

REQUEST TO REVIEW/ HOLD RECORDING TAPE/ CHICAGO POLICE DEPARTMENT

DATE OF REQUEST

INSTRUCTIONS: Prepare in triplicate; original to Communication Operations Section watch commander, one copy to be attached to tape(s), one copy to be held in originating unit's file.TO: COMMANDING OFFICER
COMMUNICATION OPERATIONS SECTIONFROM: COMMANDING OFFICER
(UNIT)

- ☐ **REVIEW.** It is requested that the undersigned requester be authorized to review the recording tape(s) relating to the incident specified below.

DATE OF TAPE REQUESTED	ZONE OR POSITION	MACHINE NO.	REQUESTER'S NAME (Last - First - M.I.)	RANK	UNIT NO.	PAX/BELL
1						
2						
3						

TYPE OF INCIDENT - C.R. NO./RD NO.

REMARKS

PREPARED BY - SIGNATURE	RANK	STAR/EMPLOYEE NO.	COMMANDING OFFICER'S SIGNATURE
CASSETTE TAPE PREPARED BY - NAME	RANK	STAR/EMPLOYEE NO.	SIGNATURE
CASSETTE TAPE RETURNED BY - NAME	RANK	STAR/EMPLOYEE NO.	SIGNATURE

- ☐ **HOLD.** It is requested that an extended hold be placed on the following tape(s). It is understood that the Communication Operations Section normally retains recording tapes for a period of thirty days, but it is believed that the tape(s) will be needed for a longer period of time. THE COMMUNICATION OPERATIONS SECTION WILL BE IMMEDIATELY NOTIFIED IF ANY OF THE TAPES ARE NO LONGER NEEDED AND MAY BE RELEASED.

DATE OF TAPE	ZONE OR POSITION	TYPE/LOCATION OF INCIDENT	TIME OF INCIDENT	C.R. NO.	RD. NO.

REQUESTER (Print last name - First - M.I.)	RANK	STAR/EMPLOYEE NO.	UNIT ASSIGNED	PAX/BELL
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REQUESTER'S SIGNATURE	COMMANDING OFFICER'S SIGNATURE
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TAPE(S) PUT ON HOLD BY - NAME	RANK	STAR/EMPLOYEE NO.	SIGNATURE
TAPE(S) RELEASED BY - NAME	RANK	STAR/EMPLOYEE NO.	SIGNATURE

TAPE(S) SIGNED OUT BY	STAR NO.	UNIT NO.	DATE	TIME	SIGNED IN BY	C.O.S. SGT.