

POLICY & PROCEDURES

CHAPTER:	1	Administration and Management	1. 3. 22
SECTION:	3	Personnel	EFFECTIVE DATE: 3 / 18 / 20
SUBJECT:	22	Confidential Information and Records	
STANDARDS: ACA – 4 – ALDF: 7D-17			
APPROVED:			REVIEW DATE: 3 / 18 / 20
<hr/> Dale Glass COMMISSIONER OF CORRECTIONS			REVISION DATE: 3 / 31 / 20
Rescind: 1.3.22 dated 9 /9 /14 Cancel:			

I. POLICY

It is the policy of the St. Louis City Division of Corrections that employees will not make public and/or release privileged and/or confidential information, records, pictures, audiotapes and/or videotapes pertaining to the Division of Corrections without the approval of the Appointing Authority/designee.

II. RESPONSIBILITIES

All employees of the Division of Corrections, employees of contractors working at the Medium Security Institution (“MSI”) and the St. Louis City Justice Center (“CJC”) and Volunteers at MSI and CJC are responsible for adhering to the following procedures.

III. DEFINITIONS

Confidential/Privileged Information: Means any type of information that may not be made available to the general public because it is restricted under the freedom of information Act or the privacy Act; or, is otherwise categorized by the Appointing Authority/designee as ‘security breaches,’ or would, if released, cause a risk to the orderly operation of Divisional facilities or security of institution, and threatens the safety of staff, or inmates.

Employee: Unless otherwise qualified the term "employee" includes volunteers and staff of contractors working at the St. Louis City Justice Center and the Medium Security Institution.

IV. PROCEDURES

A. General Information

Information, records, pictures, audiotapes and/or videotapes pertaining to the following subject matters are considered to be confidential and/or privileged and require the approval of the Appointing Authority or designee(s) prior to release:

1. Institutional investigations whether on-going or concluded;
2. Security Operations and related incidents including, but not limited to:
 - a. Escapes;
 - b. Homicides;
 - c. Deaths of inmates;
 - d. Hostage situations;
 - e. Security systems of MSI and/or CJC;
 - f. Structural plans of MSI and/or CJC;
 - g. Pictures and/or written descriptions of housing units, cells, security equipment and/or other secured areas within CJC or MSI;
 - h. Malfunction of security equipment;
 - i. Power outages at MSI and/or CJC;
 - j. Statements, videotapes, audiotapes and/or photographs of inmates;
3. Procedures, work rules and post orders of the Division of Corrections identified by the Appointing Authority/designee as restricted from public access;
4. Any other information that is established to be privileged and/or confidential. Employees are to seek advice of their supervisor when unsure what information is considered confidential and/or privileged.
5. Release of confidential and/or privileged information includes the release to any other individual(s) or entity as well as the posting of same on the internet and/or on a social network sites (i.e. Facebook, MySpace, Twitter; YouTube, Bebo).
6. All employees of the Division of Corrections, employees of contractors working at the Medium Security Institution (“MSI”) or the St. Louis City Justice Center (“CJC”) and Volunteers at MSI or CJC will sign acknowledge receipt of this policy verifying that they have been advised of the Divisional procedures on confidentiality of information and records and that they will comply with these policies.

B. Releasing of Confidential Information

1. Prior to the release of confidential and/or privileged information, records, pictures, audiotapes or videotapes, an employee must:
 - a. Seek the approval of the Commissioner of Corrections or designee.
 - b. Request in writing and:
 - (1) State the name(s) and identity of the intended recipients of the information and, if known,
 - (2) The reason why the information, records, pictures, audiotapes or videotapes has been requested, or
 - (3) The reason why the employee wishes to release them.
2. Employee must obtain written approval from the Appointing Authority/designee prior to releasing any confidential and/or privileged information, records, pictures, audiotapes or videotapes.
3. Employees who violate this policy will be issued the Employee Action Report and will be subject to discipline up to and including dismissal. The unauthorized release may also be in violation of the Employee Code of Conduct as well as other rules and regulations of the Division of Corrections.