



ORONO POLICE DEPARTMENT

STANDARD OPERATING PROCEDURES

Protect with Vigilance & Serve with Compassion and Excellence

Subject:	Confidentiality	Policy #	A-16
Effective Date:	May 22, 2025	Review Cycle:	2 Years
Distribution:	All Personnel	# of pages:	2
MLEAP:	N/A		
	<i>Rescinds All Previous Policies Related To This Current Policy</i>		
Issuing Authority:	Chief of Police Daniel Merrill		

I. **POLICY:**

All employees of the Orono Police Department shall maintain the confidentiality of sensitive agency records, the non-disclosure of which is essential to effective law enforcement. Sensitive information includes, but is not limited to, personal private information, including confidential criminal history record information (SBI/III), Intelligence and Investigative Record Information, criminal investigations, complaints and disciplinary investigations, personnel information, and such other information declared confidential by law or policy or practice and may not be communicated or disclosed outside of the criminal justice system unless otherwise required by law, policy, court order, or other legal mandate.

II. **PURPOSE:**

The purpose of this policy is to inform employees that all information relative to the operation of the Orono Police Department is confidential and may only be released by the Chief of Police or designee.

III. **PROCEDURES:**

- A. Confidentiality:** All employees of the Orono Police Department, whether full or part-time, volunteer, or intern, shall agree to the Confidentiality Agreement (*Appendix#1*).
- B. False statements:** On any official matter whatsoever, members shall not knowingly lie, give misleading information, or falsely communicate in any official report or their actions.
- C. Rumors:** Agency personnel shall not engage in, or convey, gossip detrimental to other staff or the agency.

IV. **Biennial Review:**

All employees will be required to review this Confidentiality policy every other year. Once reviewed, employees will provide their signature, which will be acceptance of the employee's confirmation of understanding and acceptance of the Confidentiality Agreement.

CONFIDENTIALITY AGREEMENT

I understand that I may learn of, or have access to, information (verbal, written, or electronic) that is of a personal or sensitive nature, or otherwise confidential. Such information includes, but is not limited to, incident reports, NCIC/SBI information, Computer Aided Dispatch information, and/or other law enforcement related information. I agree to maintain the confidentiality of such information and will not divulge it to anyone for any purpose without the express consent or direction of the Chief of Police and/or his designee.

I further understand and agree that I am prohibited from using any Orono Police Department information for my personal use or benefit or any other non-law enforcement related purpose. I shall not make any independent use of, publish, disclose, or authorize anyone to publish, or disclose to any person or organization, any of this agency's confidential information, investigative reports, intelligence analysis, training information, policy manuals or operational methods.

I understand and agree that my failure to comply with the requirements outlined in this Confidentiality Agreement is grounds for discipline, which could result in termination from the Orono Police Department. Additionally, the agency may seek other criminal or civil sanctions or damages as may be allowed by law.

The restrictions of the Confidentiality Agreement regarding disclosure and use of information shall continue to apply after termination of employment or other relationship with the Orono Police Department.

I have read and understand this agreement and agree to comply with it in every respect.