

Release Information

207.1 POLICY

This policy provides guidelines for media releases and media access to this facility's incidents and general public information.

207.2 RELEASE INFORMATION

- (a) Employees shall treat members of the various media cordially and professionally at all times.
- (b) Information released on an arrested individual shall be limited to that which is considered to be a public record. This information is as follows:
- (c) Contents of the booking log
- (d) Name
- (e) City of residence
- (f) Age
- (g) Time, date, and location of arrest
- (h) Charge and bail amount
- (i) Identity of the arresting agency
- (j) Final disposition (sentence)
- (k) Date, time and place of arraignment
- (l) A request for the release of additional information on any incident or an arrested individual shall be governed by the media policy of this Department and referred to the Watch Commander or higher authority. (See Shasta County Sheriff's Office Lexipol Manual, Policy 346 - News Media Relations, Section 346.2.1 and Policy 810 – Release of Records and Information, Section 810.2.)

207.3 INFORMATION TO LISTED PROFESSIONALS

Certain individuals may be entitled to additional information related to their professional function. The list of professionals entitled to additional information is maintained under the Confidentiality Section of this policy.

207.4 INMATE RECORDS

All documentation involving an inmate shall be maintained as a permanent record. All written records generated by the medical provider shall be maintained by the provider's staff or Food Services in relation to medical dietary needs only. Commissary records shall be maintained by assigned staff. Incident reports and disciplinary records will be maintained by the Custody Division. All other written records, including computer generated booking files,

Shasta County Sheriff's Office

Shasta County SO Custody Manual

Release Information

classification forms, medical pre-screening forms, court orders, commitment papers etc., shall be maintained by the Sheriff's Office Records Unit. (Ref. Sec. 1044, Title 15)

Other information contained in an inmates' jail record is not for disclosure except with the Custody Division Commander's approval or the written/signed release of the inmate. All personnel working within this facility are required by policy and law to comply with regulations regarding confidentiality and privacy. Any person, who knowingly furnishes a record of information to someone not authorized by law to receive such records or information, is guilty of a misdemeanor. (13302 and 13303 P.C.) Any person, knowing they are not authorized by law to receive a record of information, who knowingly buys, receives, or possesses the record of information is guilty of a misdemeanor. (13304 P.C.) Any person not a party to a telegraphic communication, who willfully discloses the contents or a part of these messages, may be subject to a felony/misdemeanor prosecution. (637 P.C.) The Watch Commander shall advise all consultants, contractors, or others working within the facility of the laws and regulations relating to confidentiality of inmate booking information. Various additional sections of law may apply to arrest records and confidentiality of material in certain situations. All personnel should endeavor to review and familiarize themselves with relevant sections.

Partial references for these sections are:

PC 11105 et. seq.

PC 13100 et. seq.

PC 13200 et. seq.

207.5 CONFIDENTIALITY

All employees are reminded that the information maintained on employees by this facility is confidential. (Shasta County Sheriff's Office Lexipol Manual, Section 810 Release of Records and Information, Section 810.3.3., Operational Guidelines, Chapter 2 Section 2.13). No address, phone number, or other personal information shall be given to non-department employees unless specifically authorized by the individual affected or otherwise necessary in the course of official County business. Any release of such information shall be authorized by the Watch Commander or higher authority. The majority of information contained in an inmate booking file is considered confidential and shall be released only on a need to know basis.

Only the information listed as public records under the media relations section of this policy may be released to the general public. (See Shasta County Sheriff's Office Lexipol Manual, Policy 346 - News Media Relations, Section 346.2.1 and Policy 810 – Release of Records and Information, Section 810.2.).

Certain professional workers are entitled to additional information directly related to their position. The list of professional workers entitled to such additional information is as follows:

Shasta County Sheriff's Office

Shasta County SO Custody Manual

Release Information

Peace officers as defined by Section 832 of the California Penal Code

Peace officers as defined by comparable sections of Federal law

Peace officers of other states

Attorneys or their representatives

Medical personnel

Social Service workers

Bail bonding agents or their representatives

As directed by court order

Parole and Probation officers (as defined in Section 830.5 P.C.)

All personnel shall cooperate with the defined list of professional workers to the greatest extent possible.