

KERN COUNTY SHERIFF'S OFFICE

Detentions Bureau Policies and Procedures

TITLE: PUBLIC INFORMATION PLAN

A-700

EFFECTIVE:	REVIEWED:	REVISED:	UPDATED:
10-01-90	07-11-24	09-26-13	07-11-24

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REFERENCE: Title 15, Section 1045, C.C.R.; G.C. 6254(f) (1)

POLICY

In order to foster cooperation and communication with the community, while protecting sensitive information, the following policy has been established to instruct staff on what information may be released to the public regarding individual incarcerated people and incarcerated people programs. Personnel will cooperate with the news media, public, or other governmental agencies, but will release authorized information only. Information about movement of incarcerated people or facility security procedures will not be released.

PROCEDURE A: Release of Information Regarding County Incarcerated People

Upon request for information regarding a county incarcerated person, personnel will:

- Determine if the incarcerated person is currently in custody and is a County incarcerated person. (If the incarcerated person is a federal contract incarcerated person, refer to Procedure B of this section.) If the County incarcerated person is currently in custody, personnel will release the following information regarding the incarcerated person upon request:
 - Name and booking number.
 - Charges and bail amount (if bail is set).
 - Arresting agency.
 - Date and time of arrest and booking.
 - Court date and/or scheduled out-date.

- Facility at which the Incarcerated Person is housed.
- Location of arrest.
- Date of birth.
- Physical description.
- Sentence
- If the incarcerated person is not currently in custody, staff may release the person's:
 - Name
 - Date of release.
 - Type of release (i.e., bail, citation, etc.)
- Refer all other requests for information to the Sheriff's Office Records Section.

DIRECTIVE A-1

If the disclosure of a particular item of information would endanger the safety of a person involved in an investigation or would endanger the successful completion of the investigation or a related investigation, the item of information may be withheld. The section manager or their designee will make this determination.

The Sheriff's Office will make all reasonable attempts to honor other agency's requests that information regarding an incarcerated person whom they have arrested be confidential pursuant to the above paragraph. In such cases, Sheriff's personnel who receive requests for such confidential information will refer the requestor to the arresting agency.

PROCEDURE B: Release of Information Regarding Federal Contract Incarcerated People

Upon request for information regarding a federal contract incarcerated person, personnel will:

- Determine if the incarcerated person is currently in custody. If the incarcerated person is in custody, personnel will release the following information regarding the incarcerated person.

- Booking number and federal number.
- The mailing address for the facility at which the incarcerated person is housed.
- The name and phone number of the agency for which the incarcerated person is being detained.

Requests for any other information regarding federal contract incarcerated people will be referred to the agency for which the Incarcerated Person is being detained.

Procedure C: Release of Information Regarding Incarcerated Person or Facility Programs

Upon request by anyone, clerical or security personnel will make available:

- The following State Laws and State Board of Corrections Publications:
 - California laws pertaining to county and city adult detention facilities.
 - Title 15, California Code of Regulations.
 - Title 24, California Code of Regulations.
- Bureau and section procedures relating to:
 - Inmate Welfare Fund – Accounting
 - Public Information Plan.
 - Incarcerated people Education Plan.
 - Visiting
 - Correspondence
 - Library Service
 - Exercise and Recreation
 - Books, newspapers, and periodicals.
 - Access to telephone.

- Incarcerated People Orientation
- Individual/Family service program.
- Voting
- Religious Observances
- Responsibility for Health Care Services.

Requests for other types of information will be referred to the shift supervisor.

Upon request, the Facility Shift Supervisor shall release bureau and section policies and procedures relating to:

- Access to court and counsel
- Incarcerated person grievance procedure.
- Rules and disciplinary penalties.
- Forms of discipline.
- Plans for and limitations on discipline.

Staff members are not required to give a copy of these publications or procedures to the public, but they must let an individual read the information or publications if requested.