



**POLICE DEPARTMENT**  
**CHIEF RANDALL BRACKINS**

## **VIDEO / AUDIO REQUEST INSTRUCTIONS**

### **PUBLIC / MEDIA REQUEST**

The Gatlinburg Police Department does have in-car video cameras and closed circuit cameras within the jail booking room. The in-car cameras do not record constantly and must be activated before they will record.

If you would like to make a request for the Gatlinburg Police Department Evidence Unit to perform a search in the video database(s) you will need to submit the following information **IN WRITTEN FORM (By Mail to the Address Below or In Person)** with as much detail as possible. If any video evidence is located and duplicated you will be notified and responsible for duplication fees and shipping costs.

1. **REQUEST INFORMATION:** Name, Address, Phone Number, E-Mail Address, State Issued Identification Number, and Relationship to Defendant.
2. **CASE INFORMATION:** Date, Time, Location, Officer Name, Citation Number or Docket Number, Court, and Court Date.
3. **MEDIA INFORMATION:** In-Car Video and/or Booking Video

You will be notified if there is evidence/video which can be duplicated. The cost for duplication is \$ 3.00 per DVD per Patrol Unit, and \$ 3.00 per Jail DVD (if available) or \$ 5.00 per Jail VHS Tape. Shipping Costs vary and are the responsibility of the party making the request.

#### **NOTICE:**

**All non-law enforcement requests for duplication of videos/evidence may be forwarded to the Chief of Police for approval so as not to compromise the status of any on-going investigation or prosecution.**

**Gatlinburg Police Department Evidence Unit will review the media to ensure an accurate representation of the original however original picture and audio quality may vary due to many variables, not limited to age of equipment.**

**Robert G. Cantley Sr.**  
Police Officer / Evidence Unit Manager

City of Gatlinburg Police Department  
P.O. BOX 5  
Gatlinburg, TN 37738  
Phone: (865) 436-5181 ext 1830  
Fax: (865) 436-7185  
[GPDEvidence@gatlinburgtn.gov](mailto:GPDEvidence@gatlinburgtn.gov)