Bell, Megan

From: Brian Asher <brian.asher@flocksafety.com>
Sent: Friday, May 15, 2026 3:11 PM
To: Adams, Michael
Cc: Michael Pearman
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:

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- 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.
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- Quick Question
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  - Select this to ask a question through a Kodex message without having to submit a request.
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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

flocksafety.com

brian.asher@flocksafety.com

470-508-5062