WARREN COUNTY DEPARTMENT OF EMERGENCY SERVICES 520 JUSTICE DRIVE LEBANON, OHIO 45036-2317

Office 513-695-1315

Fax 513-695-2970

The Warren County Department of Emergency Services, Division of Communications, is pleased to make available to you all information **not exempted from disclosure by the Federal Privacy Act and/or General Assembly of the State of Ohio (see note below)**. In order for us to provide the information in a timely and diligent manner, we ask that you fill out this form with as much information as possible. Filling in these fields are optional, it is not mandatory that you leave your name, address, or phone numbers **ORC 149.43(B)(5)**. We will provide you with all non-exempt information as soon as possible. Research, preparation, and release of records shall occur during the normal business hours of our administrative office hours, which are 8 am -4 pm Monday through Friday, with the exception of legal holidays as defined by the Warren County Personnel Policy.

A public records request can be requested by completing this form, emailing the request to <u>recordsrequest@wcoh.net</u> or calling 513-695-1315 during normal business hours.

REQUESTER INFORMATION		
Name	Today's Date	
When Record is ready, (choose ONE of the following):		
I will pick up the record. Contact me at: Telephone	Cell	
Mail record to: Address	CityStateZip	
Email the record to this address:		
INCIDENT INFORMATION		
Address or Place of Occurrence		
Briefly describe the Incident		
Incident Date: to Incident Time: Fr	From to Incident #:	
INFORMATION REQUESTED		
COPIES OF: Call for Service		
RECORDINGS OF:		
RECORDINGS OF		
		<u> </u>
NOTE : Some of the printed material you receive may have informa (blacked out by marker) in accordance with the law. In most cases information is only available to law enforcement personnel, as defined in	es, redacted information will be social security numbers. LI	
DEPARTMENT USE ONLY		
Prepared by Notes	Date CFS U	pdated
Notified: 1) Box in disp.	patch / IO mailed / Emailed on	
	o / Mailed on By:	

Updated August 22, 2022