



KAY IVEY
GOVERNOR

State of Alabama Department of Corrections

Alabama Criminal Justice Center
Research & Planning Division
301 South Ripley Street
P. O. Box 301501
Montgomery, AL 36130-1501
(334) 353-9541



JEFFERSON S. DUNN
COMMISSIONER

PUBLIC RECORDS REQUEST FORM

To conserve taxpayer provided resources, there are policies and procedures governing the orderly production of public records for inspection and reproduction. **All requests for inspection or copy of public records must be made in writing and submitted on this Public Records Request Form.** Read and follow the attached INSTRUCTIONS FOR REQUESTING INSPECTION OR COPY OF PUBLIC RECORDS before submitting this Request. Please complete all information in the fields provided (type or print).

Name of Requesting Party: Forrest Behne

Organization Name: University of North Carolina at Chapel Hill

Mailing Address: MuckRock News DEPT MR112731 411A Highland Ave
Street or P.O. Box

<u>Somerville</u>	<u>MA</u>	<u>02144</u>
City	State	Zip Code

Telephone Number: 617-299-1832 Mobile Number: _____

E-mail Address: 112731-74503809@requests.muckrock.com

Description of Record(s) to be viewed and/or copied: Please see next page for full request.

Proposed Use of Records: The requested documents will be made available to the general public, and this request is not being made for commercial purposes.

(The Alabama Open Records Act and related case law allows state agencies to require a reason be provided to show a direct, legitimate interest in the specific document(s) requested. Your statement should communicate a direct interest in the specific records required (i.e. "I am a student doing a paper on...") and should not be general statements of entitlement (i.e. "I am a Taxpayer" or "It is a public document.")).

A non-refundable, minimum Processing Fee in the amount of \$25.00 shall be due with submission of this form and must be in the form of cashier's check or money order. See the attached Instructions for Requesting Inspection or Copy of Public Records for further information on costs and other conditions.

I have read the **INSTRUCTIONS FOR REQUESTING INSPECTION OR COPY OF PUBLIC RECORDS** and agree to the terms and conditions stated therein, including the requirement for advance payment of the minimum Processing Fee, payment for estimated Production Cost, and payment of the final costs prior to production of the requested documents.

Rg For Forrest Behne
Signature of Requesting Party

05/24/2021
Date of Request

Print Name

(ADOC recognizes and supports the public's right to inspect and request copies of public records in accordance with state law. Many public records are available on the ADOC website: www.doc.alabama.gov. Therefore, please view the website prior to submitting a request for records as your request may be satisfied by the information contained therein.)

**STATE OF ALABAMA, DEPARTMENT OF CORRECTIONS (“ADOC”)
INSTRUCTIONS FOR REQUESTING INSPECTION OR COPY OF PUBLIC RECORDS**

Alabama law makes public records available for inspection and/or copy by its citizens, subject to exceptions specified by law (§36-12-40 and 41, Code of Alabama, 1975, as amended). These exceptions generally direct that certain information is privileged or confidential and shall not be disclosed. In the interest of efficiency and conservative economy of taxpayer funds, the following procedure has been established to provide an orderly method for requesting inspection and/or copy of public records that are within the jurisdiction of the ADOC.

READ THESE INSTRUCTIONS BEFORE PROCEEDING WITH YOUR REQUEST.

1) Complete the “PUBLIC RECORDS REQUEST FORM and submit it to the ADOC as follows:

Alabama Department of Corrections

Attn: Research and Planning Division/Public Records

P.O. Box 301501

Montgomery, Alabama 36130-1501

The completed Public Records Request Form must be mailed to the post office box listed above, hand delivered to the ADOC central office at 301 S. Ripley Street, Montgomery, Alabama 36104, or emailed to public.records@doc.alabama.gov. Requests by telephone or fax will not be accepted. A minimum Processing Fee in the amount of \$25.00 in the form of cashier’s check or money order only must accompany the completed Public Records Request Form.

2) Upon receipt by ADOC of the completed Public Records Request Form and Processing Fee of \$25.00, the ADOC will provide a prompt acknowledgment of receipt of the request, to include any deficiencies, such as, but not limited to: a) a vague, non-specific request, b) an improperly completed form, and c) records not maintained by the ADOC. As soon as the records are located and assessed for costs, an itemized invoice of the estimated Production Cost will be provided to the Requesting Party. Upon receipt of the estimated Production Cost, the ADOC will begin production of the documents. Upon completion, ADOC will provide an itemized invoice of the final Production Cost. No records will be made available to the Requesting Party until the ADOC receives payment of the total costs set forth on the final invoice. The ADOC will attempt to comply with all requests within thirty (30) business days of receipt of final Production Cost. The following are the detailed costs involved in processing Public Records Requests:

A NON-REFUNDABLE, MINIMUM, PROCESSING FEE IN THE AMOUNT OF \$25.00 WILL BE CHARGED FOR ALL REQUESTS AND WILL BE DUE UPON SUBMISSION OF THE COMPLETED PUBLIC RECORDS REQUEST FORM. The minimum Processing Fee will cover the first hour of Labor. Any additional Labor cost needed to fulfill the request shall be calculated at the rate of \$23.00 per hour. Partial hours will be rounded to the next full hour. An itemized example of the cost breakdown is shown as follows:

Minimum Processing Fee (includes first hour of labor)	= \$25.00
____ Labor hours @ \$23.00 per hour	= _____
____ black and white pages @ \$.50 per page	= _____
____ color pages @ \$.75 per page	= _____
____ certified pages @ \$1.00 per page	= _____
____ postage @ current rate (\$__x weight ____)	= _____
Total Cost of Production:	= _____
Less: Prepaid Processing Fee	(\$25.00)
Final Payment Due:	\$_____

Payment for Production Cost shall be made by cashier’s check or money order only and must be received by ADOC before any copies are produced. ADOC will provide a receipt with the documents when produced. Any payments received by the ADOC in excess of the actual Production Cost will be reimbursed at the time of delivery of the requested documents.

3) Records requested MAY be available for viewing depending on the method in which the records are stored. Certain records are available for copying only because ADOC must print the requested records. If the requested records are available for viewing, the Requesting Party shall be notified when the records are available as explained below and of the estimated cost.

4) If requested records are available for viewing: When notified that the records are available, the Requesting Party should contact the Department of Corrections Research and Planning Division to schedule an appointment to view the records at the location where the records are maintained. Appointments are available between 9AM and 3PM, Monday through Friday, except for holidays. Upon viewing, documents may be identified for copying. Production Cost will apply.

Rosie Shingles
Research & Planning Division
Alabama Department of Corrections
301 South Ripley Street
P.O. Box 301501
Montgomery, Alabama 36130-1501

To Rosie Shingles :

Pursuant to the Alabama Open Records Law, § 36-12-40 et seq., I hereby request the following records:

- Those which include time and date of all instances of death occurring in the offender population between January 2000 and December 2020.
- Those which indicate the total number of individuals in Alabama Department of Corrections (ADOC) custody who died by any cause, separated monthly, from January 2000 to December 2020.
- Monthly population records that include the total number of deaths occurring among people in the custody of the ADOC between January 2000 and December 2020.
- Final reports of death for all individuals in ADOC custody who died between January 2000 and December 2020.

Additionally, I am requesting an opportunity to inspect or obtain copies of any and all ADOC policies, regulations, and procedures, pertaining to...

- Investigations of in-custody deaths.
- Requirements for the performance of an autopsy or post-mortem medical examination of individuals who die while in ADOC custody.
- The reporting of in-custody deaths to other governmental agencies.
- Next-of-kin notification in the event of in-custody deaths.

The requested documents will be made available to the general public, and this request is not being made for commercial purposes.

In the event that there are fees, I would be grateful if you would inform me of the total charges in advance of fulfilling my request. I would prefer the request filled electronically, by e-mail attachment if available or CD-ROM if not. However, we respectfully request a waiver of these fees as we are affiliated with an educational or noncommercial scientific institution, and this request is made for a scholarly or scientific purpose and not for a commercial use.

If you intend to deny this request, I will expect to hear from you within the five business days mandated by law. If you choose to deny this request, please provide all segregable portions of otherwise exempt material. Also, if you expect a significant delay in responding to this request, please contact me with information about when I might expect copies or the ability to inspect the requested records.

Thank you in advance for your assistance in this matter.

Sincerely,

Forrest Behne
Policy Director, COVID Prison Project
University of North Carolina at Chapel Hill

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333 South Columbia Street
Chapel Hill, NC 27599-7240