OFFICE OF EMERGENCY MANAGEMENT & COMMUNICATIONS (OEMC)

SUBPOENA TIP SHEET

- Items OEMC can provide copies of:
  
  **911 calls** *(30 day retention period)*
  **Radio transmissions** *(30 day retention period)*
  **CAD (Computer Aided Dispatch) event query printouts** *(four year retention period)*
  **POD video** *(most have a 15 day retention period; some have a 12 day retention period)*
  **OVS video** *(30 day retention period)*

  OEMC is not the keeper of record for other types of audio or video recordings. Please clearly specify the type of item you are requesting.

- Direct subpoenas to: Office of Emergency Management & Communications
  1411 W. Madison
  Chicago, IL 60607
  Attn: Subpoena Unit
  Fax (312) 746-9821

- Information needed to perform a search for 911 calls, radio transmission audio or CAD printouts::
  - Chicago Police Department RD number
  - Date, time and location of incident
  - Date, time and location of arrest, if different than for the incident

  OEMC generally searches for one hour before and one hour after the time of incident you provide, unless otherwise requested.

- Information needed to perform a search for POD or OVS video:
  - Date, timeframe, location

- Ensure the request ONLY includes information pertaining to your case. Inclusion of incorrect or inaccurate information will impact the ability of OEMC to provide a response.

- If you only want a printout of the CAD events, do not include a request for 911 calls or radio transmissions as it will increase the amount of time it takes for you to receive a response.

- OEMC does not transcribe audio recordings.

- In the event you want to communicate to OEMC that you have not received a response and the materials are still needed, please send or fax a letter so stating. Sending an additional subpoena or court order containing the identical request may only increase the response time to your original request.

- In the event you no longer need the items you requested, please send or fax a letter to OEMC.

  * Audio recordings will be submitted to the court for the parties to sign an Agreed, Qualified Protective Order pursuant to HIPAA.
  ** OVS (Operation Virtual Shield homeland security camera) footage will be submitted to the court for entry of a Protective Order.

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