

<b>ALAMEDA COUNTY SHERIFF'S OFFICE</b>  <b>DETENTION AND CORRECTIONS</b>  <b>POLICY AND PROCEDURE</b>	<b>NUMBER:</b> 11.20	<b>PAGES:</b> 1 of 3
	<b>RELATED ORDERS:</b> ACA 4-ALDF-4D-12, 7D-21, 7D-22 G.O. 6.05, 6.09 R&R 2.1.68, 2.2.60 P&P 11.21 P.C. 13300, 13302, 13303	
	<b>ISSUED DATE:</b> July 1, 1989	
	<b>REVIEW DATE:</b> September 7, 2016	
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<b>CHAPTER:</b> Intake, Transfer, Release and Records	<b>SUBJECT:</b> Release of Inmate and/or CORI Information	

- I. **PURPOSE:** To establish policy and procedure for releasing inmate information, including state and local summary Criminal Offender Record Information (CORI).
- II. **POLICY:** The Sheriff's Office contributes and has access to current booking, housing, classification, court, and prior offender information through participation in local, state and federal computer information systems. These systems, including CORPUS, CORI and CII, shall only be used by personnel authorized and trained in their use, and the information shall only be used for official purposes including, but not limited to, processing inmate and operational requirements, research, and assisting in decision making processes necessary to the proper functioning of the facility. The Detention and Corrections (D&C) Division will provide the public with information about individuals in custody providing it meets the guidelines listed below and does not infringe upon an individual's right to privacy. Release of CORI information derived from CII and CORPUS rap sheets will comply with state and local statutes and regulations.
- III. **PROCEDURE:**
- A. **CONFIDENTIALITY:**
1. The majority of the information contained in an inmate's booking record is considered confidential and is released only on a "need to know" basis. To protect that confidentiality, only personnel with a "need to know" are authorized access to the files, except with permission from the Intake, Transfer and Release (ITR) Sergeant.
  2. All staff will be advised of the laws and regulations relating to confidentiality of inmate booking information.
  3. Any person, who knowingly furnishes a record of information to someone not

authorized by law to receive the information is guilty of a misdemeanor (refer to Section 13302 of the Penal Code (PC)).

4. Employees shall only reveal police information outside or within the Agency as required by law or competent authority. Names of informants, complainants, witnesses, suspects, and other persons known to the police are considered confidential.
  5. Any person, knowing he or she is not authorized by law to receive a record of information, who knowingly buys, receives or possesses the information, is guilty of a misdemeanor. Refer to Section 3303 of the PC.
  6. Pursuant to Section 13000 of the PC, agencies which are authorized to receive information are:
    - a. Courts of the State
    - b. Peace Officers
    - c. District Attorneys of the State
    - d. Prosecuting Attorneys
    - e. Probation/Parole Officers
  7. To protect the confidentiality of inmate information, while maintaining a mechanism to release information authorized by the inmate to specific persons or entities, the facility shall have Information Release Consent Form(s) available to release interview, personal, medical or mental health information. The release of information form shall be signed by the inmate authorizing the release, prior to the release of any information. A copy of the release form will be placed in the inmate's jail jacket.
    - a. Pursuant to General Order 6.05, "Media Relations," form PD-590 (Consent Release by Inmate for Media Interview) shall be filled out and signed by any inmate providing personal information to, and granting an interview with, an approved member of the media.
    - b. Prior to release of any personal medical or mental health information to a requesting entity, the inmate shall sign a *medical* form 01-105 for release of medical information and Criminal Justice Mental Health form 300 LC-1 3-83 for release of mental health information.
- B. The following information is considered to be public information and may be released to the public, except to the extent that disclosure of a particular item would endanger the safety of a person involved in an investigation or endanger the successful completion of the investigation or a related investigation.

All other information contained in the inmate's jail record is not for disclosure except with the facility Commanding Officer's approval or the inmate's written signed release.

The information that may be released is as follows:

1. Name ( Booking name, if different) and date of birth
2. Personal File Number (PFN) providing adequate supporting information is given
3. Charges
4. Bail
5. Court date, place and time
6. Holding facility only
7. If subject transferred to another jurisdiction, date and facility transferred to
8. Sentenced/un-sentenced status, including length of sentence, and release date if applicable
9. Visiting privileges
10. Arrest agency (not officer's name)
11. Action numbers of courts and court proceeding
12. CEN(s)
13. Confirmation of addresses, if they supply the address

C. Staff will refer requests for the following information to the appropriate source:

1. Inquires for more detailed court information to the District Attorney or Court Clerk of the appropriate jurisdiction
2. Inquires for detailed arrest information to the arresting agency
3. Requests for disciplinary information to Classification
4. Formal record requests to the Records Deputy; some agency requests may be handled over the telephone by the Records Deputy
5. Requests for medical information to the facility medical staff
6. Non-Alameda County holds shall be confirmed as existing, the status (i.e., bails amounts, charges, etc.); refer specific information requests to the agency placing the hold
7. Questions regarding acquisition, use or release of state and local summary criminal record information derived from CII and CORPUS rap sheets to the Consolidated Criminal Records Lieutenant

D. No information shall be given regarding external or internal transportation times.