



San Diego Community College District Police Department Policy and Procedures

1.04 CONFIDENTIALITY OF SECURITY
PROCEDURES

EFF. 10/01/19

I. PURPOSE

This Department procedure establishes guidelines for the determination and identification of security procedures.

II. SCOPE

This procedure applies to all members of the Department.

III. BACKGROUND

It is necessary to keep Department security procedures confidential to provide for and increase officer safety. The confidentiality is authorized by Section 6254(f) of the California Government Code.

IV. DEFINITION

- A. "Security procedures" are defined as that information which, if disclosed, would endanger the life or physical safety of law enforcement personnel.
- B. General policies and procedures and general staffing levels are not security procedures.

V. PROCEDURES

A. Determination of security procedure status:

1. By law, those portions of a document that deal with security procedures may be withheld from public disclosure.
2. It is the responsibility of the writer or reviser of any Department document, such as Department Procedures, Training Bulletins, Operational Manuals, Tactical Action Plans, or lesson plans to determine if any portion of the document deals with

matters defined as security procedures.

3. Any portion of a document that is determined to contain such procedures shall be clearly designated as such on the document.
4. Any member of the Department who provides information to the public shall first determine if it includes any security procedures. If the information contains security procedures, the member will obtain the appropriate approval before releasing the information.
5. Questions in determining security procedure status should be referred to the appropriate commanding officer, Chief of Police, and/or legal advisor.
6. Responsibility for the release of Department safety policies and procedures will be with the Chief of Police.

B. Designation of confidential security procedures.

The following statement shall appear on all Department documents containing security procedures:

""All portions of this document which are printed in bold italics are deemed by the San Diego Community College Police Department to be records of its security procedures and are exempt from public disclosure by Section 6254(f) of the California Government Code."

C. Prohibition

1. It is the responsibility of each member of the Department to keep his or her copies of any Department documents containing security procedures and rosters containing personal information in a secure manner and location.
2. It is the responsibility of all members of the Department, when allowing the public or media personnel into any area of a police facility, to ensure that such a visitor has no access to any documents, equipment or information deemed by the Department to be records of its security procedures.