

Chapter	5
Section	5.01
Title	Records; Access and Release of Information
Subject	Department Budget
Effective Date	03/01/1988
Revision Date	12/09/2019
Revised By	Captain Clifford Mathews
Authorized By	Chief Darren L. Goodman

I. POLICY

- A. Budget preparation and control shall be the responsibility of all Police Department managers. Preparation of the budget shall be directed by the Chief of Police and coordinated by the Accounting Technician.

II. BUDGET RESPONSIBILITIES

- A. Chief of Police: The Chief of Police shall be responsible for the overall direction and control of the budget process. The final budget proposal shall be approved by the Chief of Police and submitted by him to the City Manager.
- B. Division Commanders: Each Division Commander shall develop a budget for their respective division. The budget shall cover all personnel costs, operating costs, capital equipment costs, and new budget requests that have not been funded in previous years. All new personnel requests and capital equipment requests must have justification documentation. Capital equipment shall also include make, model, source and price.
- C. Accounting Technician: The Accounting Technician shall be responsible for the preparation of the budget. Calculations of past expenditures and projections for future needs shall be determined and incorporated into the budget. The Accounting Technician shall also be responsible for any special projects (grants – JAG, UASI, OTS, etc.) related to the budget, preparation of budget transfer forms, and on-going review of budget status, including quarterly reports to the Chief of Police.

Chapter	5
Section	5.02
Title	Records; Access and Release of Information
Subject	Cash Handling
Effective Date	03/01/1988
Revision Date	12/11/2019
Revised By	Captain Marcelo A. Blanco
Authorized By	Chief Darren L. Goodman

I. POLICY

- A. It shall be the policy of this Department to govern the receipt, disbursement, and deposit of all money received by the Police Department in a uniform manner, in accordance with the following procedures.

II. PROCEDURE

A. Fees and Fee Collections

1. Fees for various police services shall be set up by the City Council.
2. Description of fees collected by the Records Sections are as followed:
 - Duplicate citation printout
 - Bicycle licenses
 - Gun permits
 - Booking fees
 - Citation sign off
 - Civil subpoena fees
 - Crime/Sequence reports
 - Fingerprint fees
 - Good conduct letters
 - Photographs/Recordings
 - Vehicle releases
 - Vehicle repossession fees
 - Special events
 - Vehicle impound fees
 - Tow Hearing fees
 - Parking citation fees

3. A copy of each cashiers' Daily Deposit sheet will be provided with the daily deposit batch that is forwarded to the Finance Dept.

Manual receipts:

The cash register is closed Monday through Friday, after 5:00 pm. Manual receipts are processed in the event the Watch Commander has a transaction to complete. Manual transactions are placed in the safe. On the next business day, those transactions are processed into the cash register by the Records Supervisor. A copy of the manual slip will be provided to Finance, with the corresponding deposit.

Duplicate receipts:

In the event that a receipt is not attached with the key carriers' daily deposit, a duplicate receipt will need to be provided. A copy of the corresponding journal roll will suffice.

4. There are four (4) cash registers drawers associated with the Records cash register. The Records Supervisor will process daily cash deposit transactions, Monday through Friday. In the event there is an absence, a designated Police Specialist will process the daily deposits. Preparation of the weekly deposit, made every Wednesday, will be the responsibility of the Records Supervisor.

At the conclusion of the day, daily deposits are secured in a safe located in Records. It is the responsibility of the Records Supervisor to verify the safe is secured at the end of the day.

5. Voided / Cancelled Transaction Procedure:

All voided transactions must have the verification of 2 (two) initials and an explanation on the receipt explaining the void.

All cancelled transactions must have the verification of 2 (two) initials and an explanation on the receipt explaining the void.

6. Overage / Shortage

In the event of an overage and/or shortage, the designated cashier is required to advise the Records Supervisor and complete the Police Department Revenue Receipts Over/Short form.

7. Assignment of cash register drawers

To be assigned by the Records Supervisor the day prior. Drawers are to be assigned to two (2) Police Specialists and two (2) cadets. Keys assigned to the two (2) cadets are to be kept in the front drawer next to the cash register. Keys assigned to the two (2) Police Specialists are to be kept in a secure desk drawer. At the close of the day, the four (4) register keys are returned to a lock box in the locked cashier drawer. It is the responsibility of the Records Supervisor to manage the key to the cashier drawer.

Each cash register is maintained with one-hundred dollars (\$100.00) at the beginning and close of the day.

Key carriers are to verify their bank at the beginning of their shift and initial the Deposit Revenue Receipt Form.

In the event the key carriers' drawer does not balance, the Records Supervisor must be notified immediately.

8. Delivery of deposit

Deposits are made every Wednesday to the Finance Department and brought by an armed uniformed police officer.

9. Change Pouch

A Change Pouch with the amount of one hundred sixty dollars (\$160.00) is maintained in a separate armored bag located in the Records safe.

In the event the Change Pouch and cash register drawers are in need of change, the Records Supervisor or designated Records Specialist will retrieve the monies from the Change Pouch and cash register drawers. Monies are verified prior to and upon return from the bank by the Records Supervisor or designated Records Specialist.

10. Memo – Records Deposit / Evidence Deposit

To better document the chain of command when delivering either a Records Deposit or Evidence Deposit to the Finance Department, a Deposit Memo was created. This memo is to verify the amount that is sent from Upland Police Department is agreed upon by the Finance Department. Attached is a sample Deposit Memo. The form shall be kept by the Records Division for two fiscal years.

B. Petty Cash Fund.

1. The Petty Cash Fund shall be maintained for the purpose of reimbursing police department employees. Individual reimbursements from petty cash shall be subject to a maximum amount set by the City Manager.
2. Reimbursements for expenses incurred for police department business must receive prior approval from the appropriate Division Commander.
3. Requests for reimbursement must be accompanied by a receipt or other verification of purchase, showing the date and amount of expense, item purchased, and name of person to be reimbursed. Petty cash funds may be obtained in advance if the purchase is to be made immediately.
4. A petty cash voucher shall be prepared by the Administrative Services Commander for each reimbursement made. The voucher shall be signed by the Chief of Police. Vouchers shall be turned in to the Finance Department when the petty cash fund needs to be replenished.
5. Petty cash in the Department specified amount shall be held in the Watch Commander's office for the purpose of purchasing meals for prisoners held through meal hours at the station. Funds used must be verified by a receipt, which is signed and dated by the Watch Commander or his designee. Depleted funds shall be replenished by the Administrative Services Commander through standard petty cash reimbursement methods, as above.

C. Cash Evidence or Found Property

1. Cash taken as evidence or found property shall be counted and tagged in the same manner as other property items.
2. Cash evidence or found property shall be held in the Evidence Room and either returned to the rightful owner or deposited into the general fund, in accordance with appropriate State or local rules and regulations.
3. The deposit into the general fund will occur within a week's time following the proper disposition made by the Evidence Technician.
4. When cash evidence or found property is transferred from the Evidence Technician to the Records personnel the cash shall be immediately counted with any discrepancies reported to the Division Commander.
5. Special Investigation Fund is maintained by the Chief of Police for use in vice/narcotic cases. It is used for the purchase of drugs, bet making, or any other purpose when cash is needed in the course of an investigation.

6. Special Investigation Funds shall be disbursed by the Chief of Police or his designee. A log shall be maintained, which shall include information related to the amount, use, and final disposition of the funds. Depleted funds shall be replenished by the Administrative Services Commander through standard petty cash.

Memorandum

TO: Finance Department

FROM:

DATE:

RE: Records Division Deposit / Evidence Deposit

I, _____ am confirming, via the deposit bag,
the amount in *cash* of \$_____,
the amount in *checks* of \$_____,
the amount in *credit card* transactions of \$_____,
are being hand delivered to the City of Upland - Finance Department.

Upland Police Personnel's Signature & Date

Finance Department Personnel's Signature & Date

Chapter	5
Section	5.03
Title	Records; Access and Release of Information
Subject	Employment Inquiries
Effective Date	03/01/1988
Revision Date	02/23/2011
Revised By	Captain Ken Bonson
Authorized By	Chief Jeff Mendenhall

I. POLICY

Only authorized personnel shall respond to inquiries regarding past or present employees.

II. PURPOSE

This policy is designed to protect the rights of the employee, as well as the interests of the City and the Department.

III. PROCEDURE

The following procedure shall be followed when receiving employment inquiries concerning past or present employees. The procedure applies to both verbal and written inquiries.

- A. No one, other than the Professional Standard Supervisor or Police Services Coordinator shall be authorized to respond to inquiries regarding past or present employees. All inquiries shall be referred directly to the Professional Standard Supervisor or Police Services Coordinator. The Professional Standard Supervisor can, if necessary, contact supervisors with specific knowledge of the subject employee's work record, and will incorporate that information in his/her report.

- B. No information concerning employees (past or present) is to be furnished without first receiving a signed waiver by the respective employee, authorizing the Upland Police Department to release employment information.
- C. The signed waiver shall be forwarded to the Chief of Police. The waiver will be filed in the respective employee's personnel file as a matter of record.
- D. This policy does not apply to inquiries of a personal reference.

Chapter	5
Section	5.04
Title	Records; Access and Release of Information
Subject	Personnel Roster
Effective Date	03/01/1988
Revision Date	12/12/2019
Revised By	Captain Clifford Mathews
Authorized By	Chief Darren L. Goodman

I. POLICY

To control access to residential addresses and telephone numbers of Departmental employees, it is the policy of the Upland Police Department that this information is not accessible to the public or unauthorized employees.

II. CREATION, UPDATE, AND RETENTION OF INFORMATION

- A. The Personnel and Training Unit shall be responsible for creating, updating, and retaining the personnel roster (name, address, and phone number) of all sworn and non-sworn employees of the Upland Police Department.
- B. The personnel roster shall be forwarded to the Police Chief's secretary on a monthly basis.
- C. An employee's personal information shall be retained for a period of no less than 10 years from the last date of employment with the department.

III. ACCESS OF EMPLOYEE INFORMATION

- A. Procedure to Access Information
 - 1. All official requests for employee information shall be made through the Office of the Chief of Police. A determination whether to release any information will be based on the need to know vs. the right to know and any other circumstances deemed relevant by the Chief of Police, including but not limited to, whether other methods were used to properly obtain the information listed below.

2. The employee (requestee) should be the person who releases his or her own personal information to others. The requestor shall always attempt to obtain the requestee's information by asking in person first.
3. It is highly discouraged to provide personal information (full name, address, phone number, DOB, etc.) to anyone due to the potential of unforeseen privacy and safety issues.
4. The most prudent method is for the requestor to leave his or her own phone number in requestee's department mailbox, via department email, or asking another employee to call or send a text message on their behalf to get permission for the release of the requestee's information.
5. No person shall provide the personal information of another employee to the general public or non-authorized employee.

B. Maintenance of updated information in CAD system

1. The current CAD system only allows dispatchers to access some personal information (partial personnel roster) of department employees.
2. This information shall be updated by the dispatch supervisor or his designee.
3. Dispatchers shall not release any employee information and direct all requests to the Office of the Chief of Police.
4. The personnel roster in CAD shall be forwarded to the Office of the Chief of Police on a monthly basis if the system is capable of exporting the information for use.

IV. DISTRIBUTION OF THE PERSONNEL ROSTER

A. Personnel Roster

1. It is the responsibility of the Police Chief's Secretary to distribute copies of the personnel roster if approved by the Chief of Police. Prior to distribution, each page of the roster shall be stamped "Confidential - Do Not Copy" and shall be marked with the respective employee number of the employee receiving the roster.
2. No person shall duplicate the roster, or any portion thereof, without approval from the Chief of Police.

V. DISCLOSURE OF ADDRESS AND TELEPHONE NUMBERS

The regulations contained in Penal Code Section 146e shall apply and will be strictly enforced. P.C. 146e makes the disclosure of the address or telephone number of peace officers or their families a felony or misdemeanor under certain conditions.

Chapter	5
Section	5.05
Title	Records; Access and Release of Information
Subject	Information Which Must Be Made Public
Effective Date	03/01/1988
Revision Date	02/23/2011
Revised By	Captain Ken Bonson
Authorized By	Chief Jeff Mendenhall

I. POLICY

It shall be the policy of this Department to release certain information in compliance with Section 6254(f) of the Government Code when so requested by any person.

II. PURPOSE

Section 6254(f) of the Government Code requires that local law enforcement agencies shall make public, the following information, except to the extent that disclosure of a particular item of information would endanger the safety of a person involved in an investigation, or would endanger the successful completion of the investigation, or a related investigation.

III. PROCEDURE

A. Arrest Information

1. The full name, current address, and occupation of every individual arrested by officers of this Department.
2. The individual's physical description, including date of birth, color of eyes and hair, sex, height, and weight.
3. The time and date of the arrest.
4. The time and date of booking.
5. The location of the arrest.
6. The factual circumstances surrounding the arrest.
7. The amount of bail set, if known by this agency.
8. The time and manner of release or the location where the individual is currently being held.
9. All charges the individual is being held upon, including any outstanding warrants from other jurisdictions and parole or probation holds.

B. Juvenile Arrest Information (refer to Section 5.8).

C. Incident Information (from Daily Bulletin or Activity Log).

1. The time, substance, and location of all complaints or requests for assistance.
2. Time and nature of response thereto, including to the extent that such information is recorded.
3. Time, date, and location of occurrence.
4. Time and date of report.
5. Name, age, and current address of victim, except that victims of sex crimes do not have to be released.
6. The factual circumstances surrounding the crime or incident.
7. A general description of any injuries, weapons, or property involved.
8. Incident information refers to that information which is recorded on the Daily Bulletin or Activity Log. You are not required to conduct research in order to attempt to provide information which is not a matter of record with this Department.

Chapter	5
Section	5.06
Title	Records; Access and Release of Information
Subject	Release of Police Incident Reports
Effective Date	03/01/1988
Revision Date	12/4/2019
Revised By	Captain Marcelo A. Blanco
Authorized By	Chief Darren L. Goodman

I. POLICY

It shall be the policy of this Department to release police incident report information only to those persons specified in Section 6254(f) of the Government Code, and to authorized agencies.

II. PURPOSE

Section 6254(f) of the Government Code identifies certain information which must be made available to victims of specified crimes, unless release of the information would endanger the safety of a person, or the successful completion of an investigation or a related investigation.

III. PROCEDURE

A. In compliance with Government Code Section 6254(f), all information which must be disclosed shall be released to those authorized to receive such information.

1. If the incident involves an arrest or a suspect, releasing personnel shall first check with the Commander of the Investigative Division or the assigned investigator to make certain that the release will not endanger the safety of a person or, the successful completion of the investigation or a related investigation.
2. If the requesting person is a suspect, or has been arrested as a result of the incident, such person shall be referred to the local office of the San Bernardino County District Attorney, where the report can be requested under the Rules of Discovery.
3. If the request is in the form of a Subpoena Duces Tecum, the document shall be referred to the designated Records Specialist for processing.

4. If the incident involves the arrest of a juvenile, such record cannot be released to anyone other than Juvenile Probation, Juvenile Court, Juvenile District Attorney's Office, or with a Juvenile Court Order. (Refer to policy and procedure regarding Release of Juvenile Records.)
5. Nothing in this procedure authorizes the release of Summary Criminal History Information (rap sheets or Teletype criminal records), or information contained in the report which was compiled by another agency.
6. Should there be any doubt on the part of Records personnel pertaining to the release of incident reports, the Service Division Commander or the Records Bureau supervisor shall be consulted.

B. Information shall be released to only the following:

1. To victims, involved parties, registered owner(s) of vehicle involved, or an authorized representative thereof.
2. To an insurance carrier against which a claim has been made, or might be made.
3. To any person suffering bodily injury or property damage (victim) as a result of the incident caused by arson, burglary, fire, explosion, robbery, vandalism, or a crime of violence as defined by Government Code Section 13960(b).
 - a. A crime of violence is defined as "any crime which results in injury to a resident of this State." No act involving the operation of a motor vehicle, aircraft, or water vehicle which results in injury or death shall constitute a crime of violence for the purposes of this article, except that a crime of violence shall include any of the following:
 - 1) Injury or death intentionally inflicted through the use of a motor vehicle, aircraft, or water vehicle.
 - 2) Injury or death sustained in an accident caused by a driver in violation of Sections 20001, 23152, and 23153 of the Vehicle Code.
 - 3) Injury or death caused by a driver of a motor vehicle in the immediate act of fleeing the scene of a crime in which he knowingly and willingly participated.

C. What information must be disclosed?

1. The names and addresses of persons involved in the accident.
2. The names and addresses of witnesses, other than confidential informants.
3. The description of any property involved.
4. The date, time, and location of the incident.
5. The statements of all parties involved in the incident.
6. The statements of all witnesses, other than confidential informants.

7. Nothing in this Division shall require the disclosure of that portion of those investigative files which reflect the analysis or conclusions of the investigative officer.

Chapter	5
Section	5.07
Title	Records; Access and Release of Information
Subject	Release of Traffic Accident Reports
Effective Date	03/01/1988
Revision Date	02/23/2011
Revised By	Captain Ken Bonson
Authorized By	Chief Jeff Mendenhall

I. POLICY

It is the policy of this Department to release traffic accident reports to authorized persons in compliance with California Vehicle Code Section 20012.

II. PROCEDURE

California Vehicle Code Section 20012 requires that the law enforcement agency to whom the accident was reported shall disclose the entire contents of the reports, including, but not limited to:

- A. The names and addresses of persons involved in an accident.
- B. The names and addresses of all witnesses to the accident, along with their statements.
- C. The registration numbers and descriptions of vehicles involved.
- D. The date, time, and location of an accident.
- E. All diagrams.
- F. The statements of the drivers involved in the accident.
- G. The accident report containing the above information shall be released to:
 1. Any person who may have an interest therein, including, but not limited to:
 - a. The driver or drivers involved;
 - b. The guardian or conservator of the driver or drivers involved;
 - c. The parent of a minor driver;
 - d. The authorized representative of a driver, or to any person injured therein;
 - e. The owners of vehicles or property damaged as a result of the accident;
 - f. Persons who may incur civil liability, including liability based upon a breach of warranty arising out of the accident;

- g. Any attorney who declares, under penalty of perjury, that he represents any of the above persons;
- h. NONE OF THE ABOVE APPLIES TO TRAFFIC ACCIDENT REPORTS CONTAINING ARREST INFORMATION ON A JUVENILE. In such cases, it is necessary to remove all juvenile arrest information prior to release. (See policy pertaining to Release of Juvenile Arrest/Detention information for proper procedure.); and
- i. A request for a copy of an accident report shall be accompanied by payment of the appropriate fee as established by Upland City Council Resolution.

Chapter	5
Section	5.10
Title	Records; Access and Release of Information
Subject	Access to State Summary Criminal History
Effective Date	03/01/1988
Revision Date	02/23/2011
Revised By	Captain Ken Bonson
Authorized By	Chief Jeff Mendenhall

I. POLICY

Summary Criminal History Information must be requested only through the submission of applicant fingerprint cards for employment purposes.

II. PURPOSE

A recent court decision has prompted the State Department of Justice to change their procedures for access to Summary Criminal History Information for employment, licensing, or certification purposes.

III. PROCEDURE

The new procedure requires the Police Department to obtain this information only through the submission of an applicant's fingerprint card. It is no longer possible to obtain this information by sending a request in the form of an administrative message on the State-wide Telecommunications Network. Penal Code Sections III05 (b) and I3300 (b)(10) and City Resolution #3306, authorizes the City Personnel Department to access State and local Summary Criminal History Information for employment, licensing, or certification.

Chapter	5
Section	5.11
Title	Records; Access and Release of Information
Subject	Access to State Summary Criminal History by Public Housing Authority
Effective Date	03/01/1988
Revision Date	12/18/2019
Revised By	Captain Clifford Mathews
Authorized By	Chief Darren L. Goodman

I. POLICY

It shall be the policy of the Upland Police Department to release information to the Public Housing Authority in accordance with Penal Code Section 11105.03

II. PURPOSE

To comply with Penal Code Section 11105.03, the Upland Police Department will adhere to the following procedure for the release of State criminal summary history to the Housing Authority of the City of Upland.

III. PROCEDURE

- A. The request must come from the Chief Executive Officer or designee and be in writing.
 1. The Records Bureau shall maintain a file for the requests and information provided.
- B. Information will be obtained through local records and through CLETS.
 1. No information unless it relates to a conviction for a serious felony, as defined in subdivision (c) of Section 1192.7, a conviction for any offense punishable under Section 273.5, 422.6, 422.7, 422.75, 422.9, or 422.76, or under Chapter 2 (commencing with Section 29800) or Chapter 3 (commencing with Section 29900) of Division 9 of Title 4 of Part 6, or

under any provision listed in Section 16590, a conviction under Section 273.6 that involves a violation of a protective order, as defined in Section 6218 of the Family Code, or a conviction for any felony offense that involves controlled substances or alcoholic beverages, or any felony offense that involves any activity related to controlled substances or alcoholic beverages, or a conviction for any offense that involves domestic violence, as defined in Section 13700.

2. No information shall be released on any arrest that did not result in a conviction.
 3. No information shall be released concerning any offense committed by a person who was under 18 at the time.
 4. Only information concerning convictions that occurred within ten (10) years of the date of request, unless a felony involving controlled substances or alcoholic beverage then within five (5) years shall be released.
- C. Any arrests or detentions not meeting the above criteria shall be deleted.
- D. Information released to the Public Housing Authority shall be released to parole and probation at the same time.

Chapter	5
Section	5.12
Title	Records; Access and Release of Information
Subject	Subpoena Duces Tecum
Effective Date	03/01/1988
Revision Date	12/11/2019
Revised By	Captain Marcelo A. Blanco
Authorized By	Chief Darren L. Goodman

I. POLICY

All Subpoena Duces Tecum will be accepted by the Records Bureau and complied with by the Services Division Commander, or his/her designee.

II. PURPOSE

To ensure the validity of subpoenas received and Departmental compliance with them. While a Subpoena Duces Tecum may ultimately be subject to compliance, it is not an order from the court that will automatically require the release of the requested information.

III. PROCEDURE

A. Subpoena Duces Tecum - Civil Cases.

1. When a Subpoena Duces Tecum is received for a civil case, and an appearance is required, a billing will be prepared, per the following:
 - a. Government Code Section 68093, Code of Civil Procedures 1986.5, and 1987 - Witness Fee. Personal Appearance - Time and one-half, plus .30 per mile for actual miles.
 - b. If Officer chooses to use his/her personal vehicle as transportation, the Officer may request travel reimbursement.
2. No appearance required - Civil Case - Subpoena Duces Tecum.
 - a. Evidence Code 1560 and 1561 provide for compliance with subpoena when appearance is not required.

- b. Evidence Code 1563(b)(1) provides for recoverable fees for cost of reproducing documents. (Documents include, but are not limited to, digital, electronic, audio, video, and printed documents).
3. In the event that a Subpoena Duces Tecum is prepared for *The City of Upland, as the Defendant*, such subpoena will be only be accepted by the City Clerk's Office.

B. Subpoena Duces Tecum - Criminal Case.

1. No costs are recoverable by the Police Department unless awarded by the court in accordance with Penal Code Section 1329(a). The basis for this is that nothing can be done to interfere with the defendant's right to a fair trial.

Chapter	5
Section	5.13
Title	Records; Access and Release of Information
Subject	Civil Subpoenas
Effective Date	03/01/1988
Revision Date	12/16/2019
Revised By	Captain Clifford Mathews
Authorized By	Chief Darren L. Goodman

I. POLICY

Department personnel will comply with all lawfully served Civil Subpoenas.

II. PURPOSE

To ensure the appearance of subpoenaed personnel and proper billing for such appearance, the below procedure will be followed.

III. PROCEDURE

- A. Civil subpoenas shall be received and processed in the normal manner by the Records Clerk responsible for subpoenas.
- B. The civil subpoena shall be checked by the Records Clerk to see that the proper stamp and signature are present, ensuring deposit of funds adequate to cover the appearance of the officer.
- C. The civil subpoena shall be delivered to the officer and proof of service returned to the Records Clerk.
- D. The Payroll Clerk shall post the officer's time card and complete and submit to the Finance Department, the form notifying the Finance Department of whatever mileage and meal reimbursements and appearance fees are collectible from the court, and due the officer.
- E. The Finance Department shall be responsible for issuing payment to the officer, and receiving funds from the court and/or party issuing civil subpoena.
 1. Part I of the form is to be filled out completely by the respective employee.

2. Part II of the form is to be filled out for reimbursement of mileage. Do not fill out the section on Part II wherein the calculation for mileage is completed.
 3. Sign and date the form. Attach a copy of the subpoena to the form prior to submitting it to the Payroll Clerk.
- F. Standby time is not allowed for civil subpoenas, however, if extenuating circumstances exist, and the attorney agrees to pay for the standby time, a request can be made to the Chief's office for approval of standby.
- G. If your appearance is canceled, note "APPEARANCE CANCELED" on the form, and forward with copy of subpoena to the Payroll Clerk.

Chapter	5
Section	5.14
Title	Records; Access and Release of Information
Subject	Destruction of Records and Tapes
Effective Date	03/01/1988
Revision Date	12/18/2019
Revised By	Captain Clifford Mathews
Authorized By	Chief Darren L. Goodman

I. POLICY

The destruction of records and tapes maintained by the Upland Police Department shall be in conformance with the following guidelines.

II. PURPOSE

To ensure compliance with government codes regulating the destruction of records and tapes.

III. PROCEDURE

A. Tapes

1. Recordings of normal telephone and radio communications made by the Department's master recorder shall be maintained for a minimum of 200 days, and meets the requirements of Government Code 34090.6. Such tapes shall be available for court purposes, and Department review during this period.
2. Recording of interviews of suspects, witnesses, victims, etc. shall be maintained in accordance with the policy entitled, "Property and Evidence Control."

B. Other Records

1. Destruction of other records shall be governed by Government Code 34090 and shall not be accomplished without first obtaining the written approval of the City Attorney and consent of the City Council by resolution.

- C. The Chief of Police, with the assistance of the Administration Division commander, shall be responsible for defining which records are to be destroyed, and for obtaining proper approval and consent.

Chapter	5
Section	5.15
Title	Records; Access and Release of Information
Subject	Hate Crime Reporting
Effective Date	06/07/2001
Revision Date	07/03/2018
Revised By	Captain Marcelo A. Blanco
Authorized By	Chief Douglas P. Millmore

I. PURPOSE

Uniformity in the procedures used to report hate crimes.

II. POLICY

- A. It is the policy of the Upland Police Department to report all hate crimes to the Department of Justice as required by Penal Code Section 13023.
- B. P.C. 13023 requires us to report any information that may be considered a “hate crime.” Pursuant to Penal Code section 422.55, a “hate crime” means a criminal act committed, in whole or in part, because of one or more of the following actual or perceived characteristics of the victim: disability, gender, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics.
- C. In order for the Crime Analyst to accurately report hate crimes; a Hate Crime field in the Tri-Tech Records Management System has been added to the incident and supplemental report templates. The Hate Crime field is located in the Event tab. When completing an incident or supplemental report, the officer will select the appropriate drop down in the Hate Crime field, as it relates to the incident. A report does not need to have a hate crime class code to be reported as a hate crime. For example, a homicide may have a homicide class code, but may have been motivated by a factor listed in P.C. 13023. (See attached graphic)

- At-a-Glance
 - Attach
 - Report
- Menu
- Evidence Tracker
 - Event
 - Offenses
 - Suspects
 - Victim
 - Persons Involved
 - Business Involved
 - Narrative
 - Incident Narrative
 - Property
 - Drug
 - Vehicle
 - Gun
 - Officer
 - Loza, Kallene 3117

Crime Report DRAFT | Crime Report

Submit Save Actions

Incident last saved on 07/03/18 12:15:55

Case Number

Cross Street Apartment City

State Zip Code Beat

Internal Incident Status Evidence Collected Confidentiality Form Completed?

Photos Taken Body Worn Video Audio Recording

Transient Related Domestic Violence Gang Related

Hate Crime Proposition 115 Certified Offense Involvement

No Yes

Exceptional Clearance UCR Status UCR Date Status

Exceptional Clearance Date Date Cleared

Recent Info Comments Validate

Recent Info Case Info

ID Current User

Events

Showing 0 of 0

Filter Recent Info

People

Vehicles

Property

Chapter	5
Section	5.16
Title	Records; Access and Release of Information
Subject	Release of Stored/Impounded Vehicles
Effective Date	10/26/1995
Revision Date	12/18/2019
Revised By	Captain Clifford Mathews
Authorized By	Chief Darren L. Goodman

I. PURPOSE

Uniformity in the procedures used to release stored/impounded vehicles.

A. Vehicles stored/impounded by this Department will be released to the following parties:

1. Registered owner or legal owner, based on valid DMV registration card and valid California Driver's License (VC 22850.3).
2. Third party releases will require a notarized letter from the registered owner/owner and must contain a copy of the registered owner's/owner's valid California Driver's License and phone number.
3. A registered owner/owner in custody within the county jail or state prisoner system may authorize the release of their vehicle on an official county or state form, certified by a custody officer.
4. Vehicles stored under authority of CVC 22651(p) will only be released to the registered owner/owner with a valid photo identification and an agent with a valid California Driver's License.
5. Impounded vehicles will conform to the above requirements after the assigned investigator authorizes its release.
6. Leased or rented vehicles will be released to the lessor or an agent of the lease/rental company with paperwork authorizing them to take legal custody.

B. Release fees will be charged on vehicles stored/impounded for the following reasons:

1. Arrests, citation releases, traffic hazards and abandoned vehicles. In circumstances outside this procedure, contact the on-duty watch commander, Records Personnel, or the Services Division Commander.

- C. The towing service will not release any vehicle, except upon presentation of the release copy of the vehicle report form, properly endorsed by an employee of this Department.

- D. The manner of authorizing the release shall be as follows:
 - 1. If the form indicates that the vehicle is "available for release", Records Section personnel are authorized to approve the release of the vehicle to the owner or operator, or his agent, upon presentation of proper identification. The employee processing the release shall obtain this person's name, address, and signature on the original copy of the form. A copy of the form will be given to the person and must be presented to the storing agency.
 - 2. If the form indicates "hold for investigation", the release shall not be made until such release has been authorized by the employee responsible for the case. *Refer to PPM 5.20 in regards to evidentiary holds on vehicles.*
 - 3. If the legal owner desires to repossess a vehicle stored at the official police garage, a repossession report must be executed and approved by a supervisor. If the registered owner is in custody, he shall be notified of the legal owner's action. In the event of conflicting claims, a preliminary investigation shall be conducted to verify any claims made. If a point of law arises, the employee shall contact a supervisor; if the supervisor is unable to resolve, the supervisor will refer the problem to day-watch for resolution with the City Attorney during normal business hours.

- E. In cases where the Department orders a vehicle to the police garage, and items of personal property are in the vehicle, the investigating employee shall be responsible for safeguarding this property.
 - 1. When it is necessary to leave personal property in the car, a detailed record of such items must appear on the "Vehicle Inventory and Receipt" form.

- F. Towing of Mopeds and Small Motorcycles
 - 1. Mopeds and motorcycles shall not be transported in police vehicles to prevent damage to units, and to protect officers from injury.

2. Any time a moped or motorcycle comes under an officer's control, either from an arrest or recovery, it shall be stored after first trying to contact the:
 - a. Parents of juveniles in custody;
 - b. Owners of mopeds or motorcycles that are recovered; or
 - c. If the parents or owner cannot respond to the scene within twenty (20) minutes, the towing company should be called to pick up the vehicle.

G. Notice of Stored Vehicle

1. The filing of an Upland Police Department Storage Form necessitates a release from the Police Department to obtain the release of the vehicle from storage to the registered owner.
2. When an Upland Police Department Storage Form is attached to any case, a Notice of Stored Vehicle must be mailed to the registered owner and the legal owner (if any).
3. The original copy of the Notice of Stored Vehicles shall be attached to the original police report.

H. Vehicle Release Procedure

1. After the appropriate authorization (see A-1) form for the vehicle release has been completed, the person must present the form to the storing agency with identification to be able to take possession of the vehicle.

I. Employees of the Upland Police Department are prohibited from purchasing a vehicle from the City of Upland impound lot or from one of our franchise tow companies when the vehicle has been stored/impounded by the Upland Police Department.

1. No employee of the Upland Police Department shall have a third party purchase the above described vehicles on their behalf.

Chapter	5
Section	5.17
Title	Records; Access and Release of Information
Subject	Storing and Releasing of 30-Day Impounds
Effective Date	11/27/1995
Revision Date	12/16/2019
Revised By	Captain Clifford Mathews
Authorized By	Chief Darren L. Goodman

I. POLICY

It shall be the policy of the Upland Police Department to impound vehicles in accordance with CVC 14602.6 whenever an officer encounters a driver with a suspended or revoked license, or never having been issued a license.

II. PURPOSE

The Safe Streets Act of 1994 allows for the impoundment, forfeiture and sale of vehicles driven by unlicensed drivers or by drivers with a suspended or revoked license.

III. PROCEDURES

A. Requirements for impound

1. A CHP form 180 will be completed. Officers shall mark the "Agency Hold" box and indicate, "Hold for 30 days" in the Remarks section. Attach all DMV printouts to the case.
2. Remarks section
 - a. If the driver of the vehicle is not the registered owner, indicate whether the driver had permission from the registered owner to operate the vehicle.
 - b. State the cause for the initial vehicle stop.
 - c. Include if the driver was aware of the suspension or revocation.
3. CVC section 14602.6 does not provide for impoundment of a vehicle when the driver's license is expired or when a driver is driving out of class.

- a. Prior to impoundment for driving with a suspended license, the officer must establish that the violator had knowledge of the suspension.
 - 1) When the license printout indicates “service needed”, the officer should seize the license and complete a DMV form 310.
 - 2) The officer shall issue a citation to the driver for driving on a suspended license. If the vehicle is towed, it shall be stored at the tow company’s lot, not the Police Department tow lot.

B. Storage of vehicles at the Police Department lot

1. Officer Duties

- a. All loose valuable items will be locked in the trunk of the vehicle. Property from trucks will be locked in the cab.
- b. Roll up all windows and lock all doors if the vehicle’s door keys are in officer’s possession. If the vehicle has inoperable or broken windows or a convertible top that would allow rain to cause damage, cover the area with plastic.
- c. Vehicles shall be placed in the storage lot any day of the week between 0700 and 2000 hours. Vehicles impounded after 2000 hours, any day of the week, will be parked outside the lot on City Yards’ property and taken in the next morning.
- d. Attach an identifier tag to a locking key and ignition key (all other keys should be returned to the driver). Tagged keys should then be placed in the proper receptacle at the records window.
 - 1) Tag must have license number, case number, and location stored.
 - 2) A supply of identifier tags are maintained at the records window.
- e. Copy the CHP 180 and attach the copy to the report.
- f. Place the original CHP 180 in the designated tray at the records window.
- g. Obtain a receipt from the tow company and attach it to the CHP 180.

2. Records Division Duties

- a. Assure that the vehicle keys and the CHP 180 are for the proper vehicle.
 - 1) Case numbers match
 - 2) Determine release date
 - 3) Place keys with tags in the key box

- b. Send storage notice to registered and legal owner within 48 hours, excluding weekends and holidays, by certified mail.
- c. Initiate lien sale paperwork
 - 1) Good Faith Lien Services, Inc. (909)635-0843
- d. Coordinate a tow hearing date based on the tow hearing schedule.

C. Post Storage Hearings

- 1. A hearing must be requested within 10 days of receiving the notice (CVC 22852)
 - a. Registered or legal owner only at the time of the impound
- 2. The hearing shall be conducted within 48 hours of the request, excluding weekends and holidays.
 - a. Failure of the registered or legal owner to request or attend a scheduled hearing satisfies the requirement of CVC 22852
 - 1) One reschedule date may be granted if request is received before the scheduled date and time.
- 3. The vehicle shall be released prior to 30 days when:
 - a. The vehicle is a stolen vehicle
 - b. The vehicle is driven by an unlicensed employee of a business
 - c. The vehicle was seized for an offense that does not authorize seizure
 - d. The driver reinstated his/her drivers license or acquires a driver's license and proper insurance
 - e. The vehicle shall be released to a rental car agency prior to the end of 30 days if the agency is either registered or legal owner.
 - f. At the request of the registered owner, who, at the time of the tow hearing presents a valid driver's license and pays all current fees, unless articulable facts support continued impoundment of the vehicle. (Brewster v. Beck)
- 4. The established fee for a tow hearing shall be paid prior to the hearing.
- 5. Repossessors/lien holders do not need a tow hearing (finance company repossessions)

D. Release Procedures

- 1. A vehicle seized under authority of CVC 14602.6 will not be released prior to a tow hearing, except to a finance company repossessing their vehicle.
 - a. Repossessors/lien holders must have valid DMV paperwork
 - b. Two copies of repossession paperwork are needed with one copy to dispatch and one copy for the case.
 - 1) A fee will be charged for filing of the repossession report (Gov. Code 41612)

2. A vehicle impounded for 14602.6 CVC shall be released upon a court order or upon completion of the 30-day impoundment period.
 3. Impounded vehicles are available for release Monday thru Friday 0800 to 1630 hours.
 4. Vehicles stored for CVC 22651(P) may be released to the registered owner after hours.
 5. Payment of fees due must be cash or credit card.
 - a. After payment has been completed, an employee will escort the owner to their vehicle.
 6. Verify that the subject is the registered owner.
 - a. Photocopy the registered owner's identification. If there is another person as the valid driver, photocopy their identification as well. If the registered owner does not have a picture identification, two other forms of identification are required and must be photocopied (credit cards and checks are not valid forms of identification)
 7. The registered owner and valid driver (if applicable) shall sign the CHP 180 in the designated places, as does the employee releasing the vehicle.
 - a. Always include the date of release
 - b. The CHP 180 must be stamped "Paid" with the amount paid.
- E. Employees of the Upland Police Department are prohibited from purchasing a vehicle from the City of Upland impound lot or from one of our franchise tow companies when the vehicle has been stored/impounded by the Upland Police Department.
1. No employee of the Upland Police Department shall have a third party purchase the above described vehicles on their behalf.

Chapter	5
Section	5.18
Title	Records; Access and Release of Information
Subject	Megan's Law (County Policy)
Effective Date	01/01/1998
Revision Date	07/02/2018
Revised By	Captain Marcelo A. Blanco
Authorized By	Chief Douglas P. Millmore

I. POLICY STATEMENT

The purpose of this policy is to establish a procedure for the dissemination of information regarding certain registered sex offenders under California's Megan's Law (Penal Code Section 290). The intent of this legislation and this policy is to allow members of the public to protect themselves and their children from sex offenders.

II. DEFINITIONS

A. Categories of Sex Offenders

1. Serious Sex Offender
 - a. A serious sex offender is a person who has been convicted of a felony sex offense for which registration is required (except those listed in the other category), or misdemeanor child molestation per Penal Code Sections 647.6 and 288, subsection (c).
 - b. Certain information regarding serious sex offenders may be released to persons at risk of being victimized by the offender.
2. High-Risk Sex Offender
 - a. A high-risk sex offender is a serious sex offender who has been identified by DOJ as having a higher risk of re-offending and who may pose a greater danger to the public.
 - b. Certain information regarding high-risk sex offenders may be released to the community.
3. Other Sex Offender

- a. Other sex offenders are misdemeanants (except misdemeanor child molesters), and those felons convicted of repeated indecent exposure, pornography and related offenses, or spousal rape.
- b. Information regarding sex offenders in the other category is not subject to public dissemination.

B. Terminology Used in Penal Code 290

1. Reasonably Suspects
 - a. Reasonably suspects means a peace officer has a suspicion, based on information provided by another peace officer or a member of the public that a child or other person may be at risk of being victimized by a serious sex offender.
2. Likely to Encounter
 - a. Likely to encounter means that the entity or individual is in a location close to where the offender lives, or is employed, or that the offender visits or is likely to visit on a regular basis, and contact with the offender is reasonably probable.

III. PUBLIC INQUIRIES

- A. Persons who wish to inquire about the sex offender status of anyone can check meganslaw.ca.gov. Employees will not check any file or inquire on any computer system to ascertain the sex offender status of an individual for a member of the public.
- B. Employees shall not give legal advice to the public or the media regarding Megan's Law or any information disseminated pursuant to Megan's Law.

IV. PROACTIVE PUBLIC DISSEMINATION OF INFORMATION ON SEX OFFENDERS

A. Categories

1. The Department of Justice has categorized each person who is required to register as a sex offender as either serious, high-risk, or

other. Public disclosure is permitted under Megan's Law only on individuals categorized as serious or high-risk. See above definitions.

2. The status and category of an individual may best be determined by inquiry into the CLETS Supervised Release File (SRF). SRF has the most current information available on individuals who are required to register as sex offenders. If the SRF is unavailable, the DOJ Registration Unit may be contacted by phone for the information.
3. The category of a sex offender is determined by DOJ based on criteria listed in the Penal Code. If there is a question regarding the category assigned to an individual offender, DOJ must be contacted for the final decision.
4. When a hit is made on the SRF and sex offender information is disseminated to the public, a printout of the SRF teletype showing the category should be retained and attached to Upland Police Department Form 100, which documents the dissemination of information.

B. Uniformity and Consistency of Dissemination

1. The method(s) utilized to notify institutions, entities, community members, or other persons at risk, should be the same in all similar cases whenever practical and possible.

C. Statement of Purpose and Advisal Regarding Misuse of Information

1. Each public disclosure of information regarding a sex offender whether written or spoken, must include a statement that the information is being provided to protect the public.
2. The following advisal should also be given: A member of the public may not use information obtained in accordance with Penal Code Section 290 (Megan's Law) to commit any crime. Criminal misuse of the information subjects the person who misuses it to a sentence enhancement in addition to the punishment mandated for the crime committed.
3. The person who receives the above statement and advisal should sign the Upland Police Department Form 100 which documents dissemination of information.

D. Documentation

1. All instances of dissemination of information on serious and high-risk sex offenders shall be documented on Upland Police Department Form 100. A copy of the SRF teletype which shows the (serious or high-risk) category of the offender should be attached to the form. If a poster or other written information was released, a copy should be attached also.
2. The CLETS SRF file shall be updated by the Dispatcher with a notation regarding the incident.
3. The documentation shall be retained by the agency for a minimum of five years.

V. DISSEMINATION OF INFORMATION ON SERIOUS SEX OFFENDERS

A. To Whom Information May Be Released

1. When a peace officer reasonably suspects, based on information that has come to his or her attention, that a person may be at risk from a serious or high-risk sex offender, the peace officer may provide certain information about the sex offender to persons, agencies, or organizations the offender is likely to encounter, including, but not limited to; public and private educational institutions, day care establishments, and establishments and organizations that primarily serve individuals likely to be victimized by the offender.
2. If the potential victim is a minor, an attempt should be made to also contact and advise a parent or guardian of the minor.

B. Authority to Disseminate Information

1. The decision whether or not to disseminate information to persons at risk of being victimized is made by the Chief of Police or his designee. When exigent circumstances exist, and there is no supervisor available, an officer may make the decision to disseminate information to persons at risk of being victimized
2. The decision should be based on the totality of the circumstances. The decision should consider all available information on the offender, including, but not limited to, criminal history, status, and the circumstances of the contact.

C. Method of Dissemination

1. The information disseminated must be directed at, and limited to, the institutions, entities, or community members who are at risk.
2. The information may be given verbally or in written form (such as posters).

D. Information Which May be Released

1. The sex offender's name, aliases, gender, race, physical description, date of birth, and photograph.
2. Verified residential address (PC 290.45(b))
3. The license plate and description of the vehicle(s) and the offender is known to drive.
4. The type of victim targeted (i.e. children, elderly women, etc.).
5. The type(s) and date(s) of crime(s) committed which resulted in classification under P.C. 290.
6. The date of release from confinement.
7. Relevant parole or probation conditions (e.g. "No contact with children").

E. Information Which May Not Be Released

1. Information which may not be disseminated to the community includes, but is not limited to:
 - a. Information which would identify the victim.
 - b. Criminal record information other than convictions that require sex registration under P.C. 290.

VI. DISSEMINATION OF INFORMATION ON HIGH-RISK SEX OFFENDERS

A. To Whom Information May be Released

1. High-risk offenders are categorized as such because they pose a greater danger to the public. Information on these offenders may be released to the community. There is no requirement that a peace officer have a "reasonable suspicion" that particular individuals are at risk of being victimized by a high-risk offender prior to dissemination of information.

B. Authority to disseminate Information

1. The decision whether or not to disseminate information to the community regarding a high-risk offender who lives, works, or frequents

locations within the city limits is made by the Chief of Police or his designee.

2. A high-risk offender is a serious offender who may pose a greater danger to the public than those classified only in the serious category. Procedure for notification of persons at risk of being victimized by high-risk sex offenders is the same as for serious offenders. In these circumstances (where immediate notification to individuals is deemed necessary), the decision to disseminate information is made by the Chief of Police or his designee.
3. The decision should be based on the totality of the circumstances. The decision should consider all available information on the offender, including, but not limited to, criminal history, status, and the circumstances of the contact.

C. Method of Notification

1. The agency's public information officer or other personnel designated by the Chief may release information to the community.
2. Law enforcement agencies may disseminate information to the community through any means available to them, which may include, but are not limited to bill boards, newspaper ads, posters, radio announcements, TV spots, and/or personal contacts.
3. The Internet may not be used.

D. When Information May Be disseminated to the Community

1. Information may be disseminated to the community when the Department becomes aware that a high-risk offender lives, works, or frequents locations in a community; when the offender registers with the agency or does an annual sex registration update; or any other time deemed appropriate and necessary by the Chief of Police.

E. Information Which May Be Released

1. The sex offender's name, aliases, gender, race, physical description, date of birth and photograph.
2. Verified residential address
3. The license plate and description of the vehicle(s) the offender is known to drive.
4. The type of victim targeted (i.e. children, elderly women, etc.).

5. The type(s) and date(s) of crime(s) committed which resulted in classification under P.C. 290.
6. The dates of release from confinement.
7. Relevant parole or probation conditions (e.g. "No contact with children").

F. Information Which May Not Be Released

1. Information which may not be disseminated to the community includes, but is not limited to:
 - A. Information which would identify the victim.
 - b. Criminal record information other than convictions that requires sex registration under P.C. 290.

MEGAN'S LAW DISCLOSURE FORM

PUBLIC DISSEMINATION OF INFORMATION ON SEX OFFENDER

DIVISION/STATION _____ CASE NUMBER _____

SEX OFFENDER INFORMATION

DOJ CLASSIFICATION: SERIOUS SEX OFFENDER HIGH RISK SEX OFFENDER

NAME: _____ AGE: ____ DOB: __/__/__ GENDER: M / F RACE:- _____

 Last First Middle

HT: ____ WT: ____ HAIR: ____ EYES: ____ PHOTO: YES NO PHONE #: () _____

VEH. MAKE: MODEL: YR: LICENSE #: LICENSE STATE

ADDRESS: _____

 STREET NUMBER STREET NAME CITY STATE ZIP CODE

DISSEMINATION INFORMATION

DATE: _____ TIME: _____ LOCATION: _____

DISSEMINATING OFFICER'S NAME: _____ TITLE: EMPLOYEE #: _____

AUTHORIZED BY: _____ TITLE: EMPLOYEE #: _____

METHOD OF DISSEMINATION: VERBAL WRITTEN POSTER PRESS RELEASE

OTHER (SPECIFY): _____

PERSON TO WHOM INFORMATION IS BEING DISSEMINATED:

 INDIVIDUAL FIELD NOTIFICATION AGENCY OR GROUP NOTIFICATION

NAME: _____ DOB: __/__/__ PHONE #: () _____

ADDRESS: _____

 STREET NUMBER STREET NAME STATE ZIP CODE

NAME AND ADDRESS OF THE ORGANIZATION THIS PERSON REPRESENTS (IF APPLICABLE):

NAME: _____
ORGANIZATION STREET NUMBER STREET NAME CITY STATE ZIP CODE

STATEMENT OF PURPOSE AND ADVISAL REGARDING MISUSE OF INFORMATION

THE PURPOSE OF THE RELEASE OF THIS INFORMATION IS TO ALLOW MEMBERS OF THE PUBLIC TO PROTECT THEMSELVES AND OTHERS FROM SEX OFFENDERS.

A MEMBER OF THE PUBLIC MAY NOT USE INFORMATION OBTAINED IN ACCORDANCE WITH PENAL CODE SECTION 290 (MEGAN'S LAW) TO COMMIT ANY CRIME. CRIMINAL MISUSE OF THE INFORMATION SUBJECTS THE PERSON WHO MISUSES IT TO A SENTENCE ENHANCEMENT IN ADDITION TO THE PUNISHMENT MANDATED FOR THE CRIME COMMITTED.

I ACKNOWLEDGE RECEIPT OF THE ABOVE STATEMENT OF PURPOSE AND ADVISAL REGARDING MISUSE

SIGNATURE OF PERSON TO WHOM DISSEMINATION IS MADE: _____
(CONTINUED ON REVERSE)

INFORMATION THAT WAS RELEASED INCLUDES (CHECK ALL THAT APPLY):

OFFENDER'S NAME _____ VEHICLE DESCRIPTION _____

RACE _____ VEHICLE LICENSE NUMBER _____

GENDER _____ HOME ADDRESS _____

DOB _____ BUSINESS ADDRESS _____

PHOTO _____ DATES OF RELEASE FROM CONFINEMENT _____

PHYSICAL DESCRIPTION RELEVANT PAROLE/PROBATION CONDITIONS

DATE(S) & TYPE(S) OF CRIME(S) WHICH RESULTED IN CLASSIFICATION UNDER PC 290

