

DUNCANVILLE POLICE DEPARTMENT GENERAL ORDERS	
SUBJECT: Security of Departmental Business	GO 6.03
EFFECTIVE DATE: December 31, 2013	APPROVED: Robert D. Brown, Jr. Chief of Police
AMENDS/SUPERSEDES: R80-030 ISSUED: January 1, 1980	

I. OBJECTIVES

To assure the security, privacy, and appropriate use of departmental records and information.

II. RULES

- A. An employee shall not reveal the contents of any official police record, report, or document except as authorized by the chief, established departmental procedures, or required by law.
- B. The contents of a criminal history or arrest report shall be divulged only to authorized individuals as provided by departmental procedures, or required by law.
- C. Employees shall not alter, forge, or tamper with any police record, report, citation, accident report, or other departmental document.
- D. An employee shall not communicate any information of an internal nature that concerns the department, departmental activities, or members to persons outside the department without authorization.