

CULLMAN

City of Cullman
PUBLIC RECORDS REQUEST

This form is intended for use by the public to obtain copies of public documents in accordance with the Governor's Executive Order No. 734. Complete this form and submit in person to the City Clerk (Cullman City Hall, 204 2nd Ave NE, Cullman, AL 35055), by email to public.records@cullmanal.gov, or by U.S. Mail to ATTN: Public Records, P.O. Box 278, Cullman, AL 35056-0278.

PLEASE NOTE: By proceeding with the completion of this form, you are consenting to abide by the terms and conditions outlined in Executive Order 734 as well as the fee structure established by the City of Cullman, Alabama.

REQUESTER'S CONTACT INFORMATION

Name:

Noah Galilee

Company (if applicable):

The Cullman Tribune

Phone Number:

256-531-7803

Email Address:

Noah@cullmantribune.com

Address:

219 2nd Ave SE
Cullman, AL 35055

- INTERNAL USE ONLY -

Date Rec'd:

4/2/26

Rec'd by:

[Signature]

Rec'd via:

☒ Hand-Delivery

☐ Email

☐ Fax

☐ U.S. Mail

☐ U.S. Mail Certified Mail

☒ REQUEST APPROVED by WM

☐ REQUEST DENIED

If denied, why? _____

No charge.

Records emailed 4.13.2026

REQUEST INFORMATION

Record(s) Requested (Be as specific as possible. Overly broad requests may take longer to respond to and result in additional fees.): Please see Attached Document

Reason for Records Request (You must provide a valid reason.): This is for a

news article that includes CPD, CCSO, WSCC and DANCEVILLE



I am an Alabama resident and can provide documentation of resident status.

I am willing to pay up to \$_____ in processing fees without prior notice by the City of Cullman.

I certify that the information contained herein is accurate to the best of my knowledge & belief.

SIGNATURE

[Signature]

DATE

4-2-2026



City of Cullman PUBLIC RECORDS REQUEST

ADDITIONAL INFORMATION & FEE SCHEDULE

Per Alabama Code § 36-12-40 (1975), every resident has a right to inspect and take a copy of any public record of this state, except as otherwise expressly provided by applicable law. It is the policy of the City of Cullman to promptly provide residents with the opportunity to inspect public records and to request a copy, subject to payment of reasonable fees.

TYPES OF REQUESTS:

A **standard request** is a public records request that seeks one or more specifically and discretely identified public records that City of Cullman determines would take less than eight hours of staff time to process considering the time needed to identify and retrieve any responsive records and to redact or take other measures to withhold legally protected information. A standard request should require no or minimal clarification by the requester.

A **time-intensive request** is a request that the City of Cullman determines would take more than eight hours of staff time to process considering the time needed to identify and retrieve any responsive records – including because the request is vague or overly broad – and any time needed to redact or take other measures to withhold legally protected information. **Time-intensive requests will require a non-refundable payment equal to half of the expected costs/fees before our staff can dedicate the necessary time to locate the documents.**

FEE SCHEDULE:

Document Retrieval and Preparation: \$20.00 per hour, including a standard minimum fee of \$20.00, for time spent locating, retrieving, and preparing records for production.

Per-Page Fees: A per-page fee of \$0.50 for copies produced on standard 8.5" x 11" paper. This fee is not applicable for documents provided electronically.

Actual Cost: Charges for actual costs incurred in processing the public records request if the requester is informed of the cost in advance of being charged. For example, the requester may be charged for a flash drive or other hardware necessary for electronically producing records, for special paper sizes, and for costs associated with searching electronic databases.

COSTS AND FEES ARE TO BE PAID BEFORE RECORDS CAN BE RELEASED.

The City of Cullman will acknowledge requests within two business days of receipt and provide a substantive response fulfilling or denying the request within fifteen business days of acknowledging receipt. However, the City of Cullman may extend this period in 15 business day increments upon written notice to requester. The City of Cullman will process requests as expeditiously as possible in light of time constraints, workload, and the nature of the requests.

The Cullman Tribune

219 Second Avenue Southeast
Cullman, Alabama 35055
256-739-1351

Hi Chief Duncan,

Under the Alabama Public Records Law, I am requesting access to and copies of records related to the Cullman Police Department's use of automated license plate reader (ALPR) systems, including but not limited to Flock Safety.

Please provide the following:

CONTRACTS & FUNDING

- All contracts, agreements or memorandums of understanding with Flock Safety or any ALPR vendor
- Any renewals, amendments or extensions
- Invoices, payment records and funding sources (including grants or third-party funding)

CAMERA DEPLOYMENT

- A list of all active ALPR camera locations
- Installation dates for each camera
- Any internal maps or placement documentation

POLICIES & PROCEDURES

- All policies governing ALPR use (including the current policy adopted February 2026 and any prior versions)
- Data retention policies
- Access and user permission policies
- Training materials or internal guidance documents

ACCESS & SHARING

- A list of all agencies with access to Cullman Police Department ALPR data
- Any agreements governing data sharing with outside agencies
- Whether federal agencies have access to the system

USAGE DATA

- Monthly or annual totals of ALPR searches conducted
- Audit logs showing system access (user, date and purpose where available)

PERFORMANCE METRICS

Reports or records showing:

- Arrests linked to ALPR use
- Cases assisted or solved
- Stolen vehicle recoveries

COMPLAINTS & OVERSIGHT

- Any complaints, internal investigations or disciplinary actions related to ALPR use

Please provide records in electronic format where available.

If any portion of this request is denied, please cite the specific statutory exemption via formal letter within 10 days of the request.

Thank you for your time and assistance.



Noah Galilee

The Cullman Tribune publisher/co-owner
219 2nd Ave SE
Cullman, AL. 35055
Office: 256-739-1351
Cell: 256-531-7803
www.cullmantribune.com



Cullman Police Department

JOEY DUNCAN
CHIEF OF POLICE

Mrs. Pam Leslie,

This memorandum responds to a public records request submitted by Mr. Noah Galilee seeking access to records related to the Cullman Police Department's use of Automated License Plate Reader (ALPR) technology.

After reviewing the request, we have determined that much of the requested information cannot be released due to legal restrictions and public safety concerns.

Details regarding ALPR camera deployment—including specific locations, installation information, and internal system mapping—are exempt from disclosure. Releasing this information could compromise law enforcement operations and create security risks. Alabama courts have recognized that records may be withheld when disclosure would harm the public interest, including in *Stone v. Consolidated Publishing Co.* and *Something Extra Publishing, Inc. v. Mack*.

In addition, records such as system audit logs, search history, investigative use, and case-related outcomes fall within protected law enforcement materials. These are exempt under Alabama Code § 12-21-3.1(b), which limits disclosure of investigative reports and related information. Releasing these records could interfere with investigations or reveal law enforcement methods, as noted in *Chambers v. Birmingham News Co.*

Records involving interagency access, data-sharing practices, or coordination with outside or federal agencies are also protected where disclosure could disrupt law enforcement cooperation or expose sensitive procedures. This is consistent with Alabama Attorney General Opinion No. 2025-023.

These protections are not limited to active investigations. The exemption applies whether a case is ongoing or closed, reflecting the Legislature's intent to broadly protect such materials unless disclosure is specifically authorized.

The Alabama Supreme Court reaffirmed this in *Something Extra Publishing, Inc. v. Mack*, 350 So. 3d 663 (Ala. 2021), holding that materials created or obtained during a criminal investigation, including recordings and evidence—are protected under § 12-21-3.1(b) and are not subject to public disclosure. The Court emphasized that allowing disclosure outside the statutory framework would undermine the integrity of law enforcement investigations.

Further guidance in Alabama Attorney General Opinion No. 2025-023 confirms that recordings and materials generated during investigative activity remain protected under § 12-21-3.1(b).

Accordingly, most of the requested records are exempt and will not be released. However, the Flock camera order forms, policy, billing schedules for cameras and trailers, and related invoices are being provided as responsive public records.

Sincerely,
Chief Joey Duncan

Flock Safety + AL - Cullman PD

Flock Group Inc.
1170 Howell Mill Rd, Suite 210
Atlanta, GA 30318

flock safety

flock safety

ORDER FORM

This order form ("**Order Form**") hereby incorporates and includes the terms of the previously executed agreement (the "**Terms**") which describe and set forth the general legal terms governing the relationship (collectively, the "**Agreement**"). The Terms contain, among other things, warranty disclaimers, liability limitations and use limitations.

This additional services Agreement will be effective when this Order Form is executed by both Parties (the "**Effective Date**")

Customer:	AL - Cullman PD	Initial Term:	36 Months
Legal Entity Name:	AL - Cullman PD	Renewal Term:	36 Months
Accounts Payable Email:	lroberts@cullmanal.gov	Payment Terms:	Net 30
Address:	601 2Nd Ave Ne Cullman, Alabama 35055	Billing Frequency:	Annual Plan - First Year Invoiced at Signing.
		Retention Period:	30 Days

Hardware and Software Products

Annual recurring amounts over subscription term

Item	Cost	Quantity	Total
Flock Safety Platform			\$10,000.00
Flock Safety Platform			
Flock Safety Platform - Essentials	Included	1	Included
Flock Safety Bundles			
LPR Trailer Bundle - Subscription	Included	1	Included

Professional Services and One Time Purchases

Item	Cost	Quantity	Total
One Time Fees			

Subtotal Year 1:	\$11,500.00
Annual Recurring Subtotal:	\$10,000.00
Estimated Tax:	\$0.00
Contract Total:	\$31,500.00

*Taxes shown above are provided as an estimate. Actual taxes are the responsibility of the Customer. This Agreement will automatically renew for successive renewal terms of the greater of one year or the length set forth on the Order Form (each, a "**Renewal Term**") unless either Party gives the other Party notice of non-renewal at least thirty (30) days prior to the end of the then-current term.*

The Term for Flock Hardware shall commence upon first installation and validation, except that the Term for any Flock Hardware that requires self-installation shall commence upon execution of the Agreement. In the event a Customer purchases more than one type of Flock Hardware, the earliest Term start date shall control. In the event a Customer purchases software only, the Term shall commence upon execution of the Agreement.

Billing Schedule

Billing Schedule	Amount (USD)
Year 1	
At Contract Signing	\$11,500.00
Annual Recurring after Year 1	\$10,000.00
Contract Total	\$31,500.00

*Tax not included

Discounts

Discounts Applied	Amount (USD)
Flock Safety Platform	\$0.00
Flock Safety Add-ons	\$0.00
Flock Safety Professional Services	\$0.00

Product and Services Description

Flock Safety Platform Items	Product Description
Flock Safety Platform - Essentials	An integrated public safety platform that detects, centralizes and decodes actionable evidence to increase safety, improve efficiency, and connect the community.
LPR Trailer Bundle - Subscription	
LPR Trailer - Radar Speed Sign - Subscription	ATS-5 trailer with 120W solar, 47Ah batteries, and equipped with Shield 15 radar speed sign and one LPR Camera
Trailer Delivery	Delivery of trailer to customer site

FlockOS Features & Description

FlockOS Features	Description
Community Network Access	The ability to request direct access to feeds from privately owned Flock Safety LPR cameras located in neighborhoods, schools, and businesses in your community, significantly increasing actionable evidence that clears cases.
Unlimited Users	Unlimited users for FlockOS
State Network (License Plate Lookup Only)	Allows agencies to look up license plates on all cameras opted into the Flock Safety network within your state.
Nationwide Network (License Plate Lookup Only)	With the vast Flock Safety sharing network, law enforcement agencies no longer have to rely on just their devices alone. Agencies can leverage a nationwide system boasting 10 billion additional plate reads per month to amplify the potential to collect vital evidence in otherwise dead-end investigations.
Law Enforcement Network Access	The ability to request direct access to evidence detection devices from Law Enforcement agencies outside of your jurisdiction.
Time & Location Based Search	Search full, partial, and temporary plates by time at particular device locations
License Plate Lookup	Look up specific license plate location history captured on Flock devices
Vehicle Fingerprint Search	Search footage using Vehicle Fingerprint™ technology. Access vehicle type, make, color, license plate state, missing / covered plates, and other unique features like bumper stickers, decals, and roof racks.
Insights & Analytics	Reporting tool to help administrators manage their LPR program with device performance data, user and network audits, plate read reports, hot list alert reports, event logs, and outcome reports.
Real-Time NCIC Alerts on Flock ALPR Cameras	Receive automated alerts when vehicles entered into established databases for missing and wanted persons are detected, including the FBI's National Crime Information Center (NCIC) and National Center for Missing & Exploited Children (NCMEC) databases.
Unlimited Custom Hot Lists	Ability to add a suspect's license plate to a custom list and get alerted when it passes by a Flock camera

By executing this Order Form, Customer represents and warrants that it has read and agrees to all of the terms and conditions contained in the previously executed agreement.

The Parties have executed this Agreement as of the dates set forth below.

FLOCK GROUP, INC.

Customer: AL - Cullman PD

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

PO Number: _____

flock safety

EXHIBIT A ORDER FORM

Customer: AL - Cullman PD
 Legal Entity Name: AL - Cullman PD
 Accounts Payable Email: lroberts@cullmanal.gov
 Address: 601 2nd Ave Ne Cullman, Alabama 35055

Initial Term: 36 Months
 Renewal Term: 24 Months
 Payment Terms: Net 30
 Billing Frequency: Annual - First Year at Signing
 Retention Period: 30 Days

Hardware and Software Products

Annual recurring amounts over subscription term

Item	Cost	Quantity	Total
Flock Safety Platform			\$40,000.00
Flock Safety Flock OS			
FlockOS™	Included	1	Included
Flock Safety LPR Products			
Flock Safety Falcon®	Included	16	Included

Professional Services and One Time Purchases

Item	Cost	Quantity	Total
One Time Fees			
Flock Safety Professional Services			
Professional Services - Standard Implementation Fee	\$650.00	3	\$1,950.00
Professional Services - Existing Infrastructure Implementation Fee	\$150.00	3	\$450.00
Professional Services - MASH Tested Pole Implementation Fee - Non-Coastal Region	\$1,250.00	2	\$2,500.00
Subtotal Year 1:			\$44,900.00
Annual Recurring Subtotal:			\$40,000.00
Discounts:			\$24,000.00
Estimated Tax:			\$0.00
Contract Total:			\$124,900.00

Taxes shown above are provided as an estimate. Actual taxes are the responsibility of the Customer. This Agreement will automatically renew for successive renewal terms of the greater of one year or the length set forth on the Order Form (each, a "Renewal Term") unless either Party gives the other Party notice of non-renewal at least thirty (30) days prior to the end of the then-current term.

Billing Schedule

Billing Schedule	Amount (USD)
Year 1	
At Contract Signing	\$44,900.00
Annual Recurring after Year 1	\$40,000.00
Contract Total	\$124,900.00

*Tax not included

Discounts

Discounts Applied	Amount (USD)
Flock Safety Platform	\$24,000.00
Flock Safety Add-ons	\$0.00
Flock Safety Professional Services	\$0.00

Product and Services Description

Flock Safety Platform Items	Product Description	Terms
Flock Safety Falcon ®	An infrastructure-free license plate reader camera that utilizes Vehicle Fingerprint® technology to capture vehicular attributes.	The Term shall commence upon first installation and validation of Flock Hardware.

One-Time Fees	Service Description
Installation on existing infrastructure	One-time Professional Services engagement. Includes site & safety assessment, camera setup & testing, and shipping & handling in accordance with the Flock Safety Advanced Implementation Service Brief.
Professional Services - Standard Implementation Fee	One-time Professional Services engagement. Includes site and safety assessment, camera setup and testing, and shipping and handling in accordance with the Flock Safety Standard Implementation Service Brief.
Professional Services - Advanced Implementation Fee	One-time Professional Services engagement. Includes site & safety assessment, camera setup & testing, and shipping & handling in accordance with the Flock Safety Advanced Implementation Service Brief.

FlockOS Features & Description

Package: Essentials

FlockOS Features	Description
Community Cameras (Full Access)	Access to all privately owned Flock devices within your jurisdiction that have been shared with you.
Unlimited Users	Unlimited users for FlockOS
State Network (LP Lookup Only)	Allows agencies to look up license plates on all cameras opted in to the statewide Flock network.
Nationwide Network (LP Lookup Only)	Allows agencies to look up license plates on all cameras opted in to the nationwide Flock network.
Time & Location Based Search	Search full, partial, and temporary plates by time at particular device locations
License Plate Lookup	Look up specific license plate location history captured on Flock devices
Vehicle Fingerprint Search	Search footage using Vehicle Fingerprint™ technology. Access vehicle type, make, color, license plate state, missing / covered plates, and other unique features like bumper stickers, decals, and roof racks.
Flock Insights/Analytics page	Reporting tool to help administrators manage their LPR program with device performance data, user and network audits, plate read reports, hot list alert reports, event logs, and outcome reports.
ESRI Based Map Interface	Flock Safety's maps are powered by ESRI, which offers the ability for 3D visualization, viewing of floor plans, and layering of external GIS data, such as City infrastructure (i.e., public facilities, transit systems, utilities), Boundary mapping (i.e., precincts, county lines, beat maps), and Interior floor plans (i.e., hospitals, corporate campuses, universities)
Real-Time NCIC Alerts on Flock ALPR Cameras	Alert sent when a vehicle entered into the NCIC crime database passes by a Flock camera
Unlimited Custom Hot Lists	Ability to add a suspect's license plate to a custom list and get alerted when it passes by a Flock camera
Direct Share - Surrounding Jurisdiction (Full Access)	Access to all Flock devices owned by law enforcement that have been directly shared with you. Have ability to search by vehicle fingerprint, receive hot list alerts, and view devices on the map.

By executing this Order Form, Customer represents and warrants that it has read and agrees all of the terms and conditions contained in the Terms of Service located at <https://www.flocksafety.com/terms-and-conditions>

The Parties have executed this Agreement as of the dates set forth below.

FLOCK GROUP, INC.

DocuSigned by:
Mark Smith
By: AC6C031464C24F3
Name: Mark Smith
Title: General Counsel
Date: 12/20/2023

Customer: AL - Cullman PD

By: [Signature]
Name: DAVID NASSETTA
Title: CHIEF
Date: 12-19-23
PO Number: 2024-00001134



INVOICE

Flock Group Inc dba Flock Safety
www.flocksafety.com

Invoice Number INV-76574
Invoice Date: 10/13/2025
Due Date: 11/12/2025
Payment Terms: Net 30
PO#: 2026-00000237

Payment Remittance Information

Pay by Check:

Payable to: Flock Group Inc
Memo: INV-76574
Mail to: PO Box 121923
Dallas, TX 75312-1923

If paying by check, please include the remittance slip below.

Pay by ACH:

Account Legal Name: Flock Group Inc.
Account Number: 3302113966
Account Type: Checking
Routing / SWIFT Code: 121140399 / SVBKUS6S

If paying by ACH, please include your invoice number in the memo section of the ACH transfer request.

Please be aware that failure to pay the invoice by the due date may result in an interest penalty or disconnection of service, as specified in your contract.

.....
Detach and Return with Payment

Make Checks Payable to: Flock Group Inc

If sending via Flock Group Inc
USPS: PO Box 121923
Dallas, TX 75312-1923

Or

if sending via Flock Group Inc
UPS, FedEx or 891923
USPS: 885 East Collins Boulevard,
Suite 110
Richardson, TX 75081

Account: AL - Cullman PD

Invoice # INV-76574

Amount Due: **\$11,500.00**

Amount Enclosed: \$ _____

flock safety

INVOICE

Flock Group Inc dba Flock Safety
www.flocksafety.com

Invoice Number: INV-55032
Invoice Date: 12/31/2024
Due Date: 1/30/2025
Payment Terms: Net 30
PO#: 2024-00001134

Bill To: AL - Cullman PD
601 2nd Ave Ne
Cullman, Alabama, 35055

Ship To: AL - Cullman PD
Cullman, Alabama 35055

Billing Company Name: AL - Cullman PD
Billing Contact Name:
Billing Email Address:

Payment Terms: Net 30
Contracted Billing Structure: Annual

Notes: AL - Cullman PD Co-Term: Year 2 of 36 Month Term, 2024 - 2025

ITEMS	QTY	UNIT PRICE	SALES TAX	TOTAL
Flock Safety Falcon ®	16	\$2,500.00	\$0.00	\$40,000.00
FlockOS ™	1	\$0.00	\$0.00	\$0.00

Unless otherwise noted on the Order Form, the Term shall commence upon first installation and validation of Flock Hardware.
Link to Location of Services:

Subtotal: \$40,000.00
Sales Tax: \$0.00
Credit: \$0.00
Payments: \$0.00
Balance Due: \$40,000.00

If you have questions about your invoice or need to update your billing contact information, please email billing@flocksafety.com or call 866-901-1781, option 3.



INVOICE

Flock Group Inc dba Flock Safety
www.flocksafety.com

Invoice Number INV-55032
Invoice Date: 12/31/2024
Due Date: 1/30/2025
Payment Terms: Net 30
PO#: 2024-00001134

Payment Remittance Information

Pay by Check:

Payable to: Flock Group Inc
Memo: INV-55032
Mail to: PO Box 121923
Dallas, TX 75312-1923

If paying by check, please include the remittance slip below.

Pay by ACH:

Account Legal Name: Flock Group Inc.
Account Number: 3302113966
Account Type: Checking
Routing / SWIFT Code: 121140399 / SVBKUS6S

If paying by ACH, please include your invoice number in the memo section of the ACH transfer request.

Please be aware that failure to pay the invoice by the due date may result in an interest penalty or disconnection of service, as specified in your contract.

.....
Detach and Return with Payment

Make Checks Payable to: Flock Group Inc

If sending via Flock Group Inc
USPS: PO Box 121923
Dallas, TX 75312-1923

Or

If sending via Flock Group Inc
UPS, FedEx or 891923
USPS: 1501 North Plano Rd. ste 100
Richardson, TX 75081

Account: AL - Cullman PD

Invoice # INV-55032

Amount Due: **\$40,000.00**

Amount Enclosed: \$ _____

Automated License Plate Readers (ALPRs)

423.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for the capture, storage and use of digital data obtained through the use of Automated License Plate Reader (ALPR) technology.

423.2 POLICY

The policy of the Cullman Police Department is to utilize ALPR technology to capture and store digital license plate data and images while recognizing the established privacy rights of the public.

All data and images gathered by the ALPR are for official use. Because such data may contain confidential information, it is not open to public review.

423.3 ADMINISTRATION

The ALPR technology, also known as License Plate Recognition (LPR), allows for the automated detection of license plates. It is used by the Cullman Police Department to convert data associated with vehicle license plates for official law enforcement purposes, including identifying stolen or wanted vehicles, stolen license plates and missing persons. It may also be used to gather information related to active warrants, homeland security, electronic surveillance, suspect interdiction and stolen property recovery.

All installation and maintenance of ALPR equipment, as well as ALPR data retention and access, shall be managed by the Administration Major. The Administration Major will assign members under his/her command to administer the day-to-day operation of the ALPR equipment and data.

423.4 OPERATIONS

Use of an ALPR is restricted to the purposes outlined below. Department members shall not use, or allow others to use, the equipment or database records for any unauthorized purpose.

- (a) An ALPR shall only be used for official law enforcement business (Ala. Admin. Code r. 265-X-6-.04).
- (b) An ALPR may be used in conjunction with any routine patrol operation or criminal investigation. Reasonable suspicion or probable cause is not required before using an ALPR.
- (c) While an ALPR may be used to canvass license plates around any crime scene, particular consideration should be given to using ALPR-equipped vehicles to canvass areas around homicides, shootings, and other major incidents. Partial license plates reported during major crimes should be entered into the ALPR system in an attempt to identify suspect vehicles.
- (d) No departmental training is necessary to utilize the vendor's tool in order to perform searches, however the Administrative Major will ensure that the agency's authorized users remain updated on the use of and any enhancements to the system (Ala. Admin. Code r. 265-X-6-.08).

Automated License Plate Readers (ALPRs)

- (e) No ALPR operator may access confidential department, state or federal data unless authorized to do so.
- (f) If practicable, the officer should verify an ALPR response through the appropriate official law enforcement database before taking enforcement action that is based solely on an ALPR alert.

423.5 DATA COLLECTION AND RETENTION

The Administration Major is responsible for ensuring systems and processes are in place for the proper collection and retention of ALPR data (Ala. Admin. Code r. 265-X-6-.08). Data will be transferred from vehicles to the designated storage in accordance with department procedures (Ala. Admin. Code r. 265-X-6-.03).

The Department will coordinate with the approved vendor to ensure that all stored ALPR data is retained for no more than five years. Thereafter, ALPR data should be purged unless it has become, or it is reasonable to believe it will become, evidence in a criminal or civil action or is subject to a discovery request or other lawful action to produce records. In those circumstances, the applicable data should be documented in the Records Management System (RMS).

Notice shall be sent to the Alabama Law Enforcement Agency (ALEA) when data is retained beyond the retention period (Ala. Admin. Code r. 265-X-6-.06).

423.5.1 STATE REGISTRY

The Administration Major shall establish procedures to ensure that collected ALPR data is timely submitted to the State LPR Registry as required by Ala. Admin. Code r. 265-X-6-.05.

423.6 ACCOUNTABILITY

All data will be closely safeguarded and protected by both procedural and technological means. The Cullman Police Department will observe the following safeguards regarding access to and use of stored data:

- (a) All ALPR data downloaded to the mobile workstation and in storage shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date and time.
- (b) Members approved to access ALPR data under these guidelines are permitted to access the data for legitimate law enforcement purposes only, such as when the data relate to a specific criminal investigation or department-related civil or administrative action.

423.6.1 ACCESS LOGS

The Administration Major is responsible for the creation of access logs to document access to ALPR data by department members and authorized criminal justice agencies as required by Ala. Admin. Code r. 265-X-6-.04.

Automated License Plate Readers (ALPRs)

423.7 RELEASING ALPR DATA

The ALPR data may be shared only with other law enforcement or prosecutorial agencies for official law enforcement purposes or as otherwise permitted by law, using the following procedures (Ala. Admin. Code r. 265-X-6-.04; Ala. Admin. Code r. 265-X-6-.08):

- (a) The agency makes a written request for the ALPR data that includes:
 - 1. The name of the agency.
 - 2. The name of the person requesting.
 - 3. The intended purpose of obtaining the information.
- (b) The request is reviewed by the Administration Major or the authorized designee and approved before the request is fulfilled.
- (c) The approved request is retained on file.

Requests for ALPR data by non-law enforcement or non-prosecutorial agencies should be reviewed by the Administration Major who should work with the Public Records Officer so that only records related to criminal justice or public safety purposes are released (see the Records Maintenance and Release Policy).

423.7.1 DISSEMINATION LOGS

The Administration Major should create dissemination logs to track shared ALPR data as specified by Ala. Admin. Code r. 265-X-6-.04.

423.8 POLICY AVAILABILITY

This policy should be published on the department website (Ala. Admin. Code r. 265-X-6-.08).