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 #: __________________________

Name of Requestor: __________________________________________

Street Address: __________________________________________

City: ______________ State: ______________ Zip Code: ______________

Incident Location: __________________________________________

Requestor’s Phone Number: (____) _______ Phone # Call Came From: (____) _______

Email Address: __________________________________________

Desired Format: □ MP3 □ CD

Delivery: Mail □ Pick Up □

Information Requested: 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 FOIA@HORRYCOUNTY.ORG.

THERE IS A $25 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! No personal checks!

AUDIO IS KEPT FOR 6-MONTHS

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: __________________________

Revised 09.13.2019
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 locate your call, please provide the EXACT time, noting a.m. or p.m.

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

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

INCIDENT/CASE NUMBER: Please provide the incident or case number (not the FR10 number).

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

MAILING ADDRESS, CITY, STATE, & ZIP CODE: Please provide us with the requestor’s full mailing address.

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

TELEPHONE NUMBER CALL CAME FROM: If you know the telephone number the call came from, 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 or CD) you prefer.

INFORMATION REQUESTED: Please indicate whether you want the telephone call (audio), Computer Aided Dispatch (CAD) or both. The audio can be provided as a MP3 file via email or on a standard CD. The CAD is basic report which has information such as date, times (time of dispatch, time of call, etc...) and units. It is NOT a transcript of the call.

IMPORTANT: Horry County keeps audio from 911 calls for six (6) months. Although Horry County answers ALL 911 calls, those for state agencies and cities are transferred except Atlantic Beach Police, Aynor Police, Conway Fire/Rescue, Conway Police, Horry County Fire Rescue, Horry County Police, Horry County Sheriff, Loris Fire Rescue, Loris Police and Surfside Fire Rescue. We are only able to provide a complete call if it was for an agency listed above. If your call was transferred (such as to the SC Highway Patrol), you will need to contact that agency to obtain a copy of your call.

FEES: Fees for information are as follows (other fees may apply):
- $0.15 per page (black & white 8.5” x 11”)
- $0.35 per page (color 8.5” x 11”)
- $25 per hour for staff time
- $25 per file for 911 audio MP3 format (additional $5 for CD)
- $15 for each video DVD

Miscellaneous Information: Please be aware that under South Carolina law, Horry County has 10 business days (excluding holidays and weekends) to respond to your request for records two years old or less and 20 business days (excluding holidays and weekends) for requests over two years old. Although we cannot guarantee a specific date of completion, we will process your request as required under State law. Also, please be aware that it is against state law for personal information obtained from Horry County to be used for commercial solicitation directed to any person in this state (for additional information, see SC FOIA law Section 30-2-50 A).