

Pacific Gas and Electric Company

Industrial Relations
201 Mission Street
San Francisco, CA 94105
415/973-3425

Ronald L. Bailey
Manager

COPY TO PG&E STAFF



June 9, 1993

RECEIVED JUN 16 1993

Mr. Jack McNally, Business Manager
Local Union 1245, IBEW
Post Office Box 4790
Walnut Creek, California 94596

Dear Jack:

Enclosed is a letter from our Corporate Security on the subject of "Cooperation with Law Enforcement Agencies." We know from discussions in Health and Safety meetings, as well as ongoing conversations, of our mutual concern in this area and thought that you would be interested in this update of the corporate policy as it relates to the subject.

Sincerely,

RON BAILEY

Enclosures

Memorandum

Date: May 19, 1993

File #:

To: VARIOUS

From: CORPORATE SECURITY

Subject: Cooperation with Law Enforcement Agencies

 DIVISION MANAGERS
FIELD CUSTOMER SERVICES DIRECTORS


On February 9, 1993, I met with the Customer Services Managers to discuss issues involving the company's cooperation with law enforcement agencies. Specifically, we discussed both the Corporate Policy on cooperation with law enforcement as well as the procedures to be followed in releasing customer services information. Given the impacts of the reorganization on the customer services function, I believe it's appropriate to revisit this issue.

Attached is the Corporate Policy on cooperation with law enforcement organizations. A similar policy was adapted by the CES officers last year. The policy is fairly straightforward as requests for assistance must be approved by the appropriate vice president after review by the Corporate Security Department.

The CES and Corporate Policies were the outgrowth of a general concern that relations with law enforcement organizations must be carefully managed to ensure that cooperation does not adversely impact on the safety of our employees. Examples of cooperation which would require approval include the loaning of equipment, our participation in drug abatement programs such as Oakland's "Beat Health," and any assistance in direct law enforcement activities. The policy does not apply to basic interactions between police agencies and the company such as filing reports, participating in safety related activities, the routine investigation of energy diversion, etc.

A second issue which we discussed on February 9th was the release of customer services information to law enforcement organizations. This must be done pursuant to a subpoena, search warrant, court order, or other legal document which should be sent to the Corporate Secretary's Office for ultimate review by the Law Department. We recognize that this process can occasionally cause delays particularly in emergency situations where law enforcement organizations have obtained a search warrant and need the information immediately. In those situations, the information should be provided, but a copy of the search warrant, a receipt or inventory, and a copy of the company information provided should be faxed to the Law Department (223-5520). Corporate Security Representatives are also available to assist in these cases, as is Patricia Le Var of the Law Department (223-2685).

If you have any questions, please feel free to contact me at 223-6920.


LYMAN SHAFFER

LS:lp

cc: VGRose AJanz
 RADraeger RGirard
 CES Officers Loretta McDonnell/Patricia Le Var

Attach.

CORPORATE POLICY E12 EXTERNAL RELATIONS
LOCAL GOVERNMENT AND COMMUNITY RELATIONS

(3) Cooperation with Law Enforcement Agencies

Requests for assistance from law enforcement agencies such as the FBI, Secret Service, and state and local agencies will be granted with the approval of the appropriate Vice President in consultation with the Corporate Security Department. The Law Department shall be consulted when legal issues are involved.

For purposes of this policy statement, the term "law enforcement agencies" does not include regulatory agencies, such as the SEC, FERC, the CPUC, the NRC, etc. Requests from such regulatory agencies should be directed to the appropriate General Office Department.