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| ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE | NUMBER: 11.58 | PAGES: 1 of 2 |
| | RELATED ORDERS: ACA 4-ALDF-6A-03 P.C. 11122 | |
| | ISSUED DATE: January 1, 1998 | |
| | REVIEW DATE: December 4, 2015 | |
| | REVISION DATE: January 23, 2008 | |
| CHAPTER: Intake, Transfer, Release and Records | SUBJECT: Inmate Access to Case Record Information | |

- I. **PURPOSE:** To implement a written policy and procedure governing inmates' access to their case records.

- II. **POLICY:** All staff authorized access to inmate records shall be trained in and be responsive to the system's security requirements. Inmates will have access to their facility records, consistent with applicable statutes regarding the review of these materials and consistent with factors that impact the safety and security of the facility.

- III. **PROCEDURE:**
 - A. Inmate requests for information contained in their disciplinary case records shall be requested on a message request form and approved by the Classification Disciplinary Deputy.
 1. Requests shall be specific in nature, specifying a case number or date of occurrence. Non-specific requests shall be returned to the inmate.
 2. A review of the request will be conducted for any negative impact on the safety and security requirements of the facility, and to determine if it is consistent with applicable statutes regarding the conditions under which the inmate may review the information.
 - a. If approved for review, the inmate will be contacted by the Classification Disciplinary Deputy.
 - b. A copy of the requested information will either be sent to the inmate, or a time set for the inmate to review the file.
 - c. Denial of reviewing case records should be based on possible harm to the inmate or others.

- d. At no time shall the inmate be left alone with the case file material, nor be allowed to remove any material from the file.

- B. Inmate requests for custody status from their custody records file shall be directed to their housing unit deputy or technician, via a message request form.

- C. Inmates requesting information from their arrest and/or court files must contact the original reporting/arresting agency and/or the court of jurisdiction. It is the inmate's sole responsibility to arrange review of arrest and/or court documents through the appropriate agency either through a private attorney, public defender, or by self-representation. All associated costs for these arrest and/or court documents shall be borne by the inmate.

- D. Inmates requesting criminal history information maintained by the California Department of Justice ("RAP" sheets), are solely responsible for contacting that agency and submitting the appropriate form(s) and fingerprint cards pursuant to 11122 PC.