

# SHERIFF OF GARFIELD COUNTY

## LOU VALLARIO

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### GARFIELD COUNTY SHERIFF'S OFFICE POLICY / PROCEDURE DETENTIONS

#### **SUBJECT: PUBLIC INFORMATION**

**EFFECTIVE DATE:** January 01, 2024

#### **POLICY:**

It is the policy of the Garfield County Jail to ensure that all applicable provisions of federal, state, and county privacy statutes or regulations are observed with respect to the records of offenders confined in the jail.

#### **PURPOSE:**

To outline the procedures that Detention staff will follow to ensure the observance of all privacy rights of offenders confined in the jail.

#### **METHOD:**

The information that may be released about an offender consists of those information elements that are already a part of the public record. The following offender information is considered to be in the public domain:

- Name
- Date of birth
- Sex
- Race
- Booking photo (unless arresting agency requests a hold for photo line-up, danger to the public, etc)
- Date of commitment or release
- Date sentenced and term
- Good time allowance and rate (Refer to Classifications)
- Court docket number
- Charges and bond amounts
- Transfer destination after the fact

Release of more extensive information than routinely made available to the public shall be referred to the Sheriff or his Public Information Officer, via chain of command. If it is necessary that the Jail Commander issue a press release he/she will notify the Sheriff immediately.

Requests for offender record information should be referred to the Records Division whenever possible.