



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 the purpose of gathering breaking news. It does not, however, entitle the holder to access a crime scene or enter 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 stories in San Francisco and need access to pass through police and fire scenes on a regular basis qualify for a press pass. Feature writers, feature photographers, editors and editorialists, producers, freelance writers and financial service broadcasters and all staff not actively gathering news at the scene of a police or fire incident are not eligible. New applicants must submit several recent copies of publications or scripts of broadcasted stories concerning San Francisco Police and Fire news.

Completing the Application for Press Pass

When completing the application for a 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. Press Passes are property of the SFPD and are subject to revocation and surrender upon demand by an officer or agent of the San Francisco Police Department.

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