

MARIN COUNTY SHERIFF'S DEPARTMENT
CUSTODY DIVISION POLICY AND PROCEDURE MANUAL

CHAPTER 1 - ADMINISTRATIVE
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DATE
8-3-94

NEWS MEDIA INFORMATION PLAN

POLICY

Custody Division staff members shall only release information to the news media that is specified in this policy. Staff members shall allow interviews to be conducted between news media representatives and inmates as outlined in this policy.

DEFINITIONS:

REPRESENTATIVES OF THE NEWS MEDIA: A person whose primary employment is gathering or reporting news for: a newspaper of general circulation; a news magazine; a national or international news service; a radio or television news program of stations holding a Federal Communications Commission license.

NEWSPAPER: A periodical is of general circulation if it circulates among the general public and it publishes news of a general character of general interest. For a newspaper to be considered, by law, of general circulation it must publish legal notices. It must also contain items of general interest to the public such as political, religious, commercial or social affairs.

PROCEDURE

Custody Division staff members may provide the following information about inmates currently in custody:

- . Inmate's full name
- . Address at time of booking
- . Physical description
- . Date/Time of arrest
- . Current charges
- . Probation/Parole holds
- . Date/Time of court appearance
- . Occupation
- . Date of birth
- . Arresting agency
- . Date/Time of booking
- . Amount of bail
- . Out-of-county warrants

Inquiries about other information on in-custody inmates should be referred to the arresting agency. If the Marin County Sheriffs Office is the arresting agency, inquiries will be referred to the Watch Commander. News releases may be furnished to the Custody Division for public release by the Watch Commander. This information may be released to the public.

Requests for visits of the facility by the news media should be done by advance appointment. Requests for visits will be referred to the Admin. Lieutenant. When events are of an unusual or a high profile nature, requests are referred to the Admin. Lieutenant or in his/her absence the Ops. Lieutenant.

During visits by the news media, photographs/video and interviews may be taken as prearranged by the Admin. Lieutenant. No interviews are permitted with inmates randomly encountered in the course of an institutional

activity or visit. No inmates will be selected at random for interviews. Interviews will be done during regular visiting hours under the usual visiting rules. Interviews will not be authorized to provide publicity for inmates.

An inmate has a right to privacy and has the right not to be photographed (still, movie, video) or have his/her voice recorded. Written consent must be obtained from the inmate(s) prior to photographing and voice recording. The Release of Information/Interview Authorization Form is used and placed in the inmate's Jail File.

An interview may be disapproved for any of the following reasons:

1. The news media representative or organization does not agree to the conditions of this policy.
2. The inmate is physically or mentally unable to participate. This shall be supported by a medical statement by the Facility Medical Department with a copy placed in the inmate's booking file.
3. An interview would endanger the health and safety of the interviewer, cause serious unrest, or disturb the order of the facility.

An interview may be limited or disapproved due to special security or custodial and supervisory requirements necessitated by the interview. An inmate in Administrative Segregation may be limited depending on the individual situation.

Inmate interviews are not subject to auditory monitoring. Visual supervision may be maintained to ensure the safety of the inmate or the media representative. Inmate interviews take place in the inmate's Pod visiting room unless arrangements have been made in advance with the Ops. Lieutenant.

Interviews may be suspended in the event of emergencies or for any reason to ensure the safety of the interviewer/inmate or for the security of the facility. Suspended interviews may be re-scheduled with the permission of the Admin. Lieutenant.

RELATED STANDARDS:

Title 15, Article 4, Section 1045
Government Code, Section 6254

DATE REVISED

None

By order of

DANIEL PAYNE
BUREAU COMMANDER