

**Surveillance Personnel Purposes Only**

**Date Received:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Time Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**iTrak DL#:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Received By:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SURVEILLANCE OF6 REVIEW REQUEST**

**SECTION 1 – TO BE COMPLETED BY THE REQUESTING DEPARTMENT**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date:Click or tap to enter a date. | Requestor Name | | | | | | Title | Department | | | |
| Documents disseminated will be sent through the email you provide. **The email address must be through GRGE or GRIC**. | | | | | | | Requestor’s Email | | | | |
| **Type of Request/Purpose:** | | | Gaming | | Illegal Activity | | Code of Conduct | | Risk Management | | Other |
| **Hold Request:** | | | 90 Day Hold | | | | 1 Year | | Indefinite Hold | | |
| **Special Requests:** | | | Review of Footage Only | | No Report Needed | | Photos | | DVD(s) | | |
| **Site & Specific Location:** | | Site:Click or tap here to enter text. | | | | | Location: Click or tap here to enter text. | | | | |
| **Incident Start Date:**  Enter Start Date | | | | **Incident Start Time:**  Enter Start Time | | **Incident End Date:**  Leave blank, If N/A | | | | **Incident End Time:**  Leave blank, If N/A | |
| **Person under surveillance:** Insert name(s) | | | | | | | | | | | |
| **Provide reason and detailed information for your request:**  Insert details: | | | | | | | | | | | |

**SECTION 2 – TO BE COMPLETED BY SURVEILLANCE PERSONNEL**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Surveillance IN #:** | | | **Assigned Officer’s Badge #:** | | |
| **Review Start Date:** | | | **Review Completion Date:** | | |
| **Items Released:** | IN Report | Photos \_\_\_QTY | DVD \_\_\_QTY | | No Items Released |
| **Released by:** | **Date:** | **Print Name:** | | **Signature and Badge #:** | |
| **DVD(s) Released to:** | **Date:** | **Print Name:** | | **Signature and Badge #:** | |