

# CITY OF BARSTOW

CALIFORNIA

**POLICIES and PROCEDURES MANUAL: POLICE**

**Subject: CONFIDENTIAL INFORMATION**

## INTRODUCTION

Employees of the Barstow Police Department may have frequent access to confidential information contained in the personnel and medical files of municipal employees and to data concerning complaints to or investigations conducted by the Barstow Police Department; intelligence information or security procedures of the Barstow Police Department; and investigatory or security files maintained by the Barstow Police Department for correctional law enforcement or licensing purpose. To protect the personal privacy of those individuals concerned and to assure compliance with applicable state and federal law concerning the right to personal privacy, the employees of the Barstow Police Department shall observe professional ethics in maintaining confidential information acquired during the course of employment with the City of Barstow.

## POLICY

1. Employees having access to confidential information as defined herein shall refrain from discussing such information in any context not directly related to job performance.
2. Information concerning employees of the Barstow Police Department shall be released only by, and at the discretion of, the Personnel Director, the Chief of Police or by a designated representative of the Barstow Police Department.
3. Information concerning complaints to or investigations conducted by the Barstow Police Department; intelligence information or security files maintained by the Barstow Police Department for correctional, law enforcement or licensing purpose shall be released only by, and at the discretion of, the Chief of Police or a designated representative.
4. Employees failing to comply with provisions of this policy shall be subject to disciplinary action in accordance with provisions of the City's Employee Discipline and Employee Termination policies.
5. Information released in accordance with this policy shall conform to provisions of the department's Media Relations Policy.
6. No provision of this policy shall exempt either the Barstow Police Department or the Chief of Police from compliance with the California Public Records Act, Information Practices Act, or other state and federal law concerning the release of information.

### Reference:

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