



OVERLAND PARK POLICE DEPARTMENT STANDARD OF CONDUCT

NUMBER: 0150
TOPIC: CONFIDENTIAL & SENSITIVE INFORMATION
DATE: 04/03/2025
SUPERCEDES: 10/16/2017

/s/ Doreen Jokerst
Chief of Police

/s/ Eric Blevins
Public Safety Attorney

CALEA reference: None

PURPOSE

To establish standards of conduct for ensuring confidentiality of sensitive information.

RATIONALE

Members have access to sensitive and confidential tactics, police operations, and other confidential information. This information may be but is not limited to criminal records and prosecutions, police reports, police records, employment information, intelligence information, operational plans, as well as confidential databases and wants and warrants information.

Inappropriate release of such information could cause a lapse of operational security, embarrassment, harm individuals, cause loss of privacy, or jeopardize the Department's ability to operate effectively. Improper use or disclosure of confidential information may jeopardize the Department's access to criminal history information databases.

STANDARDS OF CONDUCT

- Members will ensure all releases of confidential information fully comply with federal and state statutes, City ordinances, and Department procedures. It is a violation of this policy for any Member to disseminate orally, in writing, or electronically, any protected and confidential information for non-business purposes outside the Department.
- Members will not release nor make known any confidential information when the receiver has neither a legal right nor a valid business reason for the information.
- Members will be knowledgeable about procedures related to the official dissemination of confidential information. SOP 3100, *Criminal History & Report Dissemination*.
- Members will diligently safeguard all personal information, which, if improperly released, could cause embarrassment, distress or jeopardize someone's safety.
- Members will not access any official record or file for personal reasons.

- Anytime Members remove confidential and/or sensitive information in either hardcopy or electronic format, outside of their work assignment, it will be the Member's responsibility to safeguard that information against unauthorized access.
- Members with access to confidential employee information must be knowledgeable of City Interdepartmental Operating Procedure (IDOP) 321 and may only access and keep such information confidential except as required to perform job duties, as authorized by Supervisors, or to comply with law or City policies.

Origin Date: 12/18/2007

Revision Date: 07/25/2008

Revision Date: 05/29/2015

Revision Date: 10/12/2017

Revision Date: 04/03/2025

Reviewed by: Deputy Chief Eric Houston