



September 20, 2011

Re: Cost for Ordering Media

To whom it may concern:

Beginning November 1, 2011, the Santa Rosa Police Department will be charging for copies of *all* digital media to include audio recordings requested through the Property/Evidence Section. The CD or DVD will be provided and it is no longer necessary to provide a blank.

Sample of media requests are listed below:

- 9-1-1 Audio
- Police Radio Audio
- Video footage
- *Photos requested on CD or DVD

Please include a check made out to the Santa Rosa Police Department with all requests. The request will not be fulfilled until payment has been received.

When your request is complete, you will be notified by telephone, and the items will be left at the front counter for pick up and your receipt will be stapled to the outside of the envelope.

*The cost for Photo's to CD has been reduced from \$60 to \$22 which is consistent with the cost of other media.

If you have any questions about this procedure, please contact Discovery Technician Matthew White 543-4033.

Thank you,

RHONDA M. MCKINNON
Technical Services Division Manager

POLICE DEPARTMENT

965 Sonoma Avenue, Santa Rosa, CA 95404 • 707-543-3600 • www.santarosapd.com

Administration FAX 707-543-3557	Communications FAX 707-543-3672	Investigations FAX 707-543-3569	Records FAX 707-543-3615	Traffic FAX 707-543-3589
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SANTA ROSA POLICE DEPARTMENT
 965 Sonoma Ave, Santa Rosa, CA 95404
 phone 707.543.4033 fax 707.543.3615

Request For Duplication of Photographs, Audio, & Digital Media

This does not include reproduction of reports or other documents, contact the Discovery Tech regarding non-photo/video/audio evidence.

REQUESTING PARTY, MUST READ:

- One of the following must accompany this request: A court order or discovery authorization from the Sonoma County District Attorney's Office is required in criminal cases. In other cases, a subpoena duces tecum may be required
- All items must be paid in full prior to request being fulfilled.
- Please allow fifteen (15) business days for processing after payment is received.

TO BE COMPLETED BY REQUESTING PARTY:

PRINT NAME: _____ SIGNATURE: _____ DATE: ___ / ___ / ___

ADDRESS: _____ PHONE: _____

REPORT NUMBER _____ DATE OF EVENT ___ / ___ / ___ YOUR AFFILIATION TO CASE: _____

SERVICES REQUESTED, REQUESTING PARTY MUST **LIST EVIDENCE NUMBERS OF EACH ITEM REQUESTED:**

TO BE COMPLETED BY DISCOVERY TECH:

<u>ITEM DESCRIPTION</u>	<u>EACH</u>		<u>SUBTOTAL</u>	
PHOTO- 4 x 6	\$2.00	X _____	=	_____
PHOTO- 8 x 10	\$15.00	X _____	=	_____
PHOTO- CD-R	\$22.00	X _____	=	_____
DISPATCH RECORDINGS	\$22.00	X _____	=	_____
CAD PRINTOUT	\$2.00	X _____	=	_____
CD-R/DVD-R	\$22.00	X _____	=	_____
OTHER		X _____	=	_____
				TOTAL: _____

REQUESTING PARTY CONTACTED AND ADVISED OF AMOUNT DUE ON ___ / ___ / ___ AT _____ HRS., BY _____

RECORD OF PAYMENT TO BE COMPLETED BY DISCOVERY TECH:

DATE PAID: ___ / ___ / ___ RECEIPT NUMBER: _____ PAYMENT RECEIVED FROM _____

(COMPLETE THE FOLLOWING IF THE REQUEST HAS BEEN MADE BY ANOTHER SONOMA COUNTY AGENCY OR THE PUBLIC DEFENDER)

SONOMA COUNTY AGENCY: _____ PUBLIC DEFENDER _____

NOTIFICATION OF COMPLETION:

REQUESTING PARTY NOTIFIED THAT ITEM(S) ARE READY FOR PICK UP ON ___ / ___ / ___ AT _____ HRS., BY _____

SIGNATURE OF PERSON PICKING UP ITEM(S): _____ **DATE:** ___ / ___ / ___

FEE RATES EFFECTIVE 9/19/11 (FEES ARE REGULATED BY THE SANTA ROSA CITY COUNCIL AND SUBJECT TO CHANGE)