



HUMBOLDT COUNTY SHERIFF'S OFFICE

William F. Honsal, Sheriff

Media Project Request Form

As with all press-related inquiries, a media staff member of the Humboldt County Sheriff's Office must review and approve all requests for our employee's participation in media projects.

This form should be submitted for the following types of projects:

- Television/Film Documentaries
- Television Series (including multi-interview news media projects)
- Radio Projects (consisting of several interviews)
- Educational Videos

Projects such as those listed above require significant time commitment and allocation of resources. Due to the scope of these projects, interview and filming requests must be submitted in writing for consideration. We require at least two weeks advance notice to assess and respond to these requests prior to filming or scheduling.

News media requesting interviews for regular news content should contact the Humboldt County Sheriff's Office Public Information Officer by calling (707) 476-2448.

Please complete all fields of the media project request form and return to the Humboldt County Sheriff's Office. Forms can be emailed to skarges1@co.humboldt.ca.us, dropped off in person at the Humboldt County Sheriff's Office's Main Station, or mailed to:

Humboldt County Sheriff's Office
C/O Public Information Officer
826 4th St.
Eureka, CA 95501

DISCLAIMER

While efforts will be made by Humboldt County Sheriff's Office Staff to accommodate the project request, all requests are subject to assessment. The Humboldt County Sheriff's Office maintains all rights to refuse, revoke, or reschedule media project participation.

Submission of this form is not to be considered as permission to present yourself to any of our facilities for scouting or pre-filming purposes. Until you have been given formal approval, there should be no attempts to gain access inside any Humboldt County Sheriff's Office facilities other than those areas that are regularly open to the public.



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CONTACT INFORMATION

Name:

Organization:

Title:

Phone Number:

Email Address:

ABOUT YOUR PROJECT

What is your project about? Please provide an outline of your project including the topics and issues that will be covered.

What kind of expert (*Sheriff, Drug Task Force, Corrections, etc.*) do you want to interview? What would you like him/her to address? Please list all interview requests.

How much of our employee's time before, during, and after the interview will you need?

Where do you want to film/record the interview(s)?

Will you need to film/photograph any of the Humboldt County Sheriff's Office facilities? Please specify all facilities requested. Additional forms may be required for filming depending on facility.

What scenarios are you interested in filming or photographing? Will any of these scenarios require being recreated by Humboldt County Sheriff's Office employees?

Law enforcement is a dangerous profession and often involves our deputies working in sometimes life-threatening situations. While we will always do our best to ensure your safety during filming, are you willing to obey all instructions given by law enforcement during a developing situation, even if that means you might miss a "good shot"?

How large of a team do you intend to bring when conducting an interview or filming with the Humboldt County Sheriff's Office?

Would we have the opportunity to review and approve the portions of the project that pertain to the Humboldt County Sheriff's Office to ensure accuracy and appropriate context? If so, what is the turnaround time for fact checking?

What other agencies/organizations have you interviewed or are you reaching out to request participation?

Please indicate whether your intended use is: (check one)

☐ Commercial

☐ Non-Commerical

How will this project be distributed, marketed, and advertised? Include desired audience demographic, broadcast region, and distribution medium.

Are you working with a production company to produce and distribute your project? If so, please provide the name and contact information.

What is the deadline for your project?

What dates/times will you be filming? Please indicate available dates/times for requested interviews.

What is the scheduled release date for this project?

What are the benefits/what is the value, for both your team and the Humboldt County Sheriff's Office, of participating in this project? What are you hoping to accomplish with this project?

Have you worked with other public or private agencies on similar projects? Please provide links to previous projects as a reference