



## CUYAHOGA COUNTY PUBLIC SAFETY & JUSTICE SERVICES

### MOBILE VIDEO SURVEILLANCE TRAILERS REQUEST FORM

**Department Requesting:**

**Head of Agency:**

**Requested By:**

**Phone Number:**

**E-Mail Address:**

**Region:**

**Authorized Signature:**

**Date:**

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**Brief Description of Request: (Specify whether request is of urgent nature or one that can be handled on a first come basis)**

**Requested Dates of Usage:**

**Location/Address for Camera:**



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### Dispatch/Emergency Contact Information:

**Person Picking Up/Setting Up  
Dropping Off Trailer:**

**Cell Phone Number:**

**E-Mail Address:**

**Information Technology Contact Person:**

**Cell Phone Number:**

**Point of Contact if Trailer is Delivered  
by Another Agency/CVD:**

**Cell Phone Number:**

### **Please Note:**

Passwords to view the camera footage will be changed every 90 days for security reasons. To receive the new files necessary to view the footage, the user will have to go to the FTP site and retrieve the files. When a requesting agency asks for a camera to be delivered for a weekend event, please know that the camera may be delivered to the location on a weekday based upon available resources. Requesting agency must have someone available to meet with the personnel that is delivering the camera at that time. If the agency would rather tow the camera to the location themselves, they must be trained on the proper procedures to tow the equipment and their vehicle must meet the below requirements.

### **Trailer Requirement Information:**

Tow vehicle must be able to handle 2500LB tow capacity weight or more. Must have receiver with 2" trailer ball and be able to handle an 18" to 20" hook height for safe transport. Vehicle must be equipped with standard 4 prong trailer plug or adaptor to except 4 prong plugs. All lights must work on trailer prior to towing. Trailer tongue length is 17 inches. Vehicle must enough clearance to tow trailer without jackknifing.

**When form is complete e-mail to the following:**

[CountyCameraTrailer@cvdpatch.com](mailto:CountyCameraTrailer@cvdpatch.com)