



**California Exposition and State Fair Police Department**

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**DEPARTMENTAL GENERAL ORDER**

**ORDER № 700.100**

Mar. 2019 (Revised)

12/02/2002 (New)

**RELEASE OF INFORMATION, FEES FOR REPORTS, PHOTOGRAPHS**

**700.101 PURPOSE**

- A. The purpose of this General Order is to describe the release of information to the public, and the sale of police reports, and photographs.

**700.102 POLICY**

- A. The police department recognizes its duty to provide specified information to the public. However, release of information and/or reports is limited per Government Code § 828, Penal Code §§11075 - 11081, 11105 - 11105.3, 13300, 13320 - 13326, Vehicle Code § 20012, and relevant case law. The following are procedures to preclude unlawful release of information/reports to unauthorized persons.

**700.103 PUBLIC ACCESS**

- A. News Media. Release of information to the news media shall be pursuant to §700.102 of this Order.
- B. Victims/Reporting Persons. The Records Supervisor shall be responsible for reviewing and approving all requests of any reports to a person of interest. Persons of interest are described as: victims or an authorized representative; an insurance carrier against which a claim has been or might be made; or any person suffering a loss as a result of the incident.
- C. Questions regarding whether reports, or portions of reports, may be released should be resolved by the Administrative Sergeant.
- D. Arrested Persons/Suspects. Reports may not be released to suspects or arrestees for active investigations or pending prosecution. These requesters will be referred to the District Attorney's Office to obtain records through discovery procedures.
- E. Subpoena Duces Tecum. Reports ordered via subpoena duces tecum will be reviewed and approved by the Administrative Sergeant.
- F. Other. In accordance with Government Code §6254(f)(1), the public, or news media, may be provided with the general information involving an arrest.

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*The mission of the California Exposition & State Fair Police is to:  
Provide for the safety and security of visitors, employees, and stakeholders; keep order and  
preserve the peace; and support the economic well-being of the California Exposition & State Fair.*

- G. Police reports are available for review to provide the public information. Copies of arrest reports shall be available at the public counter, only during regular business hours.
- H. Public Information. In accordance with California Government Code §6254(f)(2), specified summary information concerning an arrest may be provided to the public.
- I. Complaints or assistance received by the police department. In accordance with California Government Code § 6254(f)(2), the department will release summary information to the public concerning “complaints” (calls-for-police-services) or “assistance” (investigations) by the police department.

**700.104 FEES FOR POLICE REPORTS / DOCUMENTS**

A. Fees for Police Reports

- 1. The police department will produce copies of reports, documents, and photographs, available to the parties of proper interest, at reasonable costs.
- 2. Any method which reasonably establishes a party’s interest is appropriate.
- 3. Review Procedures. Upon request, a report may be reviewed in its entirety by a party of proper interest.
- 4. Report Fees. The fees listed below shall be charged for each complete report copy when requested by a party of interest. If a subpoena duces tecum is issued by a party for a report, the fees listed below shall apply. Sales tax shall not be applied.

01 - 25 Page Report:	\$10.00
26 - 50 Page Report:	\$20.00
51 - 75 Page Report:	\$30.00
76 - 100 Page Report:	\$40.00

For reports over 100 pages, a \$10.00 fee shall be charged for every additional set of 25 pages.

- 5. Supplemental Reports. Supplemental reports are provided upon request. When a Counter Receipt for the fees for the original report is provided, supplemental reports, up to twenty-five (25) pages, shall be provided at no charge. In the absence of a Counter Receipt, a fee of \$1 per page up to a maximum of \$6.00 for the first twenty-five (25) pages will be charged, for subsequent pages using the above schedule.

B. Fees for Photographs

- 1. Since most photographs are now in digital format, the fee for the reproduction of digital photographs will be the same as for regular reports, as long as the paper is of standard quality. If the requestor request the digital photographs on a digital media device, the reasonable replacement fee for the digital media device shall be charged.

**700.105      EXCEPTIONS**

- A. Endangering Safety. Disclosure of a particular information may be withheld if it would endanger the safety of person(s) involved in an investigation or would endanger the successful completion of the investigation or a related investigation.
- B. Juvenile Suspect. Release of information regarding a juvenile suspect (whether or not the juvenile is arrested) is prohibited except as authorized by a Superior Court order, except for minors identified in vehicle collision reports.
- C. Protected Sensitive Information. Sensitive information required to be protected by law shall be redacted from any document released. If such redacted is impossible, the entire document may be withheld.
- D. Summary Arrest History. Release of information contained in current or past individual arrest reports shall not be misconstrued as authority to release summary arrest history information.

**700.106      EMPLOYEES**

- A. Release of Information. Officers and civilian employees of the police department may only obtain copies of reports, documents, etc., for official state business or law enforcement purposes only.
- B. Under no circumstances shall an employee furnish a police report or document, except in accordance with 700.103 of this Order, without the expressed consent of the Chief of Police.
- C. No employee named as a suspect anywhere in a crime report shall obtain or be provided a copy of the report from police personnel without the expressed consent of the Chief of Police.