

SPRINGFIELD POLICE DEPARTMENT

Standard Operating Guideline

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| Effective Date: 04/04/2017 | Supersedes Policy Dated: 12/31/2013 | Rescinds: | SOG Number: 303.1 |
| Accreditation Index: 54.1.3, 82.1.1 | | | |
| Part Title: Support Services | | Chapter Title: Records | |
| Chief of Police: | | | |

Public Information

I Policy

To provide prompt and accurate information to members of the news media and public.

II Definitions

Suspect - A person suspected of committing a crime.

III Procedure

1 UNRESTRICTED INFORMATION

1.1 The following information is generally unrestricted, however, may be restricted if there is an investigative reason; a need to protect the identity of an officer; or a need to protect the confidentiality of an informant or source of information. (RSMo. 610.100) ¹

1.1.1 The identity of persons arrested, along with identifying information, such as age, residence, etc.

1.1.2 The charge for which a person has been arrested or issued a citation.

1.1.3 The circumstances of the arrest, including time and place, and if there were such factors involved as pursuit, resistance, weapons, etc.

1.1.4 The identity of investigating and/or arresting officers.

¹ Section 1.1 revised, RSMo reference updated, per Policy Change Order 17-012.

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- 1.1.5 Facts relating to the crime itself and routine investigative procedures and techniques.
- 1.1.6 Release of factual information pertaining to non-criminal matters. Care should be taken to insure that information given does not conflict with or jeopardize an investigation being conducted by another law enforcement agency.
- 1.1.7 Identity of seriously injured or deceased persons after sufficient notice to relatives.

2 RESTRICTED INFORMATION

- 2.1 The below information may not be released unless the release serves a law enforcement purpose or is in the best interest of public safety. (City Code 2-2) (RSMo 211.321(2), 595.226, 610.021, & 610.100) (Hyde v. Columbia) ²
 - 2.1.1 The identity of any juvenile, when that juvenile is a victim or suspect in a criminal incident. An exception to this restriction may be when the release of such information is court-ordered.
 - 2.1.2 The identity of victims or witnesses when release of such information could reasonably be expected to endanger the life or physical safety of any individual; for example, victims of sexual assault, or witnesses who can identify the perpetrator.
 - 2.1.3 The performance or results of any examination or test, or the refusal or failure of a person to submit to an examination or test, or the identity or nature of physical evidence expected to be presented.
 - 2.1.4 Any opinion as to suspect's guilt or innocence, quality of the case, or value of evidence seized.
 - 2.1.5 The possibility of any plea negotiation or the existence or contents of any confession, admission or statement given by a suspect or that suspect's refusal or failure to make a statement.
 - 2.1.6 The identity of suspects not yet arrested or charged.
 - 2.1.6(a) An exception to this restriction may be when a wanted notice has been issued based on probable cause.
 - 2.1.7 The credibility of prospective witnesses.
 - 2.1.8 Matters that pose a danger or threat to the public, release of information is at the discretion of the Chief of Police or Police Commander at the scene of the incident.
 - 2.1.9 The identity and residence of domestic abuse victims.

3 RESPONSIBILITY FOR THE RELEASE OF INFORMATION

² Section 2.1 revised, ordinance and RSMo references updated, per Policy Change Order 17-012.

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- 3.1 Routine Daily Releases (RSMo.610.011)
 - 3.1.1 The Central Records Unit will be responsible for maintaining the "media basket" that is located at the front desk and the "media report" which is found on the Department's website.
 - 3.1.2 The "media basket" will contain daily summaries for the preceding 30 days. The "media report" will contain the daily summary for the previous 24-hour period.
 - 3.1.3 The "media basket" will be available to the media representatives and the public upon request. The Central Records Unit is responsible for uploading the "media report" to the Department's website on a daily basis.
- 3.2 Crime Scene (CALEA 54.1.3)³
 - 3.2.1 It is the responsibility of the crime scene supervisor or their designee to issue a statement and provide information to news media when appropriate.
 - 3.2.2 The crime scene supervisor will exercise their discretion in responding to "live" interview requests from the media at the scene.
 - 3.2.3 In prolonged crime scene investigations, such as a hostage situation, barricaded subject, or homicide investigation, an on scene commander, supervisor or Public Affairs Officer may provide a series of briefings or updates.
- 3.3 Press Conferences
 - 3.3.1 The Department's Public Affairs Officer, in concert with the appropriate Division Commander and the City's Public Information Office, will be responsible for coordinating all press conferences.
- 3.4 Employee Discipline - Disciplinary matters will be released only by the Chief of Police or their designee.

IV Attachments

3 Section 3.2 revised, 5th Edition removed from CALEA standard reference, per Policy Change Order 17-012.