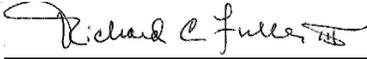


Kalamazoo County Sheriff's Office 	Written Directive		No.	1.0.36
	Subject	DISCLOSURE OF OFFICIAL KCSO BUSINESS		
	Effective Date	1/01/2007	Authorized By	
	Revision Date	11/01/2011	Sheriff Richard C. Fuller, III	
	Reviewed Date	7/20/2020		

CONTENTS

I. PURPOSE..... 1

II. POLICY 1

I. PURPOSE

To provide the necessary confidentiality of Kalamazoo County Sheriff's Office business, business records, reports and investigative reports/findings.

II. POLICY

- A. Information pertaining to official KCSO business including information gathered in criminal investigations, investigative reports, information or knowledge arising from KCSO investigations, activities and performance of duties is confidential. It is the responsibility of each KCSO member to maintain said confidentiality regardless of whether he/she may come into such information by official duty or otherwise.
- B. Such information relating to official KCSO business shall not be disclosed by any member of KCSO except as required by statute subpoena, court order, or other process of law, or:
 - 1. If specific disclosure is approved and directed by the appropriate Division Command.
 - 2. In those cases wherein the matter to which the information relates has been or may be referred to the Prosecuting Attorney's Office (OPA) for action, the Prosecuting Attorney or his/her appropriate assistant must also approve the disclosure.
- C. In those instances where the information in question has already been referred to the Prosecuting Attorney's Office and the request for disclosure is initiated by or approved by the Prosecuting Attorney's representative, then it shall be the responsibility of the KCSO member so contacted or informed to obtain the approval of his/her respective Division Command prior to ultimate disclosure.

- D. Violations of this directive may result in discipline up to and/or including employment termination.

End of Written Directive
RCF