3-01/040.95 - Confidential Information

The official business of the Department is confidential. Members shall only discuss or give official information:

- To persons for whom the information is intended;
- As directed by their superior officers; and/or
- As required by law.

Members shall only divulge the contents of any directive they receive when required to do so by the nature of the directive. The content of any criminal record or other official information maintained by the Department, either in manual files, microfilm records, or computerized systems, shall be disclosed only to authorized persons in accordance with state and federal statutes.

Members shall not willfully destroy, mutilate, deface, alter, falsify, or remove for personal or monetary gain any part of official records maintained by the Department (see Miscellaneous Administrative Procedures Chapter for Release of Criminal Records Information and Release of Official Information).