

CITY OF ALPENA  
STANDARD OPERATING POLICY

SOP No.	38
Date Issued	7/31/06
Effective Date	8/01/06
Reissued	06/25/18

SUBJECT: Unauthorized Release of Confidential Information

---

Applies to: City Council, City Manager, City Attorney, Department Heads, All City Employees

---

**PURPOSE:**

The purpose of this policy is to prevent the unauthorized release of confidential information by City employees.

**I. STATEMENT OF POLICY:**

Employees of the City of Alpena have an ongoing opportunity to access confidential information or records that are only available to the general public on a limited review or purchase basis. These records may be written, verbal, or electronic in nature. Much of the information processed by City of Alpena employees is confidential, and its release is governed by law. These laws mandate that personal information will not be disclosed to anyone unless that party is legally entitled to receive the information. Employees must not access or release information contained in the records or files of any City department, including digital images or signatures, except in connection with their duties and only to authorized parties in accordance with City procedures and policies.

**II. PROCEDURES:**

If an employee is approached to provide information inappropriately, including digital images and signatures, the employee must refuse to release the requested information and immediately advise their supervisor or the City Manager. All confidential information in paper form should remain locked in a file or cabinet with access only granted to those who need it to perform their job. Electronic information must be password protected with access only granted to those who need it to perform their job. If you suspect that information has been compromised, you must immediately report your concerns to your Department Head or the City Manager's Office.

**III. CONFIDENTIAL INFORMATION**

Confidential information may include, but is not limited to the following:  
Social security number, driver's license, state identification, passport number, digital signatures, Personal Identification Numbers (PIN), any information containing medical information or health history, legal documents, personal information on any fire, EMS, or police call reports, fingerprint reports, any personal information that will identify the individual, etc.

IV. ACCOUNTABILITY.

It is a very serious offense for an employee to access, release, or use for personal purposes, confidential information obtained in the course of employment. The City will investigate every breach of this policy. Any employee who fails to comply with this policy shall be subject to disciplinary action, up to and including discharge.

  
Greg E. Sundin, City Manager