

**CITY OF OCONOMOWOC POLICE DEPARTMENT
POLICIES & PROCEDURES**

DATE: May 13, 2020

HISTORY: October 1, 1999

SUBJECT: Information: Divulging

POLICY NUMBER: 99-028

I. POLICY

Contents of records, files, reports, or other information relating to an incident of this department, or from records required to be kept or maintained by the department, shall not be discussed or transmitted to any person not authorized by the Chief of Police to receive the information.

II. PURPOSE

The purpose of this policy is to provide guidance to employees of this agency concerning the transfer of information, by any means, to the public.

III. PROCEDURES

- A.** Employees shall not disclose any information in their possession, however obtained, which may enable anyone to escape detection, arrest, or prosecution, or enable anyone to destroy evidence or to dispose of or destroy stolen property.
- B.** Employees shall not divulge to any person not connected with the department information acquired by his or her employment if the information might adversely affect the efficiency of the department.
- C.** Employees are prohibited from disclosing any information to unauthorized persons that is declared by law, rule, regulation, policy, or procedure to be confidential, nor shall any employee use officially obtained information for personal gain or benefit.
- D.** Employees are prohibited from revealing to any person or persons outside of law enforcement, and only for official law enforcement purposes:
 - 1. The name and other information concerning a complaint
 - 2. The name and other information concerning a victim
 - 3. Sources of information
 - 4. Information concerning witnesses
 - 5. Progress of cases of another law enforcement agency
 - 6. Information contained in any personnel file or form
- E.** This department shall not deny any news media, groups, organizations, or individuals any information to which they are legally entitled.
- F.** Employees of this department shall be cooperative and courteous when dealing with the news media, groups, organizations, or individuals requesting information.
- G.** Employees who have questions concerning the release of information shall contact their immediate supervisor for guidance prior to any release being made.

- H. Violation of this section will be considered a violation of the public's trust and will result in disciplinary action up to and including termination of employment.
- I. Anyone requesting open records should be informed that they need to contact the police department clerk Monday through Friday 8:00 A.M. to 4:00 P.M. The clerk shall then process said request and forward for review to the administrative lieutenant.

IV. EXCEPTIONS TO THIS POLICY MAY BE AUTHORIZED ONLY BY THE CHIEF OF POLICE

This policy is effective immediately
and will supersede any directives or understandings in conflict