Bell, Megan

From: Adams, Michael
Sent: Friday, May 15, 2026 4:08 PM
To: 'Brian Asher'
Cc: 'Michael Pearman'
Subject: RE: [EXTERNAL] Flock Evidence Policy

Thanks for this. I got the videos uploaded and a request put in. It took about thirty minutes because I had to create an account with Kodex, then I had to download the videos that were uploaded to Axon Evidence. It is a process, but hopefully they get authentication back soon. Thanks again

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From: Brian Asher <brian.asher@flocksafety.com>
Sent: Friday, May 15, 2026 3:11 PM
To: Adams, Michael <madams@johnsoncitytn.org>
Cc: Michael Pearman <michael.pearman@flocksafety.com>
Subject: [EXTERNAL] Flock Evidence Policy

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Hi DC,

For an overview, here's the Flock Evidence Policy page. Looks like you (as customer) need to be the one to make the request.

Our non-LPR evidence process goes through a site called Kodex. Click on that link and sign up if you haven't used it before; once signed in, follow the steps below to submit the request.

Start New Request

Once you are logged in, select “New Request” in the left side bar. Type “Flock Safety” in the organization search, and select the Flock Safety icon. Here you can review our Law Enforcement Guidelines, then click “Get Started” in the upper right corner of the company profile page. You will be asked to choose between the following options:

-
-
- Legal Request
-
    -
    -
    -
    - **Select this for FOIA/PRA data requests**,
    - emergency requests, evidence certification requests, witness subpoenas, document subpoenas, court orders, and search warrants
    -

- Preservation Request
  - Select this ONLY when you need data preserved and
  - do not yet require the data
  - to be transmitted, or if you have a preservation order. If you need data to be transmitted, please submit a “Legal Request” instead.
- Quick Question
  - Select this to ask a question through a Kodex message without having to submit a request.

Once you select “Legal Request”, you will be asked to fill out a “request details” form explained below.

Form Requirements

Targets
Under “Device Network”, simply enter your agency name.
NOTE: this field is set to be removed by Kodex and may no longer be present when you submit your request.

Agency Case Number
You may enter a request number or other request identifier if you have one, or enter N/A.

Case Nature
Select “Other”.

Legal Process
Select “Record Request”.

OR

If the requested data’s retention period is set to expire within 48 hours or over the weekend, select “Emergency Request”.

Date Fields
Enter relevant dates. Note that the due date cannot be set earlier than two weeks. If you need the data sooner, you will be able to include any deadline information before submitting your request.

Product Type
Select relevant product types.

Non-Disclosure
Select “No”.

Additional Information
Enter any details we may need to know about your request. This can include if you need the data by a specific date.

Document Requirements
Attach a copy of the record request you received. This can be a scanned document or a screenshot of a digital platform that includes request information. Please do not attach email (.msg) files.

Review and Submission
Review your request summary and make corrections if needed. Click “Submit”.

Request Fulfillment

Flock’s Evidence Division and Engineering Team will review your request, pull available data, and transmit the completed data package through Kodex. You will receive notifications from Kodex via email when we accept your request for processing, if we send a message regarding your request, and when your request has been completed with the data package attached.

If you have any questions or need to reach us about your request, please use the messaging function within that specific request.

cc: @Michael Pearman

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Brian Asher
Customer Success Manager

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