

**CHAPTER 6**  
**RELEASE OF INFORMATION TO THE MEDIA**  
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## CHAPTER 6

### RELEASE OF INFORMATION TO THE MEDIA

#### 1. INTRODUCTION.

- a. It is the policy of the California Highway Patrol (CHP) to cooperate with the news media in an open and honest manner and to provide information whenever allowed by current laws. The public has a right to know what government agencies are doing and the press has the highest constitutional protections while reporting this information.
- b. Departmental personnel must accept the fact that they will always be under close public scrutiny and be prepared to receive news media questions. The test of whether to release information should not be based upon which laws or court decisions you can hide behind, but simply, "Why shouldn't I release this?"
- c. California Government Code 6254 is the primary section of law that discusses what is and what is not releasable. (Refer to Annex A, Government Code Section 6254)
- d. The CHP 960, Media Guide, (revised 10/2013) briefly summarizes the rights of the media under current laws and the legal requirements of release of information. This form may be found on the CHP Intranet under the Office of Community Outreach and Media Relations, Information for New PIOs.

2. TALKING POINTS. The Office of Community Outreach and Media Relations (COMR) has developed Talking Points, available on the CHP Intranet, for use when speaking on behalf of the Department at community engagements and media events, or during press interviews. They are not intended to be handed out to the public/media. Consult the Talking Points for available subject matter prior to releasing any information.

#### 3. RELEASABLE INFORMATION.

##### a. Collision Reports.

- (1) Vehicle Code Section 20012 establishes statutory authority for the release of collision reports. (Refer to General Order [GO] 110.2, Release of Collision Information.)
- (2) The collision report (including photographs) is releasable to:

- (a) Involved parties (including registered owner of the vehicle).
- (b) Insurance companies of the involved parties.
- (c) Attorneys of the involved parties.
- (d) The media, who can request copies of collision reports. Only public portions of the report can be released. Such requests should be forwarded to COMR for input from the Special Counsel.

(3) Generally, information released to the news media should be limited to what is indicated on CHP 288A, Report of Collision - News Release, and an indication as to how the collision happened. Particular care shall be taken to see that news agencies receive prompt, courteous attention since they perform a public service. If there was an arrest in connection with the collision, details as shown on the CHP 288B, Report of Arrest / Unusual Incident – News Release, can be disclosed. In addition:

- (a) Fatal victim information is only releasable through the coroner.
- (b) Injuries should be classified as minor, moderate, major and fatal. Do not list specific injuries (especially information obtained post-transportation to the hospital or other medical facility).
- (c) Blood Alcohol Concentration (BAC) results are not releasable.
- (d) Traffic collision photographs are not releasable to the media.

b. Criminal Arrest Reports.

(1) Highway Patrol Manual (HPM) 11.1, Administrative Procedures Manual, Chapter 13, Information Disclosure - Public Records and Rights of Privacy, details information regarding disclosures – public records and privacy rights.

(2) This information is also outlined in the CHP 960.

(3) The following information shall be provided upon request, according to the California Public Records Act (hereafter referred to as the PRA). Exceptions include circumstances in which release of information would endanger an investigation, or a related investigation or would endanger the safety of a person involved in the investigation: [Government Code Section 6254(f) – Refer to Annex A]:

- (a) Arrestee's full name (except juveniles – see paragraph 3. c. below).

- (b) Arrestee's complete address except as otherwise exempted by statute (including California Vehicle Code 1808.4 – Refer to Annex C, CHP 464, Photograph/Video Authorization) is releasable to the media per Government Code Section 6254(f). However, the address is not releasable to the public unless they want the information for scholarly, journalistic, political, or governmental purposes.
- (c) Victim's name and address except as outlined in paragraph 4.a.
- (d) Arrestee's occupation, physical description, and date of birth.
- (e) Time, date, location, and circumstances of arrest.
- (f) Pursuit or use of weapons by officers.
- (g) Name of arresting/investigating officer and length of investigation, unless disclosure would jeopardize personal safety or hinder the investigation.
- (h) Limited description of evidence seized (i.e., handgun, not Smith & Wesson .38 caliber revolver).
- (i) Time, date, and location of booking.
- (j) All charges, including warrants and probation or parole holds.
- (k) Amount of bail, court schedule, time, and manner of release.

c. Juvenile Reports.

- (1) When a juvenile has been in a traffic collision, the name, age and hometown are releasable. If the youth has or might be arrested (for example, driving under the influence or auto theft), the juvenile's name is not releasable. (Refer to HPM 11.1, Chapter 13, for policies and procedures of release of juvenile arrest information.)
- (2) Pursuant to Welfare & Institutions (W&I) Code Section 827.5, only the name and offense(s) allegedly committed by a juvenile 14 years or older taken into custody for a serious felony, as defined in Penal Code Section 1192.7(c), may be disclosed to the public if it can be determined that a "ward of the court" hearing has commenced pursuant to W&I Code Section 602.
- (3) Name, description, and alleged violent felony [as defined by Penal Code Section 667.5(c)] of a minor may be released if an arrest warrant has been

issued or if the information would assist in the minor's apprehension or protect the public. (W&I Code Section 827.6.)

d. Employee Personnel Actions. This information is not releasable per the Peace Officers Procedural Bill of Rights (POBR). It is a misdemeanor to release this information. Contact the Internal Affairs Section (IAS) for release of information on personnel actions.

(1) Talking Points (releasable statements) have been developed and are accessible on the Department's Intranet regarding Personnel Investigations.

(2) Should an incident occur that results in a personnel investigation of any CHP employee, the Talking Points can be used to field questions by the media about the incident or the person(s) involved.

(3) Under certain circumstances a statement may be provided. Contact COMR for assistance.

(4) The Department does not, by policy, discuss pending litigation.

e. Disclosure of Complaints or Requests for Assistance. During a media inquiry to any incident, it is reasonable to expect inquiries will be made regarding traffic enforcement complaint histories (other than citizen complaints) and requests for assistance. Though there may not be information readily available, answers to these questions involve information that is releasable. Therefore, it would be in the best interest of positive media relations to state that information will be obtained once compiled. Per Government Code Section 6254 (f)(1) the following information is releasable:

(1) Time, substance, and location of all complaints or requests for assistance received by the CHP.

(2) Time and nature of the response.

(3) Information regarding crimes alleged or committed, or any other incident investigated.

(4) Time, date, and location of the occurrence.

(5) Time and date of report.

(6) Name and age of victim except for crimes identified in paragraph 4.a.

(7) Facts or circumstances surrounding the crime or incident.

(8) General description of injuries, property, or weapons involved (i.e., handgun; not Smith & Wesson .38 caliber).

f. Arrests or Incidents Involving a High Profile Individual. Areas should consider drafting a CHP 288B, – News Release, or press release whenever an arrest is made or there is an incident involving a high-profile individual (e.g., an actor, professional or local athlete, politician, or other celebrity of any kind). The press will eventually find out about the arrest/incident and when they start calling it will be easier to have a CHP 288 or news release already completed to send by electronic mail or facsimile. This is also helpful for after-hours inquiries. A communications center or Area can send out the information if it has already been completed and approved.

4. NON-RELEASABLE INFORMATION. The following guidelines are based on the standards for the release of information by the CHP as set forth by the Government Code. It is the intent of the CHP to promote cooperation with the news media by releasing newsworthy information without impairing the suspect's ability to receive a fair trial. The following is not releasable information:

a. Name of a victim of any crime as defined by Penal Code Sections 220, 236.1, 261, 261.5, 262, 264, 264.1, 265, 266, 266a, 266b, 266c, 266e, 266f, 266j, 267, 269, 273a, 273d, 273.5, 285, 286, 288, 288a, 288.2, 288.3 (as added by Chapter 337 of the Statutes of 2006), 288.3 (as added by Section 6 of Proposition 83 of the November 7, 2006, statewide general election), 288.5, 288.7, 289, 422.6, 422.7, 422.75, 646.9, or 647.6.

b. Identity of suspect prior to arrest, except in cases where this information will:

(1) Aid an arrest or investigation.

(2) Warn the public of danger.

c. Investigative reports.

d. Investigations of officer-involved shootings or other personnel actions.

e. Confession or existence of a confession.

f. Officer's opinion of a possible plea bargain.

g. Any photographs or mug shots, except those which:

(1) Aid an arrest or investigation.

(2) Warn the public of danger.

(3) Booking photographs and mug shots are not CHP property. Mug shots are only released by the agency that possesses them.

h. Identity, credibility, or testimony of prospective witnesses.

i. Officer's personal opinion as to strength of the case or suspect's guilt or innocence.

j. Blood Alcohol Concentration test results (e.g., breathalyzer or blood test results) are not considered public information and are therefore not releasable in response to requests received pursuant to the California Public Records Act (PRA) (Government Code Sections 6250, et seq.). Therefore, while BAC test results will be released only to allied agencies and prosecutorial offices, such results shall not be released in response to a Public Records Act or other informal request from any source. Unlike BAC test results, Preliminary Alcohol Screening results are considered public information and can be released in response to a PRA or other informal request from any other source.

## 5. RELEASE OF CRIMINAL HISTORY INFORMATION.

a. The California Penal Code forbids the release of state or local criminal history information to unauthorized persons, which includes the news media. It must be assumed that information becomes history once the case is adjudicated, all appeals are exhausted, and the matter is no longer before a legal public forum.

b. Mug shots and other investigative photographs of suspects from previous investigations are considered criminal history information and therefore cannot be released to the news media for publicity purposes only. Officials who do release these photographs are committing a misdemeanor. It should be noted, too, that the release of any photographs of a suspect for publicity purposes only is considered by the courts to be a civil rights violation and an invasion of the right to privacy. To release these photographs could subject the official and the Department to pay civil damages, both actual and punitive.

c. There are, however, exceptions to the rules of releasing photographs and criminal history information. Penal Code Section 13306(b) states: "It is not a violation of this article to disseminate information obtained from a record for the purpose of assisting in the apprehension of a person wanted in the connection with the commission of a crime." The courts have held that it is acceptable to release a photograph of a person if it is "within the scope of an investigation."

## 6. PHOTOGRAPHS AND RECORDINGS.

a. Video recordings obtained during the course of employment by any CHP employee on any camera, cellular telephone, and/or recording device are considered the property of the CHP. Release of the recordings to the media or for public relations purposes shall be routed through channels to COMR for approval. As necessary, COMR will work with the Office of the Commissioner, in consultation with Special Counsel, for approval to release the video footage from these incidents. Unless approval is granted by COMR, video recordings made by cameras, cellular telephones, and/or recording devices by on-duty CHP employees shall not be released. Unauthorized distribution, receiving, or viewing outside of the Department is prohibited.

b. If the recording has the potential to be released to the media and/or used by the Department for public relations purposes, personnel should have a CHP 464, Photograph/Video Authorization, signed by parent or guardian when the video involves an identifiable minor which was recorded in the course of employment. Personnel shall have a CHP 464 signed by all identifiable parties included in the video, or a parent or guardian when it involves a minor, from any footage covering a medical or emergency incident to avoid departmental liability.

(1) Photographs/recordings considered for release should be of a non-sensitive nature and are the type the Department would normally release (such as, but not limited to, departmental promotional photographs/videos of graduation, annual memorial ceremonies, rescue efforts, and departmentally sponsored events).

c. Photographs or other recordings taken by the media and offered for use by the Department shall be considered the copyright material of the media outlet or freelancer and are not to be released to other media.

d. For information on the release of photographs of Departmental personnel, refer to HPM 10.3, Personnel Transactions Manual, Chapter 30, Personnel and Medical Files.

e. Photographs contained on the Department's Internet Web site shall be considered public.

f. For policy regarding the release of digital images recorded during the course of enforcement or investigative duties, refer to GO 110.8, Processing and Storage of Images. For policy regarding the release of video recordings created by the Mobile Video/Audio Recording System, refer to GO 100.61, Use of Mobile Video/Audio Recording Systems.

7. NEWS MEDIA RIGHT TO PUBLISH.

- a. The news media cannot be denied access to information already in the public domain.
- b. Dispatch audio recordings of calls to 911, and the radio and mobile digital computer transmissions from/to dispatch and field units are considered public record. As such, they are available to the news media. However, since such recordings are often evidence in legal or personnel cases, they may be released only upon approval of Special Counsel. Non-releasable information is redacted from these recordings.

8. OFFICER-INVOLVED INCIDENTS. Sensitive issues, such as officer-involved crimes, should be referred to COMR for direction. The Area commander should be responsible for releasing information regarding CHP personnel, or give the Public Information Officer (PIO) specific direction whether to disseminate information regarding pursuits, shootings, etc. The POBR states that an officer under investigation shall not be required to speak with the media without the officer's consent, the officer's picture shall not be given to the media, and the officer's home address shall not be given to the media without the officer's consent. All CHP employees, except cadets, are protected under POBR. For further questions regarding POBR, contact IAS.

- c. It is incumbent upon all departmental employees (e.g., commander, PIO, COMR) to use discretion when releasing information regarding the discharge of a firearm by an employee.
- d. In the event another agency is conducting a criminal investigation concerning the discharge of a firearm by an employee, internal reports of this Department shall be released, to the extent permitted by law, and with the concurrence of the Special Counsel.
- e. Information concerning a shooting incident shall be released only by an employee designated by the immediate commander.
  - (1) All information provided to the media should be coordinated with all the agencies involved in the investigation (e.g., sheriff's department, district attorney).
  - (2) For officer safety reasons, when discussing an officer-involved shooting incident with the media, information regarding whether or not the officer was wearing soft body armor shall **not** be provided.

f. Pursuant to Section 6254(f) of the Government Code and Section 841.5 of the California Penal Code, public information regarding a shooting incident can be withheld from the media if it can be proven that the release of the information may result in one of the following:

- (1) Jeopardize the integrity and successful completion of the investigation, or
- (2) Endanger the safety of involved employees, suspects, witnesses, and/or their family members.

NOTE: The names of involved employees, the physical evidence, and medical information are examples of the types of information which can be initially withheld from the media for the reasons listed above. Also note that once paragraphs 8.d.(1) and 8.d.(2) no longer apply, the information may be released.

9. PENDING LEGISLATION. The Department does not discuss pending legislation on a routine basis. If an inquiry is received regarding the Department's position on specific pending legislation, contact COMR to determine if a statement can be released.

10. JOB ACTION. The appropriate Assistant Commissioner shall assure that COMR is kept current as to any internal strife problem. All news-related releases regarding statewide concerted job actions will be prepared by COMR and coordinated with the Office of the Commissioner and the Office of Employee Relations commander prior to release. (Refer to HPM 10.8, Job Action Contingency Planning Manual.)

11. CANINE PROGRAM. The unique nature of the canine program, and the publicity which often surrounds it, may result in media inquiries regarding canine teams or requests for public affairs presentations. (Refer to HPM 70.07, Departmental Canine Program Manual.)

- a. Public awareness efforts which are undertaken should emphasize the technical proficiency of canine teams and the ability of canines to work safely in all contacts with the public.
- b. The Division Canine Supervisor (DCS) shall evaluate all requests for public relations related presentations, including media ride-a-longs, prior to approval and participation.
- c. Departmental coverage and operational needs will be the first consideration.

d. All information and statistics regarding a canine team's performance shall be cleared by the DCS prior to public release. In no event shall sensitive information, such as intelligence information, specific areas of deployment, the canine's limitations, or other similar information be released to the public.

12. COMMERCIAL ENFORCEMENT PROGRAM. Division Special Services commanders should ensure that PIOs, assigned to commercial vehicle enforcement facilities and/or commercial units, are knowledgeable in commercial vehicles and their unique problems. As part of this, Divisions should consider involving the media in the Department's new emphasis on commercial vehicle safety by inviting media representatives on ride-alongs with Mobile Road Enforcement officers and Motor Carrier Specialists, visits to inspection facilities, etc. (Refer to HPM 82.6, Commercial Enforcement Manual.)

13. DRUG TASK FORCE OPERATIONS. Based on the magnitude of the illegal drug problem at the national, state, and local levels, any arrest or investigation involving drugs generates a great deal of media attention. When this is combined with any reference to a "drug task force" there is an increased potential for media interest. (Refer to HPM 81.5, Drug Programs Manual.)

a. Area commanders shall negotiate agreements with their respective task forces concerning the release of information regarding task force activities to the media. This agreement should be included in a Memorandum of Understanding (MOU). Ideally, the MOU should indicate the release of information regarding task force operations will normally be coordinated through the task force commander. Additionally, in the event of an officer-involved shooting or highly publicized drug task force activity, participating agencies should agree in advance who will release what type of information. This is particularly critical should an adverse, criminal, or civil action be instituted against individual task force members.

b. All information relative to significant task force activities shall be forwarded through the Division Investigative Services Unit coordinator to Field Support Section within 48 hours. This would include incidents, enforcement actions, or investigations which involve the Department and any connection to drug-related activity which would generate considerable interest from the media.

c. Field Support Section shall coordinate with the COMR for the release of information statewide to the media regarding drug-related information. Field Support Section shall ensure information of a confidential nature is not disseminated to the COMR for release to the media.

14. EXPLORER PROGRAM. Explorers shall not write articles or manuscripts for publication in the press without prior authorization from the statewide explorer coordinator and the COMR commander. If a member of the press requests a statement from an explorer, the explorer will be courteous and direct the person to a PIO or an explorer post advisor. (Refer to HPM 70.05, Explorer Program Manual.)

15. MULTIDISCIPLINARY ACCIDENT INVESTIGATION TEAMS.

- a. All media relations are the responsibility of the Area commander or allied agency having primary jurisdiction for the investigation of the accident or incident.
- b. Team leaders shall ensure any information released to the public concerning the accident or incident is done in a manner consistent with the wishes of the Area or the allied agency commander or delegated representative.
- c. Prior to release of any information, the PIO shall confer with the Multidisciplinary Accident Investigation Team leader to ensure release of information will not be detrimental to the investigation.

16. PRIMARY COLLISION FACTOR VEHICLE OPERATIONS. A Primary Collision Factor Vehicle (PCFV) is a marked departmental vehicle which does not display traditional color configuration and markings. Area commanders are responsible for implementing public relations activities designed to increase compliance with safety laws and to gain acceptance of PCFV operations from the public, governmental agencies, and public safety organizations. (Refer to HPM 100.68, Traffic Enforcement Policy Manual, Chapter 3, Highway Enforcement.)

17. RADAR PROGRAM. Public and media inquiries specific to Area radar programs should first be directed to the commander, Area radar coordinator or PIO of the Area involved. If further information is necessary, questions may be referred to Research and Planning Section (RPS). It is most beneficial to Area personnel that they attempt to research questions from citizens and not merely refer them to RPS. (Refer to HPM 100.4, Radar Speed Enforcement Manual.)

18. SENIOR VOLUNTEER PROGRAM. Volunteers may write articles or manuscripts for publication in the press concerning departmental business only with authorization from the commander and the COMR. If a member of the press requests a statement from a volunteer, the volunteer will be courteous and direct the person to a PIO, the Area coordinator, or any supervisor or manager.

19. SOBRIETY CHECKPOINTS.

a. Areas are required to provide a printed news release to the media 48 hours prior to the checkpoint operations. To assist PIOs with this requirement, a sample news release is included in HPM 70.4, Driving Under the Influence Enforcement Manual. Notifications shall include general information outlining date(s), time(s), and geographical areas where checkpoint operations will occur. No paid advertisements will be authorized. (Refer to HPM 70.4.)

NOTE: Specific checkpoint locations shall not be released sooner than two hours prior to the checkpoint start time.

b. Areas shall obtain and preserve copies of any articles publicizing the checkpoint. Also, Areas shall attempt to record or otherwise preserve any announcement of the checkpoint on the radio or television. These articles or records of announcement shall be filed with the operational plan establishing the checkpoint.

c. Checkpoints may generate extensive news media interest. When this occurs, news conferences should be held prior to scheduled checkpoints for the purpose of briefing media representatives on how the operation will be conducted.

d. Suitable locations should be designated at checkpoint sites for media use. This procedure will ensure full cooperation while preventing interference with checkpoint personnel by the media.

20. SAFETY SERVICES PROGRAM.

a. The Department will conduct in-depth criminal investigations through the use of Safety Services Investigator/Investigative Services Unit (ISU) personnel. Investigations will normally only be conducted for incidents as established in a MOU with the local law enforcement agency. (Refer to HPM 100.70, Safety Services Program Manual.)

b. The Division Safety Services Unit coordinator should coordinate with the Division or Area PIO for news releases related to investigations.

c. News releases affecting multiple Divisions, or having statewide or national interest, should be coordinated by COMR.

21. VEHICLE THEFT. The Division ISU coordinator is responsible for coordinating news releases related to vehicle theft investigations with Area or Division PIOs. All news releases affecting multiple Divisions, or with statewide or national interest, should be coordinated by COMR. (Refer to HPM 81.1, Vehicle Theft Control Manual.)

22. PUBLIC RECORDS ACT.

a. Government Code Section 6250, et seq., is commonly referred to as the PRA. The PRA provides that access to information concerning the conduct of the people's business is a fundamental and necessary right of every person in this state. The PRA applies to records maintained by state and local agencies.

b. It is the policy of this Department to comply with the provisions of the PRA and to avail itself of all exemptions contained in it. (Refer to HPM 11.1, Administrative Procedures Manual, Chapter 13.)

23. SUMMARY. These guidelines are based on the information available when this manual was prepared. It is important to remember that laws are changed or updated frequently or legal opinions are issued which could substantially affect the policies outlined in this section. For any questions, contact the Special Counsel, Legal Affairs Section, or COMR.

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## ANNEX A

### GOVERNMENT CODE SECTION 6254

6254. Except as provided in Sections 6254.7 and 6254.13, nothing in this chapter shall be construed to require disclosure of records that are any of the following:

- (a) Preliminary drafts, notes, or interagency or intra-agency memoranda that are not retained by the public agency in the ordinary course of business, if the public interest in withholding those records clearly outweighs the public interest in disclosure.
- (b) Records pertaining to pending litigation to which the public agency is a party, or to claims made pursuant to Division 3.6 (commencing with Section 810), until the pending litigation or claim has been finally adjudicated or otherwise settled.
- (c) Personnel, medical, or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy.
- (d) Contained in or related to any of the following:
  - (1) Applications filed with any state agency responsible for the regulation or supervision of the issuance of securities or of financial institutions, including, but not limited to, banks, savings and loan associations, industrial loan companies, credit unions, and insurance companies.
  - (2) Examination, operating, or condition reports prepared by, on behalf of, or for the use of, any state agency referred to in paragraph (1).
  - (3) Preliminary drafts, notes, or interagency or intra-agency communications prepared by, on behalf of, or for the use of, any state agency referred to in paragraph (1).
  - (4) Information received in confidence by any state agency referred to in paragraph (1).
- (e) Geological and geophysical data, plant production data, and similar information relating to utility systems development, or market or crop reports, that are obtained in confidence from any person.
- (f) Records of complaints to, or investigations conducted by, or records of intelligence information or security procedures of, the office of the Attorney General and the Department of Justice, the California Emergency Management Agency, and any state or local police agency, or any investigatory or security files compiled by any other state or local police agency, or any investigatory or security files compiled by any other state or local agency for correctional, law enforcement, or licensing purposes. However, state and local law enforcement agencies shall disclose the names and addresses of persons involved in, or witnesses other than confidential informants to, the incident, the description of any property involved, the date, time, and location of the incident, all diagrams, statements of the parties involved in the incident, the statements of all witnesses, other than confidential informants, to the victims of an incident, or an authorized representative thereof, an insurance carrier against which a claim has been or might be made, and any

## ANNEX A

### GOVERNMENT CODE SECTION 6254 (*continued*)

person suffering bodily injury or property damage or loss, as the result of the incident caused by arson, burglary, fire, explosion, larceny, robbery, carjacking, vandalism, vehicle theft, or a crime as defined by subdivision (b) of Section 13951, unless the disclosure would endanger the safety of a witness or other person involved in the investigation, or unless disclosure would endanger the successful completion of the investigation or a related investigation. However, nothing in this division shall require the disclosure of that portion of those investigative files that reflects the analysis or conclusions of the investigating officer.

Customer lists provided to a state or local police agency by an alarm or security company at the request of the agency shall be construed to be records subject to this subdivision.

Notwithstanding any other provision of this subdivision, state and 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:

(1) The full name and occupation of every individual arrested by the agency, the individual's physical description including date of birth, color of eyes and hair, sex, height and weight, the time and date of arrest, the time and date of booking, the location of the arrest, the factual circumstances surrounding the arrest, the amount of bail set, the time and manner of release or the location where the individual is currently being held, and all charges the individual is being held upon, including any outstanding warrants from other jurisdictions and parole or probation holds.

(2) Subject to the restrictions imposed by Section 841.5 of the Penal Code, the time, substance, and location of all complaints or requests for assistance received by the agency and the time and nature of the response thereto, including, to the extent the information regarding crimes alleged or committed or any other incident investigated is recorded, the time, date, and location of occurrence, the time and date of the report, the name and age of the victim, the factual circumstances surrounding the crime or incident, and a general description of any injuries, property, or weapons involved. The name of a victim of any crime defined by Section 220, 236.1, 261, 261.5, 262, 264, 264.1, 265, 266, 266a, 266b, 266c, 266e, 266f, 266j, 267, 269, 273a, 273d, 273.5, 285, 286, 288, 288a, 288.2, 288.3 (as added by Chapter 337 of the Statutes of 2006), 288.3 (as added by Section 6 of Proposition 83 of the November 7, 2006, statewide general election), 288.5, 288.7, 289, 422.6, 422.7, 422.75, 646.9, or 647.6 of the Penal Code may be withheld at the victim's request, or at the request of the victim's parent or guardian if the victim is a minor. When a person is the victim of more than one crime,

## ANNEX A

### GOVERNMENT CODE SECTION 6254 (*continued*)

information disclosing that the person is a victim of a crime defined in any of the sections of the Penal Code set forth in this subdivision may be deleted at the request of the victim, or the victim's parent or guardian if the victim is a minor, in making the report of the crime, or of any crime or incident accompanying the crime, available to the public in compliance with the requirements of this paragraph.

(3) Subject to the restrictions of Section 841.5 of the Penal Code and this subdivision, the current address of every individual arrested by the agency and the current address of the victim of a crime, where the requester declares under penalty of perjury that the request is made for a scholarly, journalistic, political, or governmental purpose, or that the request is made for investigation purposes by a licensed private investigator as described in Chapter 11.3 (commencing with Section 7512) of Division 3 of the Business and Professions Code. However, the address of the victim of any crime defined by Section 220, 236.1, 261, 261.5, 262, 264, 264.1, 265, 266, 266a, 266b, 266c, 266e, 266f, 266j, 267, 269, 273a, 273d, 273.5, 285, 286, 288, 288a, 288.2, 288.3 (as added by Chapter 337 of the Statutes of 2006), 288.3 (as added by Section 6 of Proposition 83 of the November 7, 2006, statewide general election), 288.5, 288.7, 289, 422.6, 422.7, 422.75, 646.9, or 647.6 of the Penal Code shall remain confidential. Address information obtained pursuant to this paragraph may not be used directly or indirectly, or furnished to another, to sell a product or service to any individual or group of individuals, and the requester shall execute a declaration to that effect under penalty of perjury. Nothing in this paragraph shall be construed to prohibit or limit a scholarly, journalistic, political, or government use of address information obtained pursuant to this paragraph.

(g) Test questions, scoring keys, and other examination data used to administer a licensing examination, examination for employment, or academic examination, except as provided for in Chapter 3 (commencing with Section 99150) of Part 65 of Division 14 of Title 3 of the Education Code.

(h) The contents of real estate appraisals or engineering or feasibility estimates and evaluations made for or by the state or local agency relative to the acquisition of property, or to prospective public supply and construction contracts, until all of the property has been acquired or all of the contract agreement obtained.

However, the law of eminent domain shall not be affected by this provision.

(i) Information required from any taxpayer in connection with the collection of local taxes that is received in confidence and the disclosure of the information to other persons would result in unfair competitive disadvantage to the person supplying the information.

## ANNEX A

### GOVERNMENT CODE SECTION 6254 (*continued*)

(j) Library circulation records kept for the purpose of identifying the borrower of items available in libraries, and library and museum materials made or acquired and presented solely for reference or exhibition purposes. The exemption in this subdivision shall not apply to records of fines imposed on the borrowers.

(k) Records, the disclosure of which is exempted or prohibited pursuant to federal or state law, including, but not limited to, provisions of the Evidence Code relating to privilege.

(l) Correspondence of and to the Governor or employees of the Governor's office or in the custody of or maintained by the Governor's Legal Affairs Secretary. However, public records shall not be transferred to the custody of the Governor's Legal Affairs Secretary to evade the disclosure provisions of this chapter.

(m) In the custody of or maintained by the Legislative Counsel, except those records in the public database maintained by the Legislative Counsel that are described in Section 10248.

(n) Statements of personal worth or personal financial data required by a licensing agency and filed by an applicant with the licensing agency to establish his or her personal qualification for the license, certificate, or permit applied for.

(o) Financial data contained in applications for financing under Division 27 (commencing with Section 44500) of the Health and Safety Code, where an authorized officer of the California Pollution Control Financing Authority determines that disclosure of the financial data would be competitively injurious to the applicant and the data is required in order to obtain guarantees from the United States Small Business Administration. The California Pollution Control Financing Authority shall adopt rules for review of individual requests for confidentiality under this section and for making available to the public those portions of an application that are subject to disclosure under this chapter.

(p) Records of state agencies related to activities governed by Chapter 10.3 (commencing with Section 3512), Chapter 10.5 (commencing with Section 3525), and Chapter 12 (commencing with Section 3560) of Division 4, that reveal a state agency's deliberative processes, impressions, evaluations, opinions, recommendations, meeting minutes, research, work products, theories, or strategy, or that provide instruction, advice, or training to employees who do not have full collective bargaining and representation rights under these chapters. Nothing in this subdivision shall be construed to limit the disclosure duties of a state agency with respect to any other records relating to the activities governed by the employee relations acts referred to in this subdivision.

(q)

(1) Records of state agencies related to activities governed by Article 2.6 (commencing with Section 14081), Article 2.8 (commencing with Section 14087.5), and Article 2.91 (commencing with Section 14089) of Chapter 7 of

## ANNEX A

### GOVERNMENT CODE SECTION 6254 (*continued*)

Part 3 of Division 9 of the Welfare and Institutions Code, that reveal the special negotiator's deliberative processes, discussions, communications, or any other portion of the negotiations with providers of health care services, impressions, opinions, recommendations, meeting minutes, research, work product, theories, or strategy, or that provide instruction, advice, or training to employees.

(2) Except for the portion of a contract containing the rates of payment, contracts for inpatient services entered into pursuant to these articles, on or after April 1, 1984, shall be open to inspection one year after they are fully executed. If a contract for inpatient services that is entered into prior to April 1, 1984, is amended on or after April 1, 1984, the amendment, except for any portion containing the rates of payment, shall be open to inspection one year after it is fully executed. If the California Medical Assistance Commission enters into contracts with health care providers for other than inpatient hospital services, those contracts shall be open to inspection one year after they are fully executed.

(3) Three years after a contract or amendment is open to inspection under this subdivision, the portion of the contract or amendment containing the rates of payment shall be open to inspection.

(4) Notwithstanding any other provision of law, the entire contract or amendment shall be open to inspection by the Joint Legislative Audit Committee and the Legislative Analyst's Office. The committee and that office shall maintain the confidentiality of the contracts and amendments until the time a contract or amendment is fully open to inspection by the public.

(r) Records of Native American graves, cemeteries, and sacred places and records of Native American places, features, and objects described in Sections 5097.9 and 5097.993 of the Public Resources Code maintained by, or in the possession of, the Native American Heritage Commission, another state agency, or a local agency.

(s) A final accreditation report of the Joint Commission on Accreditation of Hospitals that has been transmitted to the State Department of Health Care Services pursuant to subdivision (b) of Section 1282 of the Health and Safety Code.

(t) Records of a local hospital district, formed pursuant to Division 23 (commencing with Section 32000) of the Health and Safety Code, or the records of a municipal hospital, formed pursuant to Article 7 (commencing with Section 37600) or Article 8 (commencing with Section 37650) of Chapter 5 of Part 2 of Division 3 of Title 4 of this code, that relate to any contract with an insurer or nonprofit hospital service plan for inpatient or outpatient services for alternative rates pursuant to Section 10133 of the Insurance Code. However, the record shall be open to inspection within one year after the contract is fully executed.

## ANNEX A

### GOVERNMENT CODE SECTION 6254 (*continued*)

(u)

(1) Information contained in applications for licenses to carry firearms issued pursuant to Section 26150, 26155, 26170, or 26215 of the Penal Code by the sheriff of a county or the chief or other head of a municipal police department that indicates when or where the applicant is vulnerable to attack or that concerns the applicant's medical or psychological history or that of members of his or her family.

(2) The home address and telephone number of prosecutors, public defenders, peace officers, judges, court commissioners, and magistrates that are set forth in applications for licenses to carry firearms issued pursuant to Section 26150, 26155, 26170, or 26215 of the Penal Code by the sheriff of a county or the chief or other head of a municipal police department.

(3) The home address and telephone number of prosecutors, public defenders, peace officers, judges, court commissioners, and magistrates that are set forth in licenses to carry firearms issued pursuant to Section 26150, 26155, 26170, or 26215 of the Penal Code by the sheriff of a county or the chief or other head of a municipal police department.

(v)

(1) Records of the Managed Risk Medical Insurance Board related to activities governed by Part 6.3 (commencing with Section 12695), Part 6.5 (commencing with Section 12700), Part 6.6 (commencing with Section 12739.5), and Part 6.7 (commencing with Section 12739.70) of Division 2 of the Insurance Code, and that reveal any of the following:

(A) The deliberative processes, discussions, communications, or any other portion of the negotiations with entities contracting or seeking to contract with the board, entities with which the board is considering a contract, or entities with which the board is considering or enters into any other arrangement under which the board provides, receives, or arranges services or reimbursement.

(B) The impressions, opinions, recommendations, meeting minutes, research, work product, theories, or strategy of the board or its staff, or records that provide instructions, advice, or training to employees.

(2)

(A) Except for the portion of a contract that contains the rates of payment, contracts entered into pursuant to Part 6.3 (commencing with Section 12695), Part 6.5 (commencing with Section 12700), Part 6.6 (commencing with Section 12739.5), or Part 6.7 (commencing with Section 12739.70) of Division 2 of the Insurance Code, on or after July 1, 1991, shall be open to inspection one year after their effective dates.

## ANNEX A

### GOVERNMENT CODE SECTION 6254 (*continued*)

(B) If a contract that is entered into prior to July 1, 1991, is amended on or after July 1, 1991, the amendment, except for any portion containing the rates of payment, shall be open to inspection one year after the effective date of the amendment.

(3) Three years after a contract or amendment is open to inspection pursuant to this subdivision, the portion of the contract or amendment containing the rates of payment shall be open to inspection.

(4) Notwithstanding any other law, the entire contract or amendments to a contract shall be open to inspection by the Joint Legislative Audit Committee. The committee shall maintain the confidentiality of the contracts and amendments thereto, until the contracts or amendments to the contracts are open to inspection pursuant to paragraph (3).

(w)

(1) Records of the Managed Risk Medical Insurance Board related to activities governed by Chapter 8 (commencing with Section 10700) of Part 2 of Division 2 of the Insurance Code, and that reveal the deliberative processes, discussions, communications, or any other portion of the negotiations with health plans, or the impressions, opinions, recommendations, meeting minutes, research, work product, theories, or strategy of the board or its staff, or records that provide instructions, advice, or training to employees.

(2) Except for the portion of a contract that contains the rates of payment, contracts for health coverage entered into pursuant to Chapter 8 (commencing with Section 10700) of Part 2 of Division 2 of the Insurance Code, on or after January 1, 1993, shall be open to inspection one year after they have been fully executed.

(3) Notwithstanding any other law, the entire contract or amendments to a contract shall be open to inspection by the Joint Legislative Audit Committee. The committee shall maintain the confidentiality of the contracts and amendments thereto, until the contracts or amendments to the contracts are open to inspection pursuant to paragraph (2).

(x) Financial data contained in applications for registration, or registration renewal, as a service contractor filed with the Director of Consumer Affairs pursuant to Chapter 20 (commencing with Section 9800) of Division 3 of the Business and Professions Code, for the purpose of establishing the service contractor's net worth, or financial data regarding the funded accounts held in escrow for service contracts held in force in this state by a service contractor.

(y)

(1) Records of the Managed Risk Medical Insurance Board related to activities governed by Part 6.2 (commencing with Section 12693) or Part 6.4

## ANNEX A

### GOVERNMENT CODE SECTION 6254 (*continued*)

(commencing with Section 12699.50) of Division 2 of the Insurance Code, and that reveal any of the following:

(A) The deliberative processes, discussions, communications, or any other portion of the negotiations with entities contracting or seeking to contract with the board, entities with which the board is considering a contract, or entities with which the board is considering or enters into any other arrangement under which the board provides, receives, or arranges services or reimbursement.

(B) The impressions, opinions, recommendations, meeting minutes, research, work product, theories, or strategy of the board or its staff, or records that provide instructions, advice, or training to employees.

(2)

(A) Except for the portion of a contract that contains the rates of payment, contracts entered into pursuant to Part 6.2 (commencing with Section 12693) or Part 6.4 (commencing with Section 12699.50) of Division 2 of the Insurance Code, on or after January 1, 1998, shall be open to inspection one year after their effective dates.

(B) If a contract entered into pursuant to Part 6.2 (commencing with Section 12693) or Part 6.4 (commencing with Section 12699.50) of Division 2 of the Insurance Code is amended, the amendment shall be open to inspection one year after the effective date of the amendment.

(3) Three years after a contract or amendment is open to inspection pursuant to this subdivision, the portion of the contract or amendment containing the rates of payment shall be open to inspection.

(4) Notwithstanding any other law, the entire contract or amendments to a contract shall be open to inspection by the Joint Legislative Audit Committee. The committee shall maintain the confidentiality of the contracts and amendments thereto until the contract or amendments to a contract are open to inspection pursuant to paragraph (2) or (3).

(5) The exemption from disclosure provided pursuant to this subdivision for the contracts, deliberative processes, discussions, communications, negotiations, impressions, opinions, recommendations, meeting minutes, research, work product, theories, or strategy of the board or its staff shall also apply to the contracts, deliberative processes, discussions, communications, negotiations, impressions, opinions, recommendations, meeting minutes, research, work product, theories, or strategy of applicants pursuant to Part 6.4 (commencing with Section 12699.50) of Division 2 of the Insurance Code.

(z) Records obtained pursuant to paragraph (2) of subdivision (f) of Section 2891.1 of the Public Utilities Code.

## ANNEX A

### GOVERNMENT CODE SECTION 6254 (*continued*)

(aa) A document prepared by or for a state or local agency that assesses its vulnerability to terrorist attack or other criminal acts intended to disrupt the public agency's operations and that is for distribution or consideration in a closed session.

(ab) Critical infrastructure information, as defined in Section 131(3) of Title 6 of the United States Code, that is voluntarily submitted to the California Emergency Management Agency for use by that office, including the identity of the person who or entity that voluntarily submitted the information. As used in this subdivision, "voluntarily submitted" means submitted in the absence of the office exercising any legal authority to compel access to or submission of critical infrastructure information. This subdivision shall not affect the status of information in the possession of any other state or local governmental agency.

(ac) All information provided to the Secretary of State by a person for the purpose of registration in the Advance Health Care Directive Registry, except that those records shall be released at the request of a health care provider, a public guardian, or the registrant's legal representative.

(ad) The following records of the State Compensation Insurance Fund:

(1) Records related to claims pursuant to Chapter 1 (commencing with Section 3200) of Division 4 of the Labor Code, to the extent that confidential medical information or other individually identifiable information would be disclosed.

(2) Records related to the discussions, communications, or any other portion of the negotiations with entities contracting or seeking to contract with the fund, and any related deliberations.

(3) Records related to the impressions, opinions, recommendations, meeting minutes of meetings or sessions that are lawfully closed to the public, research, work product, theories, or strategy of the fund or its staff, on the development of rates, contracting strategy, underwriting, or competitive strategy pursuant to the powers granted to the fund in Chapter 4 (commencing with Section 11770) of Part 3 of Division 2 of the Insurance Code.

(4) Records obtained to provide workers' compensation insurance under Chapter 4 (commencing with Section 11770) of Part 3 of Division 2 of the Insurance Code, including, but not limited to, any medical claims information, policyholder information provided that nothing in this paragraph shall be interpreted to prevent an insurance agent or broker from obtaining proprietary information or other information authorized by law to be obtained by the agent or broker, and information on rates, pricing, and claims handling received from brokers.

(5)

## ANNEX A

### GOVERNMENT CODE SECTION 6254 (*continued*)

- (A) Records that are trade secrets pursuant to Section 6276.44, or Article 11 (commencing with Section 1060) of Chapter 4 of Division 8 of the Evidence Code, including without limitation, instructions, advice, or training provided by the State Compensation Insurance Fund to its board members, officers, and employees regarding the fund's special investigation unit, internal audit unit, and informational security, marketing, rating, pricing, underwriting, claims handling, audits, and collections.
- (B) Notwithstanding subparagraph (A), the portions of records containing trade secrets shall be available for review by the Joint Legislative Audit Committee, the Bureau of State Audits, Division of Workers' Compensation and the Department of Insurance to ensure compliance with applicable law.
- (6)
- (A) Internal audits containing proprietary information and the following records that are related to an internal audit:
- (i) Personal papers and correspondence of any person providing assistance to the fund when that person has requested in writing that his or her papers and correspondence be kept private and confidential. Those papers and correspondence shall become public records if the written request is withdrawn, or upon order of the fund.
  - (ii) Papers, correspondence, memoranda, or any substantive information pertaining to any audit not completed or an internal audit that contains proprietary information.
- (B) Notwithstanding subparagraph (A), the portions of records containing proprietary information, or any information specified in subparagraph (A) shall be available for review by the Joint Legislative Audit Committee, the Bureau of State Audits, Division of Workers' Compensation, and the Department of Insurance to ensure compliance with applicable law.
- (7)
- (A) Except as provided in subparagraph (C), contracts entered into pursuant to Chapter 4 (commencing with Section 11770) of Part 3 of Division 2 of the Insurance Code shall be open to inspection one year after the contract has been fully executed.
- (B) If a contract entered into pursuant to Chapter 4 (commencing with Section 11770) of Part 3 of Division 2 of the Insurance Code is amended, the amendment shall be open to inspection one year after the amendment has been fully executed.

## ANNEX A

### GOVERNMENT CODE SECTION 6254 (*continued*)

(C) Three years after a contract or amendment is open to inspection pursuant to this subdivision, the portion of the contract or amendment containing the rates of payment shall be open to inspection.

(D) Notwithstanding any other law, the entire contract or amendments to a contract shall be open to inspection by the Joint Legislative Audit Committee. The committee shall maintain the confidentiality of the contracts and amendments thereto until the contract or amendments to a contract are open to inspection pursuant to this paragraph.

(E) This paragraph is not intended to apply to documents related to contracts with public entities that are not otherwise expressly confidential as to that public entity.

(F) For purposes of this paragraph, "fully executed" means the point in time when all of the necessary parties to the contract have signed the contract.

This section shall not prevent any agency from opening its records concerning the administration of the agency to public inspection, unless disclosure is otherwise prohibited by law.

This section shall not prevent any health facility from disclosing to a certified bargaining agent relevant financing information pursuant to Section 8 of the National Labor Relations Act (29 U.S.C. Sec. 158).

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## ANNEX B

### VEHICLE CODE SECTION 1808.4

1808.4. (a) For all of the following persons, his or her home address that appears in a record of the department is confidential if the person requests the confidentiality of that information:

- (1) Attorney General.
- (2) State Public Defender.
- (3) A Member of the Legislature.
- (4) A judge or court commissioner.
- (5) A district attorney.
- (6) A public defender.
- (7) An attorney employed by the Department of Justice, the office of the State Public Defender, or a county office of the district attorney or public defender.
- (8) A city attorney and an attorney who submits verification from his or her public employer that the attorney represents the city in matters that routinely place the attorney in personal contact with persons under investigation for, charged with, or convicted of, committing criminal acts, if that attorney is employed by a city attorney.
- (9) A nonsworn police dispatcher.
- (10) A child abuse investigator or social worker, working in child protective services within a social services department.
- (11) An active or retired peace officer, as defined in Chapter 4.5 (commencing with Section 830) of Title 3 of Part 2 of the Penal Code.
- (12) An employee of the Department of Corrections and Rehabilitation, Division of Juvenile Facilities, or the Prison Industry Authority specified in Sections 20403 and 20405 of the Government Code.
- (13) A nonsworn employee of a city police department, a county sheriff's office, the Department of the California Highway Patrol, a federal, state, or local detention facility, or a local juvenile hall, camp, ranch, or home, who submits agency verification that, in the normal course of his or her employment, he or she controls or supervises inmates or is required to have a prisoner in his or her care or custody.
- (14) A county counsel assigned to child abuse cases.
- (15) An investigator employed by the Department of Justice, a county district attorney, or a county public defender.
- (16) A member of a city council.
- (17) A member of a board of supervisors.
- (18) A federal prosecutor, criminal investigator, or National Park Service Ranger working in this state.
- (19) An active or retired city enforcement officer engaged in the enforcement of the Vehicle Code or municipal parking ordinances.

## ANNEX B

### VEHICLE CODE SECTION 1808.4 (*continued*)

- (20) An employee of a trial court.
  - (21) A psychiatric social worker employed by a county.
  - (22) A police or sheriff department employee designated by the Chief of Police of the department or the sheriff of the county as being in a sensitive position. A designation pursuant to this paragraph shall, for purposes of this section, remain in effect for three years subject to additional designations that, for purposes of this section, shall remain in effect for additional three-year periods.
  - (23) A state employee in one of the following classifications:
    - (A) Licensing Registration Examiner, Department of Motor Vehicles.
    - (B) Motor Carrier Specialist 1, Department of the California Highway Patrol.
    - (C) Museum Security Officer and Supervising Museum Security Officer.
  - (24)
    - (A) The spouse or child of a person listed in paragraphs (1) to (23), inclusive, regardless of the spouse's or child's place of residence.
    - (B) The surviving spouse or child of a peace officer, as defined in Chapter 4.5 (commencing with Section 830) of Title 3 of Part 2 of the Penal Code, if the peace officer died in the line of duty.
    - (C)
      - (i) Subparagraphs (A) and (B) shall not apply if the person listed in those subparagraphs was convicted of a crime and is on active parole or probation.
      - (ii) For requests made on or after January 1, 2011, the person requesting confidentiality for their spouse or child listed in subparagraph (A) or (B) shall declare, at the time of the request for confidentiality, whether the spouse or child has been convicted of a crime and is on active parole or probation.
      - (iii) Neither the listed person's employer nor the department shall be required to verify, or be responsible for verifying, that a person listed in subparagraph (A) or (B) was convicted of a crime and is on active parole or probation.
- (b) The confidential home address of a person listed in subdivision (a) shall not be disclosed, except to any of the following:
- (1) A court.
  - (2) A law enforcement agency.
  - (3) The State Board of Equalization.
  - (4) An attorney in a civil or criminal action that demonstrates to a court the need for the home address, if the disclosure is made pursuant to a subpoena.
  - (5) A governmental agency to which, under any provision of law, information is required to be furnished from records maintained by the department.

## ANNEX B

### VEHICLE CODE SECTION 1808.4 (*continued*)

(c)

(1) A record of the department containing a confidential home address shall be open to public inspection, as provided in Section 1808, if the address is completely obliterated or otherwise removed from the record.

(2) Following termination of office or employment, a confidential home address shall be withheld from public inspection for three years, unless the termination is the result of conviction of a criminal offense. If the termination or separation is the result of the filing of a criminal complaint, a confidential home address shall be withheld from public inspection during the time in which the terminated individual may file an appeal from termination, while an appeal from termination is ongoing, and until the appeal process is exhausted, after which confidentiality shall be at the discretion of the employing agency if the termination or separation is upheld. Upon reinstatement to an office or employment, the protections of this section are available.

(3) With respect to a retired peace officer, his or her home address shall be withheld from public inspection permanently upon request of confidentiality at the time the information would otherwise be opened. The home address of the surviving spouse or child listed in subparagraph (B) of paragraph (24) of subdivision (a) shall be withheld from public inspection for three years following the death of the peace officer.

(4) The department shall inform a person who requests a confidential home address what agency the individual whose address was requested is employed by or the court at which the judge or court commissioner presides.

(d) A violation of subdivision (a) by the disclosure of the confidential home address of a peace officer, as specified in paragraph (11) of subdivision (a), a non-sworn employee of the city police department or county sheriff's office, or the spouses or children of these persons, including, but not limited to, the surviving spouse or child listed in subparagraph (B) of paragraph (24) of subdivision (a), that results in bodily injury to the peace officer, employee of the city police department or county sheriff's office, or the spouses or children of these persons is a felony.

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## ANNEX C

### CHP 464, PHOTOGRAPH/VIDEO AUTHORIZATION

STATE OF CALIFORNIA  
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

**PHOTOGRAPH/VIDEO AUTHORIZATION**

CHP 464 (New 2-13) OPI 013

AREA NAME	AREA NUMBER	EMPLOYEE NAME	I. D. NUMBER	DATE
Community Outreach and Media Relations	013	Officer Mike Harris	018293	09/16/2013

Photograph/Video Authorization

The California Highway Patrol ("the Department") is seeking your authorization to post, print, or otherwise utilize one or more photographs or videos taken on 09/16/2013 (date) at CHP Headquarters, Sacramento, CA (general location) that include images of you, your child (or a minor for whom you have legal responsibility), or both. The authorization permits, but does not require, the Department to utilize the images from the photograph(s) or video(s) by and through any Department outlet, including but not limited to the Department Web site, the Zenith magazine, and social media sites (such as Facebook and Twitter). Once provided, the authorization is for an unlimited duration. You reserve the right to contact the Department in writing and withdraw the authorization at any time; upon receipt, the Department, while under no obligation to withdraw existing images from the photographs or videos already utilized, will discontinue any new uses of the images from the photograph(s)/video(s). You are providing this authorization with the understanding that you will receive no compensation for the photograph(s)/video(s), and understanding the Department will not accept compensation of any kind for the images contained in the photograph(s) or video(s) of you, your child (or a minor for whom you have legal responsibility), or both.

Your signature below indicates your agreement with the above terms, and if the signature provides authorization for the use of the photographic or video images of a minor, that you are legally empowered to sign as such a representative.

PRINT NAME	SIGNATURE (of parent/guardian for minors)	DATE
Steven Swanson (For Shelly and Scott)		09/16/2013
Chris White		09/16/2013
Stacy Johnson		09/16/2013

PRINT NAME(S) AND CURRENT AGE(S) OF CHILD(CHILDREN) OR MINOR(S) FOR WHOM YOU HAVE LEGAL RESPONSIBILITY OR BOTH  
 Shelly Swanson (11 year old)  
 Scott Swanson (17 year old)



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An Internationally Accredited Agency

Destroy Previous Editions

Chp464\_0213.pdf

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