



**BUREAU OF INTERNAL AFFAIRS
CONFIDENTIALITY POLICY**
CHICAGO POLICE DEPARTMENT



The Bureau of Internal Affairs investigates, documents, and reviews allegations of misconduct against members of the Chicago Police Department.

All Department members are entitled to certain due process and substantive rights derived from Department directives, collective bargaining agreements, state statutes and the Constitution of the United States of America.

The nature of disciplinary investigations and the impact that such investigations have upon the Department and the affected Department members' rights documentation, identification of accused and witnesses and other information concerning the investigation must remain confidential and must not be disseminated to persons not entitled to such information.

Each member of the Bureau of Internal Affairs is responsible for ensuring the confidentiality of matters investigated by the Bureau of Internal Affairs and disciplinary investigations assigned to and conducted by other Department units.

Bureau of Internal Affairs personnel will limit dissemination of information concerning disciplinary investigations to only those persons who are necessary for the investigation of the allegations of misconduct or for criminal prosecution of the Department member and will refer all news media related inquiries to the Office of Communications.

Bureau of Internal Affairs personnel will refrain from discussing investigations in non-secure areas, or areas to which persons other than members of the Bureau of Internal Affairs have access. Such non-secure areas include, but are not limited to, police building parking lots, elevators, hallways and lobbies, as well as the common areas of the Bureau of Internal Affairs. Additionally, Bureau of Internal Affairs personnel will not post information or comment upon investigations on any social media outlets.

Written documentation developed during an investigation must remain secure. Case notes, written and printed documentation, and completed cases may only be copied and distributed as permitted by written directive, the express permission of the Bureau of Internal Affairs Chief, or as is necessary to investigate the allegation of misconduct.

By signing this policy statement, I acknowledge the confidentiality policy of the Bureau of Internal Affairs and understand that violating the policy may result in removal from the Bureau of Internal Affairs and/or disciplinary action up to and including separation.

Signature

Date

Print Name