

SECURITY OF INFORMATION

Directive: 7.11

A. Security of Departmental Documents

Members are prohibited from communicating or imparting confidential police information (written or verbal) to unauthorized personnel. Specifically, information contained in the police records and other information ordinarily accessible only to members (such as the names of informants, complainants, witnesses, and other persons known to the police) is considered confidential. Members shall not reveal police information outside of the department except as provided elsewhere in the procedures and policies of the department or by law. Violation of this regulation will result in disciplinary action as specified for a class "C" violation.

B. Security of Records

Members of the department will not remove or review any police document or information outside the department, except as provided in the procedures and policies of the department or by law. Information contained in the police record, computer, and notebook are classified as confidential." Violation of this regulation will result in disciplinary action as specified for a class "D" violation.

C. Furnishing News Media With Information

Members of the department will not, without acting under the guidelines of Directive 6.4, issue or show to the news media information regarding internal or external workings of the Department of Police. Violation of this regulation will result in disciplinary action as specified for a class "D" violation.

D. Giving Verbal or Written Account of Accidents

The purpose of this section is to create and maintain an accurate account and efficient method of accounting for all accident information released where a City employee is involved. Therefore, in order to achieve this objective, members of the department are prohibited from releasing this information to an unauthorized person or persons without the approval of the Chief of Police. Violation of this regulation will result in disciplinary action as specified for a class "E" violation.