



Emergency Services Communications Center

"Pride in Service"

PENNINGTON COUNTY * RAPID CITY

Accredited Center of
Excellence

Audio Request Form

Responding agency(ies) approval is required for all audio unless a judge signed court order accompanies the request.

Submit a blank audio CD with request or pay \$5 supply fee at release.

Fees: \$35/hour, one hour minimum, due at release. \$5 supply fee, as applicable.

Date/Time of Request: _____

Requestor: _____ Phone Number: _____

Reason for Request: _____

Case Report #: _____ Incident Date/Time: _____

Incident Type: _____

Audio Requested: _____

Additional
Information:

Agency Use Only

Responding/Releasing Agency(ies): _____

Authorizing Person: _____ Title: _____

Signature: _____ Date: _____

Authorizing Person: _____ Title: _____

Signature: _____ Date: _____

ESCC Use Only

Received By: _____ Date Received: _____

Processed By: _____ CD Provided: Yes / No
Time Start: _____

Date: _____ Time Stop: _____

Total Time: _____