

## The Orange County Sheriff's Department is comprised of the following divisions:

- Airport Operations
- Central Jail Complex
- Communications & Technology
- Community Programs & Services
- Coroner
- Court Operations
- Crime Lab
- Emergency Management
- Financial & Administrative Services
- Homeland Security
- Inmate Services
- Investigations
- James A. Musick Facility
- North Operations
- Professional Standards
- Research & Development
- S.A.F.E.
- South Operations
- Support Services
- Theo Lacy Facility
- Training

**It is the policy of this agency to have all inquiries from representatives of the media routed to our Public Affairs Office at Sheriff's Headquarters.**

If you need assistance with any matter, you can reach the Media Relations Office at (714) 647-7042, from 8:00 am to 5:00 pm. If after hours, please contact the Department Watch Commander at (714) 628-7170.



## Orange County Sheriff's Department

Public Affairs Office  
550 North Flower St.,  
Santa Ana, CA 92703  
Phone: (714) 647-7042  
Email: [info@ocsd.org](mailto:info@ocsd.org)

For more information please visit our website

[www.ocsd.org](http://www.ocsd.org)

## Media Guide

SANDRA HUTCHENS  
SHERIFF-CORONER

## Media Policy

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The media guide is intended to assist the media in obtaining timely and accurate news information from the Orange County Sheriff's Department.

It is the policy of this department to insure the public's right to know by establishing a consistent and cooperative means of communicating public information through the news media.

Information released to the media will only be restricted when information comes in conflict with the constitutional rights of an accused to a fair trial, when victims and witnesses are endangered, when the information directly impedes the successful completion of an investigation or the information is legally privileged.

## Public Disclosure of Crime & Arrest Reports

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The following information will be provided upon request according to Government Code Section 6254(f) unless the information would endanger the successful completion of an investigation or a related investigation or would endanger the safety of a person involved in an incident.

### Arrestee Information:

- Full name (except juveniles)
- Area of residence
- Occupation
- Date of Birth
- Physical description (sex, descent, height, weight, color of eyes, hair)
- Date and time of arrest
- Location of arrest
- Factual circumstances of the arrest
- Date and time of booking
- Amount of bail
- Location held
- All charges, including warrants
- Parole or probation holds
- Time and manner of release

### Non-Releasable Information:

- Identity of suspect prior to arrest
- Results of investigative procedures prior to arrest, unless it:
  - Will aid in investigation
  - Assist in the apprehension of the suspect
  - Will warn the public of danger
- Investigative proceedings involving officer involved shootings or other personnel matters
- Prior criminal record, reputation or character of suspect
- Any personal information about a juvenile arrestee, suspect, victim or witness
- Confession or existence of a confession
- Deputies' opinion
- Information that may constitute an unwarranted invasion of privacy
- Any photograph or mug shot\* unless it:
  - Will aid in arrest
  - Will aid in investigation
  - Will warn the public of danger

\*Must be OCSD arrestee
- The identity, credibility or testimony of prospective witnesses
- Any personal opinion as to the suspect's guilt, innocence or merits of the case
- Any information known to be inadmissible in court
- References to investigative procedures such as fingerprints, polygraph test or ballistic tests

### Conditional Release of Information:

- Death Release – In cases involving death, the victim's name will not be released until the next of kin has been notified and a clearance obtained from the Coroner's Office.
  - Injury Releases – In cases involving serious injury, the victim's name will not be released until the next of kin has been notified.
  - Suicide Notes – Contents of suicide notes will not be released, but the existence of a suicidal note may be acknowledged.
  - Multi-Jurisdictional Investigations and Assisting Other Agencies – Inquiries will be referred to the agency with primary jurisdiction.

## Disclosure of Nature of Calls for Service

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- The date, time and location of occurrence
- Time and nature of response
- Information regarding crimes alleged or committed or any other incident investigated
- Date and time of report
- Age of victim
- Adult victim's name and area of residence, except victims of certain crimes
- Factual circumstances surrounding the incident
- General description of any injuries, property or weapons involved

## Media Access at Incident Scene

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### Orange County Sheriff's Department may close the area under authority of:

409.5 (a) P.C. "....a menace to the public health or safety is created by a calamity such as a flood, storm, fire, earthquake, explosion, accident or other disaster...."

However, according to 409.5 (d) P.C. "Nothing in this section shall prevent a duly authorized representative of any news service from entering the area closed..."

### Please Note:

- A safety hazard to the press does not justify restriction: however, it is OCSD's policy to warn the media of potential danger before allowing access.
  - Crime Scene and Command Post areas may be closed to the media

### If access is denied, OCSD has 3 obligations:

1. Restriction can only last as long as there is clear interference.
2. Must provide "Press Area" with maximum access possible under the circumstances.
3. May provide "Pool Camera" access to a limited number of the press.

For the latest OCSD News & Highlights visit: [www.ocsd.org/news](http://www.ocsd.org/news)