC 29528, OR 843-915-6390 (FAX) OR BROSKYK@HORRYCOUNTY.ORG.

THERE IS A \$10 CHARGE IN ADVANCE FOR ALL 911 CALLS
Payment must be made by company check or money order (payable to Horry County Government) or exact cash!
PER SC LAW-CALLS ARE KEPT FOR 60-DAYS

FOR OFFICE USE ONLY

Request Assigned To: _____ Date Assigned: _____

Date of Response Due: _____ Date Completed: _____

Method of Payment: _____ Date Paid: _____

HCPD Cleared By: _____ HCPD Cleared With: _____

Other Agency Cleared By: _____ Other Agency Cleared With: _____

Please be advised that a response is due within fifteen working days of receipt of the request.

911 Call/Computer Aided Dispatch (CAD) Report Request Instructions

INCIDENT DATE: Please provide the date that the incident occurred.

TIME OF CALL: In order to be able to find your call, you must provide the **EXACT** time that the incident occurred. Be sure to note AM or PM.

TYPE OF CALL: Please provide the type of call (example: fire, car accident, assault, domestic, etc...)

DATE OF REQUEST: Please fill in the date you are filing the request.

INCIDENT/CASE NUMBER: If you have a copy of your incident report, please provide us with the Incident and/or Case Number.

NAME OF REQUESTOR: Please give us the name of the person(s) and/or business requesting the information.

MAILING ADDRESS OF REQUESTOR, CITY, STATE, & ZIP CODE: Please provide us with the requestor's mailing address.

INCIDENT LOCATION: Please provide us with the location where the incident occurred. It is important to be as specific as possible.

TELEPHONE NUMBER CALL CAME FROM: If you know what the telephone number the call came from was, please indicate it.

EMAIL ADDRESS: If you choose to receive your 911 call as an MP3 and/or if you prefer email correspondence, please indicate your email address.

DESIRED FORMAT: Please place a check in the box next to the format (MP3, CD, or Audiotape) you prefer.

INFORMATION REQUESTED: Please circle whether you want the Radio Traffic, Telephone Call, CAD Printout or all three. The Radio Traffic and/or Telephone call can be provided as a MP3 (via email) or a standard audio-cassette. The CAD (Computer Aided Dispatch) is a report which shows basic information such as the date, times (time call came in, time help was dispatched, etc...) and other basic information. It is **NOT** a transcript of your call; Horry County does not provide call transcripts.

IMPORTANT: In compliance with South Carolina Law, Horry County maintains 911 calls for a period of 60-days only. Although Horry County answers all 911 calls, those for individual municipalities, are transferred except for Atlantic Beach Police, Anyor Police, Conway Fire/Rescue, Conway Police and Surfside Fire. Therefore, we will only be able to provide a complete call if it was for Horry County or one of the above. If your call was transferred, you will need to contact the responding agency to obtain a copy of your call.

Incorrect or omitted information may result in a delay or our inability to locate your call.

Please be aware that under South Carolina Law, we have 15-business days (excluding holidays and weekends) to respond to your request. This does not necessarily mean that we will have the items you have requested, only that we must send correspondence to you regarding your request. Although we cannot guarantee a specific date of completion, we will process your request as quickly as possible. Please indicate if your 911 call/CAD is for court and the date needed.