

## **3-09/110.15 - Release of Criminal Records Information (RAP Sheets)**

### Persons Authorized to Release Information

The Unit Commander shall designate which employees at his Unit (sworn or civilian) are authorized to release criminal record information. He shall:

- Compile and maintain an up-to-date list of authorized employees; and
- Supervise the dissemination of information by maintaining complete audit records.

### Persons Authorized to Receive Information

Criminal record information may be released, on a need-to-know basis, only to persons or agencies authorized by court order, statute or decisional law to receive such information. The California Department of Justice (DOJ) listing of authorized agencies shall be referred to for releasing criminal record information. Persons may obtain special authorization from the courts to receive criminal record information. In such instances, the burden of establishing eligibility lies with the person requesting the information.

Information shall only be given to authorized persons or agencies over the telephone under the following circumstances:

- The identity of the caller can be verified; and
- The information is not readily obtainable via other means or an emergent situation exists.

Pursuant to Labor Code section 432.7, personnel of this Department shall not notify a governmental agency (other than a law enforcement agency or a school) of the arrest or detention of its employee which has not resulted in a conviction (see Chapter 1 of the Case Assignment and Reporting Volume).

With respect to the arrest of a law enforcement or school employee, the procedures and guidelines established in the Case Assignment and Reporting Volume regarding arrest of such employee shall be followed.

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