

JACKSONVILLE POLICE DEPARTMENT

Policy: 7-3

Effective: 01-01-09

Revised: 01-13-21

PROTOCOLS FOR RELEASE OF INFORMATION

PURPOSE: To give guidelines for sworn and non-sworn employees in reference to the release of information.

POLICY: Contents of records, files, reports, or other information relating to an incident of interest to the 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.

PROCEDURES:

I. EMPLOYEE RESPONSIBILITIES

- A. Employees shall not disclose any information in their possession, however obtained, which may enable anyone to escape detection, arrest, prosecution, 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 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 who receive telephone, verbal, or written requests regarding a person's criminal or traffic record will refer such requests to the District Court for response.
- E. Employees are prohibited from revealing to any person(s):
 1. Progress of cases of another law enforcement agency;
 2. Information contained in any personnel file or form;
 3. The identity, or any information that would lead to the identity, of victims of sex crimes (adult and juvenile);
 4. The identity of a juvenile suspect unless he has been formally charged as an adult by the Prosecuting Attorney's Office. (Information may be released to the juvenile's legal guardian and/or attorney); and
 5. The identity of a suspect prior to an arrest being made unless:
 - a. The assistance of an outside party is necessary in locating the suspect;
 - b. A probable cause affidavit or warrant for arrest has been legally obtained; and
 - c. The Shift or Division Commander deems it necessary for the successful location and apprehension of the suspect.



Brett C. Hibbs
Chief of Police