3-09/090.35 - Authority to Release Information

The unit commander or watch commander of the investigative unit shall be responsible for the degree of discretion exercised when the information requested concerns a case that is still active or is related to another active investigation. The person requesting the information shall be referred to the detective or unit responsible for the investigation. When an initial request is made for information and the employee is uncertain as to whether the information may be disclosed, the request shall be directed to the watch sergeant or, if appropriate, to the unit responsible for the investigation.

In the event that a question still exists regarding the disclosure of any specific information, or when a case is closed and records are no longer available, a referral shall be made to the records manager of Records and Identification Bureau, who shall have final authority to approve or disapprove a request for information.