

Index as:  
Information to the Public, Release of  
Release of Information to the Public

Revised 09/26/00  
Reviewed 02/07/02  
Reviewed 02/19/03  
Revised: 10/04  
Reviewed: 05/08  
Reviewed: 08/10  
Reviewed: 07/14  
Revised: 11/19

---

RELEASE OF INFORMATION TO THE PUBLIC

---

I. POLICY

- A. Inmates and general public members will be afforded public access and/or non-confidential information about the Mendocino County Jail to ensure the dissemination of information regarding the facility operations.
- B. The Mendocino County Jail has the responsibility to protect the privacy and rights of inmates and members of its staff.
- C. Written or verbal requests from in-custodies (or past in-custodies) wanting their past detention charges, fines, and/or dates of incarceration shall be denied such information. This information is only available through the California Department of Justice (DOJ).
  - 1. DOJ request forms are available through Jail Records in the Sheriff's Office Administration building.

II. GENERAL INFORMATION

A. PUBLIC INFORMATION REQUESTS

- 1. Information will not be released in conflict with Government Code Section 6254.
  - a. Telephone requests from Social Services personnel will be accompanied with their identification number.
    - (1) The requests are to be honored without further verification or authority needed.
- 2. Requests from federal, state, and local legislative and executive bodies for

RELEASE OF INFORMATION TO THE PUBLIC

information concerning programs and specific cases will be responded to as soon as possible, and no later than five (5) working days by the Corrections Division Commander or designee.

3. The general public can request information via a Public Records Request by accessing the County request portal online at <https://mendocinocounty.nextrequest.com/>
4. The following policies/procedures will be made available for inmate or general public review:
  - a. "Mendocino County Corrections Division Policy and Procedure Manual" affecting inmates as specified in "Title 15 and Title 24."
5. Inmates may request non-confidential policy/procedure information by the following means:
  - a. Inmate request, using an "Inmate Request" form, via the Facility Supervisor.
6. This policy will be reviewed annually and updated as necessary by the Corrections Division Commander, or designee.

///