



911 CENTER



Raleigh County Emergency Services Authority

162 Industrial Park Road, Beaver, WV 25813

Jack D. Bowden Jr.
Director

Administration
304-255-0911

raleigh911@suddenlinkmail.com
www.raleigh911.org

Addressing/Alarms
304-255-0970

Fax Line
304-255-9117

RALEIGH COUNTY 911/EOC

TAPE AND RECORDS REPRODUCTION FEE POLICY

Due to the increased demand for copies of 911 tapes, the Raleigh County 911/EOC has adopted the following policy:

The Raleigh County 911/EOC considers tape recordings and written logs of telephone and radio communications confidential information and not subject to release to the general public without lawful authorization. In those situations where release of the recordings and logs is authorized, such as by statute, release to member agencies for official business, proper subpoena or court order, the following guidelines will be used.

The Raleigh County 911/EOC will provide to those agencies utilizing the services of Raleigh County 911/EOC (i.e., police, fire, EMS, prosecutor) [hereinafter referred to as "Member Agencies"] a copy of the tape recording and/or log upon submission, in writing, of a request for such tape recording and/or log on forms provided by Raleigh County 911/EOC and upon payment of the fee as set forth below. Member Agencies shall provide a blank cassette tape in the case of requesting a copy only. All requests from fire and EMS agencies must be documented as official business and verified by prosecutor. Tapes are kept for a period of approximately 2 years and then reused. All requests from Member Agencies shall come from the head of such agency.

In those situations where a subpoena is issued for the production of tapes and/or logs, such subpoena shall be directed to the director or assistant director of the Raleigh County 911/EOC. Such subpoena needs to specify the date, time, agency and any other identifying information necessary to locate the information being sought. Response to any subpoena is subject to the fees as set forth below.

The Raleigh County 911/EOC will comply with the terms of any valid court order for production of records.