



WARREN COUNTY DEPARTMENT OF EMERGENCY SERVICES
520 JUSTICE DRIVE
LEBANON, OHIO 45036-2317
513-695-1590 / FAX 513-695-2970 / EMAIL: RECORDSREQUEST@WCOH.NET

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 recordsrequest@wcoh.net or by calling 513-695-1590 during normal business hours.

We DO NOT keep or maintain police reports, arrest records, traffic accident reports, body cams, cruiser cams, drone footage, or body mic recordings. Any requests for this information must be submitted to the agency that handled the incident.

REQUESTER INFORMATION:

Name: _____ Today's Date: _____

Email Records to this address: _____

INCIDENT INFORMATION:

Address or Incident Location: _____

Briefly describe the Incident: _____

Incident Date: _____ Incident Time: _____ to _____ Incident #: _____

INFORMATION REQUESTED:

Copy of Call for Service (CAD Report): ☐

Recordings of: _____

NOTE: Any redacted information is in accordance with Ohio Sunshine Laws. In most cases, redacted information will be social security numbers, driver's license numbers, anyone reporting child abuse, and first responder personal contact information. LEADS/NCIC information is only available to law enforcement personnel, as defined in the Ohio Revised Code.

DEPARTMENT USE ONLY

Prepared by: _____ Records Sent: _____

CFS Updated: ☐ Records Emailed on: _____