


SHELBYVILLE FIRE & RESCUE STANDARD OPERATING PROCEDURES

	SECTION: General SUBJECT: Confidentiality	S.O.P: 103.13
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	Approved By:	Effective Date: December 1, 2012 Revision Date:

Purpose:

This policy is in place to protect members of this department, the public and the department itself.

Procedure:

It is the policy that the business affairs of this department are not to be discussed with persons outside of this organization, except when required in the normal course of business.

The operations of this department should not be discussed with non-members. Access to specific information, sensitive departmental information, or operating procedures will be limited to those members who need to know. Unauthorized members are prohibited from attempting to obtain or observe this information.

Information concerning the activities or operations of this department, members, employees or volunteers must be treated as confidential.

Members or employees handling confidential information are responsible for its security. Extreme care must be exercised to ensure the safeguarding of all matters and information.

Nothing in this policy is intended to prohibit disclosure to non-members of information about the SFD that is routinely made available to the public. Violators of this policy are subject to disciplinary actions.

If any member is ever asked about the operations of the department, on the scene of an incident or not, always refer that person or persons to the on duty officer.