



## Hartselle Police Department Request for Disclosure of Audio/Video Recording

### Individual or Personal Representative requesting disclosure of recording:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Individual whose image or voice was captured in the recording:

### Brief description of specific activity captured in the recording:

### Date and approximate time of activity captured in the recording: \_\_\_\_\_

### Is the recording related to an ongoing active law enforcement investigation or prosecution?

Yes  No  Unsure

### If yes, provide the county of investigation/prosecution and, if applicable, the court case number:

1. The release of all records requested pursuant to Act No. 507 of the 2023 regular session of the Alabama Legislature (HB289) shall be done in strict compliance with the terms and conditions for such release set out in The Act, including the discretion of the law enforcement agency pursuant to Section 4(a) of The Act. Such discretion shall be exercised by the Chief of Police or his or her designee.

2. The fees for compliance with requests pursuant to The Act are as follows:

a. A non-refundable fee of \$65.00 must be paid before any action toward compliance begins. This fee must be paid within 7 business days of approval of this request. After 7 days of non-payment this request will be considered abandoned and no further action will be taken towards compliance.

b. The \$65.00 fee shall cover the first hour of personnel time dedicated to compliance with each individual request. If the total personnel time does not exceed one hour, \$65.00 shall be the sole charge.

c. For each 1/10th of an hour over and above the first hour of personnel time devoted to each request, there shall be an additional fee of \$4.50 (ie \$45.00 per hour).

3. Please submit this completed form, and any attachments thereto to 150 NW Chestnut Street, Hartselle, AL, 35640, or by email to: [pdrecords@hartselle.org](mailto:pdrecords@hartselle.org)

**Please select which of the following categories applies to you:**

- I am an individual whose image or voice is the subject of the recording.
- I am a personal representative of an adult individual whose image or voice is the subject of the recording. Said individual has provided written consent to the disclosure, a copy of which is attached.
- I am a personal representative of a minor whose image or voice is the subject of the recording.
- I am a personal representative of an adult individual under lawful guardianship whose image or voice is the subject of the recording.
- I am a personal representative of an adult individual who is incapacitated and unable to provide consent to disclosure whose image or voice is the subject of the recording.
- I am a personal representative of the estate of a deceased individual whose image or voice is the subject of the recording; a deceased individual's surviving spouse, parent, or adult child; deceased individual's attorney; or the parent or guardian of a surviving minor child of the deceased.

**CERTIFICATION:** I, (name) \_\_\_\_\_, hereby certify that I am the individual whose image or voice is the subject of the recording, or that I am a personal representative authorized by Act 2023-507 to receive disclosure of the recording; that the information provided on this form is true and correct to the best of my knowledge; and that I will not record or copy any recording disclosed to me.

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Signature

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Date

**The chief of police or his designee has reviewed the request and the request has been:**

- Denied
- Approved, please send the initial \$65.00 fee to begin processing your request. All other fees will be assessed at the time of completion and must be paid prior to release of any records.

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Signature

Request completed on \_\_\_\_\_ with the additional compliance hours of \_\_\_\_\_ x \$45.00 totals \$\_\_\_\_\_ .

Upon receipt of this completed form and, where applicable, the written consent of the adult individual whose image or voice is the subject of the recording, the Hartselle Police Department (HPD) may disclose the portion of the recording relevant to the request or may notify the requester of its decision not to disclose the recording. HPD reserves the right not to disclose the recording if, in HPD's judgment, the disclosure would affect an ongoing active law enforcement investigation or prosecution. Individuals who receive disclosure of a recording are prohibited by law from recording or copying the disclosed material. Any individual found recording or copying a disclosed recording, to have released a disclosed recording, or in unauthorized receipt of a disclosed recording will be subject to investigation and legal action.