



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): Aynor PD, Atlantic Beach PD, Briarcliffe PD, Conway FR, Conway PD, HCFR, HCPD, HCSO, Loris PD, Loris FR or Surfside FR
IF THE AGENCY THAT RESPONDED IS NOT LISTED, WE DO NOT DISPATCH FOR THEM AND MAY NOT BE ABLE TO PROVIDE A COMPLETE CALL.

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
(via email only)

Delivery: Mail Pick Up
(For CAD or CD please indicate your preference)

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: _____

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 your 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 Sherriff, 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).