

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 1.09	PAGES: 1 of 5
	RELATED ORDERS: ACA 4-ALDF-7F-01 General Order 6.05 P&P 8.01 Title 15 3261.7	
	ISSUED DATE: July 1, 1989	
	REVIEW DATE: November 8, 2016	
	REVISION DATE: January 5, 2017	
CHAPTER: Administration, Organization and Management	SUBJECT: Resources for Public Information	

- I. **PURPOSE:** To disseminate facility information of interest to the public, other government agencies and the news media. To grant accredited news media representatives access to detention facilities consistent with preserving inmates' rights to privacy and maintaining order and security.
- II. **POLICY:** Facility information shall be shared with the community, with facility access being granted to accredited news media representatives, when appropriate.
- III. **PROCEDURE:** The Facility Commanding Officer, or his/her designee, shall allow bona fide media representatives, specialists in the field of Administration of Justice, Criminal Justice and the public access to facility information. Accredited news media representatives shall have access to detention facilities
 - A. Community personnel must properly identify themselves pursuant to Policy and Procedure [8.01](#), "Identification Badges"
 - B. The Facility Commanding Officer will grant college/university personnel access to the facility for their specified program or internship
 - C. The Facility Commanding Officer or his/her designee shall provide information to the public and representatives of the media consistent with the preservation of inmate's rights to privacy and maintenance of facility security
 - D. The Facility Commanding Officer, or his/her designee, shall allow access to the facility to accredited news media representatives consistent with the preservation of inmate privacy rights and maintenance of security, pursuant to General Order [6.05](#), "Media Relations"
 - E. Release of information to the public:
 1. All on-duty Unit Commanders or Watch Supervisors are authorized to give information to the public and news media about Alameda County Sheriff's Office responsibilities which may be of interest to the public. All other members will direct requests to the Unit Commander or Watch Supervisor
 2. Release of information to the public shall be as follows:

- a. Routine releases about new programs, services, promotions, etc., shall be forwarded to the Public Information Officer (PIO) for release to the media. Unit Commanders are urged to send all such information to the PIO for evaluation and dissemination
 - b. Watch Commanders may release information about immediate newsworthy items except information that might be detrimental to an on-going investigation, personnel matters, or Internal Affairs Investigations
 - c. Requests regarding personnel matters o Internal Affairs Investigations shall be directed to the Management Services Division
 - d. Requests regarding information on established Alameda County Sheriff's Office Policy and Procedure shall be referred to the appropriate Facility Commanding Officer or Division Commander
- F. The public and news media are, by law, entitled to certain information about arrests, crimes, and crime reports. The factual circumstances surrounding the arrest must be obtained from the arresting agency. Alameda County Sheriff's Office staff may release:
1. Full name, current address and occupation of adult arrestees
 2. An arrestee's physical description, including date of birth, sex, height, weight, eye and hair color
 3. The arresting agency's location, time and date of arrest
 4. The time and date of booking, bail amount set, current holding facility, or time and manner of release
 5. The arrestee's charges, including outstanding warrants from other jurisdictions, parole or probation holds
- G. The public and news media are entitled to the following information about investigations, but must obtain it from the arresting agency.
1. Time, circumstances and location of all investigations
 2. Time and nature of actions taken
 3. Time, date and location of occurrence
 4. Time and date of the report
 5. The name, age, and current address of adult victims. Information regarding juvenile victims will not be released
 6. The factual circumstances surrounding the crime or incident

7. The general description of any injuries, weapons, and property involved
- H. For crimes of Sections 261, 264, 264.1, 273a, 273d, 286, 288, 288a, or 289 of the Penal Code, the following shall apply:
 1. The address of the victim shall not be disclosed
 2. The victim's name may be withheld at his/her request or at the request of the victim's parent or guardian if the victim is a minor
 3. Victims of any of the above crimes may request that information, circumstances, and related incidents to the crime(s) be withheld from the public
- I. The public and news media are, by law, entitled to certain information about facility operations. Information about facility security will not be released
 1. Facility visitors will be allowed to review the Public Information Binder located in the facility public lobby. Visitors may not remove any information from the binder and shall remain under direct supervision while viewing the binder
 2. All requests for copies of documents contained in the Public Information Binder must be submitted in writing
 - a. Requests for Glenn E. Dyer Detention Facility documents will be submitted to the Administrative Lieutenant
 - b. Requests for Santa Rita Jail documents will be submitted to the Contracts Unit
 3. Requests for copies of documents must include the section number of the Policy and Procedure. Requestors will be informed they can research the desired Policy and Procedure section at the facility
 4. A duplicating fee of \$15.00 for the first ten (10) pages will be charged. Each additional page over ten (10) pages will be charged at \$1.00 per page. Extra postage may be added depending on parcel size
 5. Anyone requesting copies of Title 15 and Title 24 documents will be referred to the Board of State and Community Corrections (BSCC)

J. Video and Photographing Inmates:

1. ***The public and news media may be invited to certain functions at the facility. Video recording, film, and photographs may be taken at these events. The following rules apply regarding video recording and photographing inmates.***
 - a. ***An inmate's consent is required before any photograph, film, or videotape identifying the inmate may be taken.***

- 1) Inmates should fill out the form entitled “Inmate Declaration to News Media Contact” (Attachment 1) prior to the event.**
 - 2) Forms should be collected by Inmate Services with copies sent to any other departments as necessary.**
- b. If the inmates are in such settings as an exercise yard, gymnasium, or dining hall and are not singled out or where the inmate identity is not revealed, no consent is required.**
- 2. Inmates shall be advised prior to any photographs or videos being taken so those who do not want to be recognized may turn away or leave the area.**

K. INFORMATION RELEASE PROCEDURES:

1. The public or the news media may review crime reports, incident reports, information reports, arrest reports, adult arrest log book and other related reports, except:
 - a. Reports which contain information legally prohibited from release, such as Superior Court orders on juvenile matters
 - b. Reports which may endanger the life of a witness or other persons involved in an investigation
 - c. Information which may endanger the successful completion of an investigation or a related investigation
 - d. That portion of an investigator’s file which reflects the analysis or conclusion of the investigating officer
2. Press releases may be made by the following personnel:
 - a. Division Commander
 - b. Unit/Facility Commanding Officer
 - c. On-Duty Watch Commander
 - d. Watch Sergeants exercising control over an incident of media interest
 - e. Public Information Officer (PIO)
 - f. Designee of any of the above when given a press release
3. Written news releases about major cases or criminal activities may be authorized by the Division Commander, Facility Commanding Officer, Watch Commanders, Watch Sergeants, and the PIO. The following criteria apply to this type of news release:
 - a. The press release number shall be obtained from the Eden Township Substation (ETS)
 - b. Press releases will be written in the format outlined in General Order [6.05](#), “Media Relations”

- c. It shall be factually and grammatically correct
 - d. Copies may be read and/or given to the press
 - e. The original copy is to be filed with ETS
 - f. A copy shall be forwarded to the Facility Commanding Officer no later than the following work day
 - g. A copy shall be maintained in chronological order for a period of one (1) year
 - h. A copy of all press releases shall be forwarded to the Office of the Division Commander
4. The Facility Commanding Officer, or his/her designee, will make every effort to obtain and furnish information, as authorized in this policy, in a timely manner

Attachment:

1. [Inmate Declaration to News Media Contact](#)