

# New Orleans Police Department

## Policy Manual

### **Rule 6: Official Information**

#### **1. SECURITY OF RECORDS**

An employee shall not impart to any person or remove from any files the content of any record or report, except as provided by law.

#### **2. FALSE OR INACCURATE REPORTS**

An employee shall not knowingly make, or cause or allow to be made, a false or inaccurate oral or written record or report of an official nature, or intentionally withhold material matter from such report or statement.

#### **3. PUBLIC STATEMENTS AND APPEARANCES**

- (a) Employees shall not publicly criticize or ridicule the Department, its policies, procedures, orders or other members by speech, writing, or other expression, where such speech, writing, or other expression is defamatory, obscene, unlawful, undermines the effectiveness of the Department, interferes with the maintenance of discipline, or is made with reckless disregard for truth or falsity.
- (b) Employees shall not address public gatherings, appear on radio or television, prepare any articles for publication, act as correspondents to a newspaper or a periodical, release or divulge investigative information, or any other matters of the Department without official sanction or proper authority. Employees may lecture on police or other related subjects only with the prior approval of the Superintendent of Police.

#### **4. CITIZENS REPORT COMPLAINT**

Citizens applying to members for assistance or advice, or for the purpose of entering a report or a complaint, shall be given every possible consideration consistent with the circumstances. This is a duty incumbent on all members being contacted, and members shall not refer citizens to another officer or Division unless circumstances necessitate such action.

#### **5. INFORMANTS**

Employees shall not be compelled to reveal the identity of a confidential informant except as required by the Superintendent of Police, or by the Deputy Superintendent of the Public Integrity Bureau in matters relating to known or possible misconduct of a Department employee.

#### **6. CONFIDENTIALITY OF INTERNAL INVESTIGATIONS**

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All files concerning Departmental administrative reports and investigations shall be confidential.