

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**  
**PRESS PASS REQUIREMENTS AND PROCEDURES**

- A. Print or electronic media organizations requesting consideration for their employees seeking press passes must meet the following criteria:
  - 1. The organization must regularly publish, circulate, or broadcast news to the general public.
  - 2. The organization must demonstrate that it covers and publishes news events generated by the activities of police and/or firefighter.
  - 3. The organization's personnel must have an actual need to pass through police and/or fire lines to cover news events.
  - 4. The organization must send a copy of their business license.
- B. In order to be considered for the issuance of press passes, the organization must submit correspondence on official letterhead describing their publication and explaining the reason(s) it is seeking to obtain press passes for its employees.
  - 1. If applicable, the organization must submit two recent copies/issues of its publication.
  - 2. The organization's personnel must be employed on a full-time basis and regularly gather or report "police beat" news.
- C. Once the organization has been approved to receive press passes, a registration package will be send, the organization must designate a coordinator or contact person to facilitate press pass applicants. The contact person must establish, record, and maintain a regularly updated master roster of all full-time employees eligible for a press pass according to the following:
  - 1. The organization's personnel must be employed on a full-time basis and regularly gather or report "police beat" news in any of the following capacities:
    - a. Reporter
    - b. Cameraperson
    - c. Photographer
    - d. Publisher, Editor, Producer, or News Director
    - e. Soundperson/Engineer (member of news team)
  - 2. Using the form provided by Sheriff's Headquarters Bureau (Sheriff's Department Press Pass Roster), the designated contact person must type or print the eligible employees' names in alphabetical order.

3. This roster must include each employee's job title (e.g., publisher, editor, reporter, photographer, news director, cameraperson, or soundperson).
4. The roster must indicate whether the applicant is **(N)** new (*applying for a Sheriff's Press Pass for the first time*) or **(R)** renewal (*re-applying for a Sheriff's Press Pass*). **(N)** indicates that the applicant has never had a Sheriff's Press Pass. **(R)** indicates that the applicant has had a Sheriff's Press Pass, even if the applicant was employed by another agency, and the press pass was renewed within the last five years.
5. The last four columns (*the shaded area*) are reserved for the Sheriff's Department's use only. The designated contact person must leave this portion blank.
6. To add new applicants to the roster after it has been submitted to Sheriff's Headquarters Bureau, the contact person must submit a letter requesting that the eligible employee be added to the roster and indicating the employee's name and job title.
7. The completed roster must be returned to:

Los Angeles County Sheriff's Department  
 Sheriff's Headquarters Bureau  
 Attn: Press Pass Coordinator  
 4700 Ramona Boulevard, Room 111  
 Monterey Park, California 91754-2169

8. Upon receipt of the completed roster, the Press Pass Coordinator at Sheriff's Headquarters Bureau will send the organization's contact person the necessary NEW and RENEWAL press pass applications. **Temporary or supplemental press passes will not be issued.**
- D. New applicants: when requesting a Los Angeles County Sheriff's Department Press Pass, all first-time applicants, as well as all applicants seeking to renew press passes that have been expired more than five years, must submit the following:
1. One new application form
  2. Two passport-size photos (see attached passport photo guideline)The completed application packet must be submitted to the organization's contact person. After the packet is reviewed for completeness, it must be mailed to the Sheriff's Headquarters Bureau.
  3. A copy of government issued identification with photo

Upon receipt of the completed package to Sheriff's Headquarters Bureau Press Pass Coordinator, a "Request For Live Scan Service" package will be sent back to the organization's contact person. **Upon the completion, send a completed copy to Sheriff's Headquarters Bureau Press Pass Coordinator.**

**NOTE: PRESS PASSES WILL NOT BE ISSUED WITHOUT THE RETURN OF THIS FORM**

E. Renewal applicants: all applicants seeking to renew a press pass that has been issued or renewed by the Los Angeles County Sheriff's Department within the last five years, must submit the following:

1. One renewal application form
2. Two passport-size photos (see attached passport photo guideline)

The completed application packet must be submitted to the organization's contact person. After the packet is reviewed for completeness, it must be mailed to the Sheriff's Headquarters Bureau.

F. Change of employer: whenever an applicant or press pass holder changes employers but is still employed in a news gathering capacity, he or she must submit an official letter from the new employer stating the status of his or her employment, official job title, and normal area of operation.

G. Denials: all first-time applicants, as well as applicants seeking to renew a press pass, may be denied under any of the following circumstances:

1. If the applicant or employer has been convicted by final judgment of conviction, or arrested prior to the date of the application, for offenses involving the use of force or violence on the person of another, converting the property of another, lewd conduct, forgery, embezzlement, vagrancy, or for interfering or otherwise impeding the activities of law enforcement officers.
2. If the applicant has had his or her Los Angeles County Sheriff's Department Press Pass revoked in the past.

NOTE: Upon re-applying for a press pass after it has been revoked, the application will be reconsidered on its present merits.

3. If the applicant makes false or misleading statement(s) on the application.
4. If there are records indicating the applicant failed to comply with the legal requests of law enforcement officers in the field.

H. Return of passes: a Los Angeles County Sheriff's Department Press Pass remains the property of the Los Angeles County Sheriff's Department and must be surrendered upon demand of the Department for any of the following reasons:

1. If the employee or employer has been convicted by final judgment of conviction, or arrested prior to the date of the application, for offenses involving the use of force or violence on the person of another, converting the property of another, lewd conduct, forgery, embezzlement, vagrancy, or for interfering with or otherwise impeding the activities of law enforcement officers.
2. If the employee abuses his or her press pass authority.
3. If the employee uses his or her press pass to deceive another person or for the purpose of committing or attempting to commit a fraud.
4. If the employee terminates or changes employment.