

<p style="text-align: center;">San Mateo County Sheriff 's Office Corrections Division Policy and Procedures Manual Applicable to all facilities</p>	Section: 01.05	Number of Pages: 3
	Related Standards: Government Code Section 6254(F)(1), Title 15, Section and P.C. 13300	
	Issue Date: 01/01/94	Revision Date: 03/19/16
Chapter: Administration, Organization Management	Subject: Public Information Policy	

I. **PURPOSE:** To establish a policy for the dissemination of information to the public, other Governmental agencies and to the news media.

II. **POLICY:** Staff members assigned to the Corrections Division will release information in accordance with the guidelines set forth in this chapter and Sheriff's Office General Order 2-13. It will be the intention of the staff to cooperate in the release of information while, at the same time, adhering to the restrictions set forth in this policy.

III. **GENERAL INFORMATION:**

A. Staff members may release the following information about inmates **currently** in custody:

1. Full name
2. Date of Birth
3. Occupation
4. Physical Description
5. Date and Time of Arrest
6. Arresting Agency
7. Date and Time of Booking
8. Location of Arrest
9. Amount of Bail
10. Facility in Which Inmate is Held
11. Date and Place of Next Court Appearance
12. All Current Charges Including Warrants and Holds
13. Release Date

B. Staff **will not** release the following information:

1. Inmate Medical Condition or Information
2. Classification or Keep Away Information
3. Inmate Visitors Information
4. Personal Property Information
5. Cash Account Information
6. Out of County Transportation Information
7. Out of Facility Transportation Information

8. Home addresses-unless requested in writing per 6254(f) (3) of the Government Code and approved by County Counsel.
- C. For inquiries about any other information on in-custody inmates, the public should be referred to Correctional Health Services, arresting agency, District Attorney's Office, Superior Court or the Housing and/or Intake Sergeant.
- D. Staff should not release information about individuals that are not currently in custody. This rule does not apply to peace officers conducting a criminal investigation. For any other information about individuals who are not in custody, recently released from custody or about prior custody periods and custody/arrest history, the public should be referred to the Sheriff's Records Unit.
- E. Corrections Division Staff will provide a copy of the ATIMS Booking Log for the previous twelve (12) hours upon request by the public.
 1. Lobby staff will print a copy of the ATIMS Booking Log of the previous twelve (12) hours for posting at the reception counter.
 - a. This log provides booking time, identification number, name, date of birth, type of arrest, charge(s), arresting agency, and (if applicable) agency holding the warrant.
 2. Further information requested of names taken from the ATIMS Booking Log will be provided by the reception desk as described in Section III A. Only for those inmates arrested by the Sheriff's Office (ORI 4100) and who are still in custody.
 - a. Inquiries by the press, attorneys, or the public regarding inmates on the ATIMS booking log not arrested by the Sheriff's Office should be referred to the arresting agency.
 - b. Sections 2 and 2(a) are directed for group information that requires exceptional time for the staff to research and are not meant to preclude family, friends, attorney of record, etc. from getting individual inmate information.
- F. Correctional Division Staff shall make available to the public and inmates for their review, the following printed materials:
 1. The State Corrections Standards Authority minimum standards for local detention facilities as found in Title 15 of the California Code of Regulations.
 2. Facility rules and procedures affecting inmates as specified in Title 15 Sections:
 - a. 1045, Public Information Plan
 - b. 1061, Inmate Education Plan
 - c. 1062, Visiting
 - d. 1063, Correspondence
 - e. 1064, Library Service
 - f. 1065, Exercise and Recreation
 - g. 1066, Books, Newspapers and Periodicals
 - h. 1067, Access to Telephone

- i. 1068, Access to Courts and Counsel
- j. 1069, Inmate Orientation
- k. 1070, Individual/Family Service Program
- l. 1071, Voting
- m. 1072, Religious Observance
- n. 1073, Inmate Grievance Procedure
- o. 1080, Rules and Disciplinary Penalties
- p. 1081, Plan for Inmate Discipline
- q. 1082, Forms of Discipline
- r. 1083, Limitations on Discipline
- s. 1200, Responsibilities for Health Care

3. The annual Inmate Welfare Report

- G. Information regarding past jail population and jail statistics may be obtained from the Administrative Classification Unit.