**How to request security camera footage:**

We (Service Desk) are not allowed to provide footage to anyone at the company without getting approval from Andrew Chenkus in Risk. Exceptions to that rule are Risk, Workers Comp and Legal as well as above store employees such as Area Directors, Market Presidents and HRFMs.

**Area Coaches, Market Presidents and HRFMs** they are NOT required to get approval from Andrew Chenkus to receive footage. They have to use the Internal Video Request form and email it to Service Desk to create a ticket for Mariya to pull the footage.

**Store managers and general managers** are required to get approval from Andrew Chenkus to receive footage. They have to use the Internal Video Request form and email it to achenkus@flynnrg.com and servicedesk@flynnrg.com with the subject line ‘Internal Video Request – (insert brand name)’. Andrew will then approve it and footage will be pulled.

**For any third parties such as detectives, police departments and investigators** requesting footage, they have to directly request it from Andrew. They can complete the Third Party Video Request form and follow the instructions to submit it. Once Andrew approves it, footage will be pulled and delivered.