



Law Enforcement Requests for Information

The below process applies to all U.S. law enforcement agency requests. It does not apply to civil actions or civil subpoenas.

Law Enforcement subpoenas, Court Orders, and Search Warrants

Service and Processing of Subpoenas

Subpoenas, court orders, and search warrants (collectively referred to below as "subpoena" or "subpoenas") from federal, state, and local law enforcement agencies in the United States requesting records relating to financial and/or personal information as well as video surveillance footage must name Weis Markets, Inc. as the entity (herein "Weis").

Email subpoenas to assetprotectionssc@weismarkets.com or mail to Weis Markets, Inc. 1000 South Second Street, Sunbury, PA 17801 Attn: Asset Protection Department.

Upon receipt of a U.S. law enforcement subpoena, Weis will send an acknowledgement letter (via email) advising receipt of the subpoena and will set a response date. Response dates will be set based on the estimated hours needed to complete the request. Vague requests or those requiring extensive video review may be delayed.

Include the following information in the subpoena: the full name, title, mailing address, e-mail address and phone number of the person and/or entity issuing the subpoena; and the full name, title, mailing address, e-mail address and phone number of the person to whom documents should be sent.

In addition, state under what authority (statute, law, rule, regulation, etc.) the request is being made.

Weis will not process requests with incomplete information. Please be advised Weis will not send subpoena responses to any web-based e-mail addresses such as AOL, hotmail, yahoo, or gmail.

Requests for Release of Club Card Information

A subpoena is required to release Club Card Data. Provide as much detailed information as possible for Weis to appropriately retrieve the correct information. Requestors must also complete and return the Customer Club Card Questionnaire attached as Exhibit A.

Requests for Video Surveillance Footage

A subpoena is required to release video footage. Video surveillance equipment (number and location of cameras, storage capability) varies from store to store. Requestors must also complete and return the Video Surveillance Questionnaire attached as Exhibit B. Indicate the desired camera angles and the desired timeframe (up to 4 hours). Weis will pull specific time frames/locations, but will not review footage for specific suspects or incidents. Please complete one form for each store from which you are requesting footage.

For urgent requests that comply with this policy, Weis may make arrangements with store management to provide the video data to approved law enforcement personnel. Weis may also send a protected link to the recipient's email address.

WEIS MARKETS, INC.

1000 SOUTH SECOND STREET | P.O. BOX 471 | SUNBURY, PA 17801-0471 | 570.286.4571



Requests for Credit Card, Debit Card, Gift Card, and EBT Data

A subpoena is required to release credit card, debit card, gift card, and/or EBT data. Provide the first 6 digits and last 4 digits of the card number, location, date, and time for all transactions. Requestors must also complete and return the Credit, Debit, Gift Card/EBT Questionnaire attached as Exhibit C.

Charges for Subpoenas

To expedite processing of your request, provide Weis with a detailed description of the information you are seeking. Weis generally does not charge law enforcement personnel for subpoena fulfillment; however, if your request will require an extensive amount of research or fulfillment time, there may be a reasonable charge to cover time and materials. In such instance, a Weis representative will contact you first to review the charge.

Response Time for Law Enforcement Subpoenas

Weis typically fulfills subpoenas within 15 business days after receipt; however, response times may vary depending upon the scope of the subpoena and the types of records requested. Further, Weis reserves the right to object to subpoenas that are overbroad, burdensome, vague or that implicate privacy, privilege, or other legal concerns.

For the best response time: (1) obtain a subpoena; (2) complete the appropriate Questionnaire(s); and (3) email the completed questionnaire(s) and a courtesy copy of the subpoena to assetprotectionssc@weismarkets.com.

If you have any questions about law enforcement subpoenas, please contact Weis Markets Inc. via one of these options, (phone) 570-286-3254, (email) assetprotectionssc@weismarkets.com or (mail) Weis Markets, Inc. 1000 South Second Street, Sunbury, PA 17801 Attn: Asset Protection Department.

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Exhibit A
Customer Reward Card Questionnaire

Please fill out one Questionnaire for each Weis Markets club card from which you are requesting data. Below is the information Weis Markets requires for law enforcement personnel requesting Customer Club Card data:

1. Serve a subpoena requesting the customer club card data via assetprotectionssc@weismarkets.com or mailed to Weis Markets, Inc. 1000 South Second Street, Sunbury, PA 17801 Attn: Asset Protection Department.

2. Subpoena Information:

A. Case Number: _____

B. Issuing Court: _____

C. Jurisdiction: _____

D. Judge/Authority Who Signed the Subpoena: _____

E. Court Date Information is Needed By: _____ If there is a scheduled trial date, we will attempt to provide the information by such date; otherwise, most information is provided within 15 business days of Weis Markets' receipt of the subpoena and completed Questionnaire(s).)

3. Provide the following information about the club card data sought (complete one questionnaire per club card):

A. Name of Club Card Holder: _____

B. Full Customer Club Card Number: _____

C. Transaction Date: _____

D. Transaction Time: _____

E. Transaction Number: _____

F. Transaction Dollar Amount: \$ _____

G. Register Number: _____

H. Store Number: _____

I. Store Address: _____

J. If a range of dates is requested for a Customer, specify start date: _____

And end date: _____ (Please note that we may not have complete club card data for all of our Customer Club Cards.)

4. Person Requesting the Club Card data:

A. Name: _____

B. Organization/Employer: _____

C. Address: _____

D. Phone Number: _____

E. Email Address: _____

F. Where to Send the Requested Club Card data: _____

G. Today's Date: _____

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Exhibit B
Video Surveillance Footage Questionnaire

Please fill out ONE Questionnaire for each Weis Markets store from which you are requesting video footage. Below is the information Weis Markets requires for law enforcement personnel requesting video surveillance footage:

1. Serve a subpoena requesting the customer club card data via assetprotectionssc@weismarkets.com or mailed to Weis Markets, Inc. 1000 South Second Street, Sunbury, PA 17801 Attn: Asset Protection Department.

2. Subpoena Information:

- A. Case Number: _____
- B. Issuing Court/Jurisdiction: _____
- C. Judge/Authority Who Signed the Subpoena: _____
- D. Court Date Information is Needed By: _____ (If there is a scheduled trial date, we will attempt to provide the information by such date; otherwise, most information is provided within 15 business days of Weis Markets' receipt of the subpoena and completed Questionnaire(s).)

3. Provide the following information about the video footage sought (one questionnaire per store):

- A. Date of incident: _____
- B. Specific Time of incident: _____
- C. Exact Time Frame of Footage Sought: _____ : _____ to _____ : _____ (4-hour limit)
- D. Store Number: _____
- E. Store Address: _____
- F. Specific Location in Store: _____
 - Exterior- Front parking lot
 - Exterior- Front of store
 - Interior- Front door (specify entry or exit): _____
 - Interior- Registers (specify register #): _____
 - Interior- Customer service desk
 - Interior- Produce section
 - Other (specify: dairy; meat/seafood; pharmacy, etc.): _____

(Please specify desired camera angles; not all angles are available in all stores. Please note that we pull specific time frames/locations; we do not review footage for specific suspects or incidents.)

G. Register/Terminal Number: _____; Transaction Amount: \$ _____ (if applicable)

4. Person Requesting the Video:

- A. Name: _____
- B. Organization/Employer: _____
- C. Address: _____
- D. Phone Number: _____ Email Address: _____
- E. Where to Send the Requested Video Footage: _____
- F. Today's Date: _____

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Exhibit C
Credit, Debit, Gift, EBT Card Questionnaire

Please fill out ONE Questionnaire for each credit card, debit card, gift card, and /or EBT Card for which you are requesting data. Below is the information Weis Markets requires for law enforcement personnel requesting such credit card, debit card, gift card and/or EBT card data:

1. Serve a subpoena requesting the customer club card data via assetprotectionssc@weismarkets.com or mailed to Weis Markets, Inc. 1000 South Second Street, Sunbury, PA 17801 Attn: Asset Protection Department.

2. Subpoena Information:

A. Case Number: _____

B. Issuing Court: _____

C. Jurisdiction: _____

C. Judge/Authority Who Signed the Subpoena: _____

D. Court Date Information is Needed By: _____ (If there is a scheduled trial date, we will attempt to provide the information by such date; otherwise, most information is provided within 15 business days of Weis Markets' receipt of the subpoena and completed Questionnaire(s).)

3. Provide the following information about the credit, debit, gift, or EBT card data sought (complete one questionnaire per store):

A. Name of Card Holder (if known): _____

B. Card Number (first 6 digits and last 4 digits): _____

C. Transaction Date: _____

D. Transaction Time: _____

E. Transaction Number: _____

F. Transaction Dollar Amount: \$ _____

G. Register/Terminal Number: _____

H. Store Number: _____

I. Store Address: _____

4. Person Requesting the Credit/Debit/Gift/EBT Card data:

A. Name: _____

B. Organization/Employer: _____

C. Address: _____

D. Phone Number: _____

E. Email Address: _____

E. Where to Send the Requested Card data: _____

F. Today's Date: _____

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