

## 20-13 Authorization and Procedures for Release of Booking Photos

### LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

#### EXECUTIVE DIVISION

#### SHERIFF'S INFORMATION BUREAU

**Unit Order:**

20-13

**Effective Date:**

03-10-2020

**Subject:**

Authorization and Procedures for Release of Booking Photos

**Reference:**

MPP 3-09/090.10 Release of Information to the General Public and the Media

California Attorney General Opinion, *86 Ops.Cal.Atty.Gen. 132*

### **PURPOSE AND SCOPE OF ORDER**

The purpose of this order is to define the procedures by which Sheriff's Information Bureau (SIB) assists Department members and outside agencies with requests for release of booking photos

### **ORDER**

Whenever a Department member requests authorization for release of a booking photo or a request is received directly from the media, in order for consideration of the booking photo to be released, the person making the request shall provide the following information via email to [SIBMedia24@lasd.org](mailto:SIBMedia24@lasd.org) and by calling

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SIB at (323) 267-4800 to confirm the request was received:

1. Full name, age, booking number of suspect(s), date of arrest.
2. LASD unit of assignment who made the arrest, or arresting agency.
3. Booking photos of the arrests of other police agencies are not released without the written (email) request of that agency to SIB. If approved for release by SIB, the booking photo will be given to the other police agency for that agency to release to the news media.
4. Name and rank of the investigator handling the investigation who concurs with the release of the booking photo.
5. News Release/summary of the circumstances of the arrest.
6. Noteworthy aspect(s) of the case.

If approved for release, the booking photos shall only be released directly to the news media, not directly to the general public. Requests from the general public or non-traditional media sources shall be referred to the LASD Discovery Unit, Risk Management Bureau.

No booking photos may be posted on unit websites, Nixled, posted to social media, etc., without specific authorization to do so from the SIB captain or operations lieutenant.

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