



**Chapter:** Records, Freedom of Information, and Transparency  
**Subject:** 14-13 – Release of Information Regarding an Arrest  
**Effective:** April 29, 2024  
**Supersedes:** Official Order 14-13, dated April 19, 2022  
**Distribution:** Department Members

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**PURPOSE:** This Order establishes department policy related to the release of information regarding an arrest.

#### 14-13-1 RELEASING INFORMATION REGARDING AN ARREST

- A. The greatest danger of constitutional encroachment lies in the area of post-arrest publicity. Arrest information may be released to the news media only under the following conditions:
- (1) Arrest information without disposition may be released if less than one year has elapsed from the date of the arrest.
  - (2) In the case of incidents under investigation, members shall work in cooperation with the prosecuting attorney or the Attorney General's Office to ensure that the release of information does not adversely impact the broader scope of a criminal prosecution.
  - (3) If the individual has not been arraigned, only the suspect's gender, age, and geographic location of residence may be released. The suspect's name shall be withheld until arraignment.
- B. Criminal history record information may be released on a specific inquiry on whether a named individual was arrested, detained, indicted, or whether information or other formal charge was filed on a specified date. Requests for such information shall be forwarded to the Records Resource Section or the requester may be referred to ICHAT.
- C. Once a suspect has been arraigned, the suspect, except juvenile offenders, may be completely identified.
- (1) The suspect's name, age, city, and occupation may be given. Race shall not be specified.
  - (2) Suspect Photographs
    - a. Members may furnish an electronic police photograph of the suspect to the media upon request if the worksite is in possession of the photograph.
    - b. The photograph shall not include any of the suspect's identifying information.
    - c. Members shall not post arrest photographs to a website or social media platform without authorization from the Communications and Outreach Division.

- d. The suspect shall not be forced to pose for news photographs.
  - e. Special arrangements for interviews or TV news coverage during the booking process shall not be permitted.
- D. The details of the arrest, such as where, when, and by whom, may be furnished.
- (1) If another chargeable offense occurred during the arrest, such as felonious assault, attempted murder, etc., the same policy guidelines shall be followed.
- E. The charge for which the suspect was arrested shall be listed as it appears on the prosecutor's order or authorization for a warrant.
- F. An opinion regarding the guilt or innocence of a defendant or suspect shall not be given.
- G. Mention shall not be made of any physical evidence that could adversely affect future court action. However, newsworthy items, such as significant seizures, may and should be given to the media whenever possible.
- H. Mention shall not be made of the existence or contents of any admission, confession, or statements given by a defendant or suspect, or any refusal or failure to make a statement.
- I. Mention shall not be made of polygraph or other special tests or refusal by the suspect to submit to any such tests.
- J. Court proceedings may be reported, without elaboration, after they have occurred, mentioning the specific court, charges, plea, bond, etc.

DIRECTOR

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**Annual Review Responsibility:** Communications and Outreach Division

**Accreditation Standards:** CALEA 54.1.1