

**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.