



## **General Order 17.2 - Confidentiality**

**PURPOSE:** To address requirements established by the Office of Justice for recipients of federal grant funds that are not specifically covered elsewhere in policy or the grant application.

DATE OF APPROVAL: 10/22/04

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REVIEW DATE: Annual

AMENDS:

THIS ORDER CANCELS:

ISSUED BY : Sheriff Jeffrey Easter

REVIEWED BY: Standard Review Committee

### **INDEX AS:**

17.2.1 Confidentiality and Human Subjects Protection

### **17.1.1 CONFIDENTIALITY AND HUMAN SUBJECTS PROTECTION**

- A. Information collected as part of standard law enforcement action, such as personal data required on an inmate, that is part of a persons criminal history is not included under this policy. The release or dissemination of this information is regulated by other policies: local, state and federal.
- B. Information identifiable to a private person collected on a project for research or statistical purposes will not be revealed except as authorized in U.S. Department of Justice regulations 28 C.F.R. Part 22 on a need-to-know basis to:
  - 1. Employees of the Sheriff's Office
  - 2. Persons, organizations and other County departments that agree to use the information only for research or statistical purposes. Those persons shall take adequate administrative and physical precautions to ensure the confidentiality of the information.

3. Participation in the research by private persons will be voluntary and may be withdrawn at any time. The person(s) shall be notified of this either orally or in writing before any data is collected.
- C. Grant project plans will be designed to preserve the anonymity of persons to whom the information relates, including where appropriate, name-stripping, coding of data or other similar procedures.
- D. Project findings and reports prepared for dissemination will not contain information which can reasonably be expected to be identifiable to a private person.
- E. Upon completion of the project, the security of the research or statistical information will be protected. Destruction of all copies of the identified portions of the materials should be done after a three year required recipient retention period.