

**REQUEST FOR PRESERVATION OF
INTOXILYZER ROOM VIDEO
Douglas County Sheriff's Office (DGSO)**

REQUESTOR'S INFORMATION

NAME: _____

ADDRESS: _____, _____
(Street) (City, State, ZIP)

SIGNATURE: _____ **PHONE:** _____

INFORMATION FOR INTOXILYZER ROOM VIDEO

FULL NAME OF ARRESTEE: _____

ARRESTEE'S DATE OF BIRTH: _____

DATE & TIME OF ARREST: _____

ARRESTING OFFICER & AGENCY: _____

TIME OF BREATH TEST/REFUSAL: _____

REQUESTS: Request forms must contain complete and accurate information. All request forms must be delivered to the DGSO's administrative office located in the Judicial & Law Enforcement Center, 111 E. 11th Street, 2nd Floor, Lawrence, Kansas 66044. Your failure to submit a complete and accurate form to the DGSO's administrative office may prevent the DGSO from preserving the desired video. A copy of the video will then be produced at no additional charge upon receipt of a valid discovery order from the appropriate court.

\$25.00 CHARGE: Preserving video from the Intoxilyzer Room typically requires a significant amount of staff time. As a result, all request forms must be accompanied by payment of a \$25.00 charge. Payment may be in the form of cash, check, or money order. Checks and money orders must be made payable to the "Douglas County Sheriff's Office". Your failure to pay the \$25.00 charge in full will prevent the DGSO from preserving the desired video.

TIMELINESS: The DGSO's information technology (IT) systems retain video data for a limited period of time and then such data is automatically overwritten in accordance with standard IT procedures and storage capabilities. Consequently, all request forms must be submitted to the DGSO within twenty (20) days of event in question (*i.e.*, the arrest/breath test/breath test refusal). Your failure to submit the request form in a prompt and timely manner will prevent the DGSO from preserving the desired video.

(To be completed by DGSO Representative)

Time of Request: DATE _____ \$25.00 Payment Received? Yes No
 TIME _____ AM PM

DGSO Representative