

AUDIO/VIDEO RECORDING DESTRUCTION REQUEST

Police
701 Laurel St., Menlo Park, CA 94025
tel 650-330-6300



Name:	DOB:		
Address:	City:	State:	Zip:
Phone:	Email:		
Date of contact:	Time of contact:		
Location:			
Officer(s) name if known:			
Purpose of request:			
Please note: This is a public record.			

The undersigned has read both sides of this document and fully understands the ramifications of submitting this request, and agrees to be bound by the terms and provisions on the reverse side.

Signature

Date

Parent/guardian signature (if minor)

Date

STATE OF CALIFORNIA
COUNTY OF SAN MATEO

On _____ before me, _____, Notary Public personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature

General Instructions and Agreement of Requesting Party:

The Menlo Park Police Department utilizes audio and video recording devices in the performance of its duties. The use of these devices is intended to enhance the mission of the Menlo Park Police Department by accurately capturing contacts between members of the department and the public. Recordings are property of the Menlo Park Police Department, are maintained by the department in digital storage, and are retained by the department for a minimum of two and a half (2.5) years. However, the Menlo Park Police Department has created this procedure for individuals involved in a contact to request the destruction of the digital file(s) after one (1) year. If you are at least eighteen (18) years of age, or if you are a juvenile and your parent/guardian agrees to the terms of this request, you may submit this request to the Menlo Park Police Department, and in the department's sole discretion it may be granted.

By submitting this request, you are asking the City to destroy audio and/or video evidence it maintains in the performance of its duties; evidence that the City could rely on in the event of a claim or complaint you might make in the future regarding the incident in which the audio and/or video recording device was utilized. Therefore, in consideration for this request, you, on behalf of yourself, your heirs, executors, administrators, successors and assigns, release, acquit and forever discharge the City of Menlo Park ("City") and its agents, employees, City council members, board members or commissioners, officers, successors, attorneys, insurance companies and all other persons, firms, corporations, associations or partnerships associated with the City and from any and all claims, actions, causes of action, demands, rights, damages, costs, loss of service, expenses and compensation whatsoever, which the undersigned now has/have or which may hereafter accrue on account of or in any way growing out of any and all known and unknown, foreseen and unforeseen bodily and personal injuries and property damage, claims for violation of any state or federal statutory right or duty, claim for breach of contract, or any claim sounding in tort, equity or law and the consequences thereof resulting or relating to the incident in which the audio and/or video recording device was utilized. You expressly waive your ability to file a criminal or civil complaint in federal or state court concerning an incident in which the recording device was utilized, and waive your ability to submit a personnel complaint to the Menlo Park Police Department concerning the incident in which the recording device was utilized. If you have any questions about the rights you are waiving, you are advised to consult an attorney.

The Menlo Park Police Department will not and cannot grant your request if the audio and/or video contact you are seeking to be destroyed involves criminal activity which resulted in a citation, arrest or administrative action of any person. Furthermore, no audio and/or video contact may be destroyed that is part of or related to any active or ongoing investigation by any public agency. If the audio and/or video contact involves more than one person, ALL persons captured in the audio and/or video must submit a request agreeing to the above terms. The Menlo Park Police Department reserves the right to deny any request for any reason not set forth above, and can only destroy the audio and/or video in its possession.

OFFICE USE ONLY:

Request: Granted Denied

Department Signature: _____ Date: _____