ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	**NUMBER:** 11.59	**PAGES:** 1 of 2
	RELATED ORDERS: G.O. 6.05 CALEA 46.1.3	
	ISSUED DATE: July 1, 1989	
	REVIEW DATE: December 4, 2015	
	REVISION DATE: September 16, 2014	
CHAPTER: Intake, Transfer, Release and Records	**SUBJECT:** Press Access to the 24-Hour Activity Log	

I. **PURPOSE:** To make information generated as a result of incidents or activities available to the public.

II. **POLICY:** The Detention and Corrections Division (D&C) will make available to the public, that information which is public information and not sensitive or confidential in nature, as outlined in General Order 6.05, "Media Relations."

III. **PROCEDURE:** To provide access to public information regarding incidents and activities occurring within the D&C, the following procedures will be in effect:

A. A 24-Hour Activity Log will be maintained by each Watch Commander, in addition to the current Daily Activity Log. The 24-Hour Activity Log will contain information regarding incidents or activities occurring during the shift, which is public information, and not confidential or sensitive in nature.

B. The logs will be maintained in a binder provided for that purpose, in the Reception Lobby/CP-11. The logs will be maintained for 72-hours. Any log older than 72-hours will be removed from the binder, and placed in a six (6) month revolving file maintained in the Watch Commander's office.

C. Upon request, pertinent reports matching the above criteria will be made available for public review.

D. The press will be given access to the information contained in our 24-Hour Activity Log.

1. Each morning a dayshift clerk will file the 24-Hour Activity Log printout in a bound folder as a permanent record.

2. The Lobby Clerks (all shifts) will be responsible for making this copy available to the press when requested. The Lobby Clerk will also be responsible for returning it to Records when it is not in use.

3. The press may review the 24-Hour Activity Log in the Lobby. The press may write notes, but may not:

   a. Remove any part of the 24-Hour Activity Log from the Lobby

   b. Make copies of any part of the 24-Hour Activity Log.

4. Information other than what is contained in the 24-Hour Activity Log will not be given out unless it is information that would be given regularly to the public.