



# Ripon Police Department Written Directive System



Department Order: #806-01

Effective Date: October 4, 2013

Index as: Report Review

Internal Review: Annual

---

## INFORMATION AND DOCUMENT RELEASE DIRECTIVE

### I. PURPOSE AND SCOPE:

The purpose and objective of this policy is to establish policies, assign responsibilities, and prescribe procedures for releasing technical documents, including research, development, and logistics information, to denote the extent to which they are available for secondary distribution, release, and dissemination without additional approvals or authorizations.

### II. PROCEDURE

The requests for all technical documents, from anyone other than a recognized governmental agency, shall be made through the Office of the Chief of Police. This directive does not prohibit current staff releasing technical documents to other governmental agencies during the normal course of business, and in accordance with Freedom of Information Act.

### III. Disclaimer:

The Information and Document Release Directive shall not supersede any current or future state or federal law, and shall not relieve any staff member of their responsibility to insure any release of information or documents falls within current laws or statutes.

By the order of:

---

Signature of Agency Authority/Title