

235.10 Dissemination of Criminal Data

Communications referred to in this order are inter-agency requests, oral or written, for records, photos, electronic media, video, images, non-public offense/incident, supplemental, investigative reports and other memoranda relating to criminal activity.

Purpose:

- More effective control of inter-agency communications relating to criminal activity.
- To assure accuracy and completeness of inter-agency communication.
- Assure release of data will not compromise an investigation.
- Active investigative data is released to only those with a "right to know."

Procedures:

For all private or confidential criminal data, all inquiries, written or oral shall be referred to the investigator to whom the case has been assigned.

If circumstances exist that necessitate the immediate release of criminal data in a manner other than defined in the preceding paragraph, the employee providing the information shall to the unit commander to whom the case has been assigned, outlining the source, nature of the request, and information provided.

Exceptions in these situations are subject to approval by the assistant chief of the division involved, or the executive officer acting in her/his place (see General Order 235.00 Data Practices).

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