



East Norriton Township Police Department

GENERAL ORDER 2.3.3

CONFIDENTIALITY AND SECURITY OF INTERNAL AFFAIRS RECORDS

Subject:

Internal Affairs-Administration

Issued Date:

March 23, 2011

Effective Date:

March 23, 2011

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PLEAC STANDARD Reference

2.3.3 (O)

Index Words

Internal Investigations

2.3.3 Confidentiality and Security: Internal Affairs Records

- A. All records concerning complaints filed, and/or investigated, in accordance with this general order shall be maintained in a separate and securely locked file by the Chief of Police. Access to the secured records shall be at the direction of the Chief of Police.
- B. Internal affairs records, including but not limited to, complaints, all investigation files and documents shall be confidential.
 - 1. The Chief of Police shall be responsible to maintain the confidentiality of all internal affairs records generated as a result of this general order.
 - a. The Chief of Police shall determine which employees shall be involved in and/or have access to any investigation case file.
 - 2. Any employee with knowledge of an internal affairs complaint and/or investigation shall also maintain the confidentiality of the complaint/investigation and discuss the matter only with the Chief of Police or authorized case investigator.
 - a. Exception.
 - 1) Nothing in this section shall prohibit any employee who is the subject of an investigation from consulting with union representation, legal counsel, or other persons as may be appropriate to the finding of facts.
 - 2) The release of Investigative records and information require approval from the Chief of Police.
- C. Members conducting investigations are responsible for keeping active complaints and related material confidential. No investigative reports or materials will be left unattended or in an unsecured location.

By order of:

By order of:

A handwritten signature in cursive script, appearing to read "Brandon Pasquale".

Brandon Pasquale
Chief of Police