



TOWN OF CARRBORO

POLICE DEPARTMENT



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REQUEST TO DISCLOSE DIGITAL MEDIA

Pursuant to N.C. G.S. 132-1.4A, "recordings in the custody of a law enforcement agency shall be disclosed only as provided by this section." This statute provides a mechanism for authorized people to request disclosure of body-camera and dashboard camera recordings in the possession of the Carrboro Police Department. Carrboro Police Department policy refers to dashboard cameras as "mobile vehicle recording systems" (MVRs) and "body-worn cameras" as body-worn camera systems (BWCs). Also pursuant to the statute, "a person requesting disclosure of a recording must make a written request to the head of the custodial law enforcement agency that states the date and approximate time of the activity captured in the recording or otherwise identifies the activity with reasonable particularity sufficient to identify the recording to which the request refers." This form shall serve as a written request for disclosure of digital media. Please fill this form out as thoroughly and completely as possible. This disclosure allows you to view the digital media in the Carrboro Police Department with an officer present. You may only be allowed to view the portions of the digital media that you are depicted in, not the incident in its entirety. You may not record or otherwise attempt to preserve the digital media for later viewing or listening.

Pursuant to N.C. G.S. 132-1.4A(c), "the head of the custodial law enforcement agency may only disclose a recording to the following:

- 1) A person whose image or voice is in the recording.
- 2) A personal representative of an adult person whose image or voice is in the recording, if the adult person has consented to the disclosure.
- 3) A personal representative of a minor or of an adult person under lawful guardianship whose image or voice is in the recording.
- 4) A personal representative of deceased person whose image or voice is in the recording.
- 5) A personal representative of an adult person who is incapacitated or unable to provide consent to disclosure.

Pursuant to N.C. G.S. 132-1.4A(d), "Upon receipt of the written request for disclosure, as promptly as possible, the custodial law enforcement agency must either disclose the portion of the recording relevant to the person's request or notify the requestor of the custodial law enforcement agency's decision not to disclose the recording to the requestor." The custodial law enforcement agency may consider any of the following factors in determining if a recording is disclosed:

- 1) If the person requesting disclosure of the recording is a person authorized to receive disclosure pursuant to subsection (c) of this section.
- 2) If the recording contains information that is otherwise confidential or exempt from disclosure or release under State or Federal law.
- 3) If disclosure would reveal information regarding a person that is of a highly sensitive personal nature.
- 4) If disclosure may harm the reputation or jeopardize the safety of a person.
- 5) If disclosure would create a serious threat to the fair, impartial, and orderly administration of justice.

6) If confidentiality is necessary to protect either an active or inactive internal or criminal investigation or potential internal or criminal investigation. Please fill out the information below as completely as possible. The more specific and accurate the information is, the faster your request can be processed.

NAME: _____ DATE: _____

ADDRESS: _____

PRIMARY NUMBER: _____ SECONDARY NUMBER: _____

E-MAIL: _____

DATE OF INCIDENT: _____ TIME OF INCIDENT: _____

TYPE OF INCIDENT: _____ CASE # OR CFS #: _____

DESCRIPTION OF THE INCIDENT: _____

I, _____, request to view digital media recorded by a Mobile Video Recording Device (MVR) or a Body-Worn Camera system (BWC) operated by the Carrboro Police Department in reference to the above listed case or call for service. I certify that this information is correct to the best of my knowledge and that I am an authorized person as defined by G.S. 132-1.4A(C).

PRINT NAME: _____ DATE: _____

SIGNATURE: _____ DATE: _____

FOR INTERNAL USE ONLY

- The person making the request is authorized to receive disclosure of this digital media. Yes No
- The recording is free from confidential or exempt information. Yes No
- The recording does not reveal information of a highly sensitive personal nature. Yes No
- The recording does not jeopardize the safety of a person. Yes No
- Disclosure does not create a serious threat to the fair, impartial and orderly administration of justice Yes No
- Is there a court order requiring disclosure of the digital evidence to the person named above? Yes No

Chief of Police or Agency designee: _____ Employee #: _____

Action Taken: APPROVED / SHOWN UNDER COURT ORDER / DENIED
