

GENERAL ORDER 618.00
April 8, 2011

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

Index as:

Confidential Employee Information
Confidential Employee Information Contracted Municipalities

CONFIDENTIAL EMPLOYEE INFORMATION

618.00 PURPOSE

The purpose of this general order is to establish set guidelines to be used by personnel assigned to the Communications Center of the City of Ferguson Police Department.

These guidelines will also apply to all Ferguson Police Officers, as well to the other Police Agencies that are provided communication services by the Communications Center

618.01 POLICY

The purpose of this policy is to establish a procedure for telephone requests for personal information (home phone number, pager number, address, etc.) of Ferguson Police employees.

618.02 PROCEDURE

A. Ferguson Police employees

A telephone request received by the dispatcher from other department employees requesting information will be handled as such, the caller will be asked by dispatch personnel to identify themselves by DSN and home telephone number, prior to giving any information to that caller.

B. Contracted Municipalities

A telephone request received by the dispatcher from on duty officers will be given after the Caller verifies DSN and home phone number. All other request for personal information will be directed to the on-duty officer for the municipality or the municipal station.

C. Members of the Public

A telephone request received by the dispatcher from any member of the public requesting confidential information regarding employees of the Ferguson Police Department will not be entertained. Forward the call to the intended employees' voicemail or take a message and place it in the mailbox of the employee.

By order of:

A handwritten signature in black ink, appearing to read "Colonel Thomas Jackson". The signature is fluid and cursive, with "Colonel" in a smaller loop above "Thomas Jackson".

COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel