

STOCKTON POLICE DEPARTMENT

GENERAL ORDERS

TRACKING OF PUBLIC RECORDS REQUEST
SUBJECT

DATE: MARCH 8, 2016

NO: C-6

FROM: CHIEF ERIC JONES

TO: ALL PERSONNEL

**INDEX: Tracking of Public Records Request
California Public Records Act
Body Worn Camera System**

I. POLICY

Public Record Acts requests received by the Stockton Police Department will be processed and tracked as efficiently as possible. Such requests for public records will be processed using this procedure.

II. LAW

The California Public Records Act (CPRA), Government Code section 6250 et seq., requires that governmental agencies respond to requests for public records within 10 days (including weekends and holidays).

III. PROCEDURE

- A. All official non-Body Worn Camera System requests for public records shall be immediately routed to the Technical Services Division secretary. Technical Services personnel shall be responsible for:
1. Routing the request to the appropriate Division, tracking of the response process (i.e., date received, to whom assigned, date due, date closed, etc.), and reply to the requester as necessary regarding extensions or results of the request.
 2. Notification of the request and progress of response to the Chief's Office and Deputy City Attorney assigned to PD.
 3. Retain a copy of the Police Department's response(s) to the request.
- B. Much of the Body Worn Camera system footage in the Police Department's digital evidence management system is evidence and its release is governed by Government Code 6250-6270. All official requests for Body Worn Camera system footage shall be immediately routed to the Technical Services Division secretary. Technical Services Division Personnel shall be responsible for the following:
1. Assuring the request has been routed to the appropriate personnel and tracking of the response process (i.e., date received, to whom assigned, date due, date closed, etc.)
 2. Requesting an additional 14 day extension per the Government Code section 6250 et seq as needed.
 3. Provide and retain the Police Department's response to all requests.
- C. The procedures outlined above apply to formal CPRA and Body Camera System requests. These are received in a variety of ways. Examples would include: (1) a letter from an attorney requesting specific information regarding a criminal case or civil litigation, (2) an email from a citizen or organization (or an inquiry through "Ask Stockton") requesting specific data regarding a police program, and (3) a written request from a media outlet for a significant amount of crime data.

- D. Routine requests for copies of police reports will continue to be handled by Records Section personnel at the lobby counter. Routine requests from citizens for statistical data on reported crimes in their communities can still be handled by the Strategic Operations Section with assistance from the Crime Analysis Section, or referred to the third party vendor web site. Those are outside of the tracking procedures described above.