

**3.04**  
**CRAIG POLICE DEPARTMENT**  
**Office of Chief of Police**  
**General Order**

**Date Issued: October 1, 1998**

**Revision Date: April 1, 2009**

**Subject: Disciplinary Action Information Release Reference: CACP STD.**

**TO: ALL OFFICERS**

**I. POLICY**

On occasion, it is necessary and appropriate to administer corrective action or actual discipline to a member of our organization in order to correct inappropriate behavior.

While supervisors and staff members may be informed of a disciplinary action, discipline is a private matter that should be kept between the employee, his/her supervisors, and other people directly involved in the incident. It is generally the policy of Craig Police Department to keep disciplinary matters confidential, and to maintain personnel files in a secure area with controlled access.

**II. EXCEPTIONS**

- A. Employees jeopardize any privacy expectations they may have when they engage in conversations concerning their disciplinary actions.
- B. Disciplinary action(s) may polarize the agency to such an extent that it becomes necessary to release information to agency employees for the purpose of correcting inaccurate or misleading information that may circulate within the agency. Such release shall be at the discretion of the Chief of Police.
  - 1. To quell rumors surrounding corrective actions involving department personnel, and educate employees on the potential outcomes of inappropriate behavior, the information will be presented and published in an anonymous manner during staff meetings.
- C. At times, supervisors and staff members have a legitimate right and a need to know the contents of personnel files and personnel investigations. However, such files will not be released to non-supervisory personnel without specific approval of the Chief of Police or a court order.

**Approved by:**



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**Walter K. Vanatta**  
**Chief of Police**