



## SAN FRANCISCO POLICE DEPARTMENT **MEDIA RELATIONS UNIT**

APPLYING FOR A SAN FRANCISCO POLICE DEPARTMENT PRESS PASS

### **What is a Press Pass?**

A San Francisco Police Department Press Pass is a credential that allows the media to pass through police and fire lines for purpose of gathering breaking news. It does not, however, entitle the holder to access to a crime scene or entry into a restricted area if such entry interferes with the duties of emergency personnel. In addition, a press pass does not necessarily guarantee the holder access to press conferences, since access is generally controlled by the sponsor of the event and not by the San Francisco Police Department.

### **Who Qualifies for A Press Pass?**

Only persons employed by newsgathering media who are required to cover breaking news and to pass through police and fire lines on a regular basis qualify for a press pass. Feature writers and feature photographers, editors and editorialists, producers, freelance writers and financial service broadcasters and all staff not actively gathering news at the scene of an incident are not eligible.

### **Completing the Application for Press Pass**

When completing the application for press pass, be sure to print clearly and fill in all the required information on both sides of the form. Sign the application and be sure that the Employer's Statement is completed. Enclose two 1" x 1" photographs with your completed application. Allow two weeks for your pass to be mailed to you. We do not honor drop-in requests for a while-you-wait-pass.

### **Renewing Your Press Pass**

You will be required to keep your press pass up to date and you will not receive a renewal notice. Prior to the expiration of your pass, contact the Media Relations Unit for renewal.

### **Loss or Theft of Press Pass, Change of Employment or No Longer Employed with a News Agency**

If your press pass is lost or stolen, you must file a police report and notify the Media Relations Unit. You must notify the Media Relations Unit when you change employer. Also, if you are no longer employed with a news gathering agency, you must surrender your pass to the Media Relations Unit.

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