

## Confidentiality Agreement

As a member of the Carroll County Administrative Charging Committee, (the ACC), I understand that I may have access to information (verbal, written, or electronic) which is personal, safety-sensitive, or otherwise confidential in nature. Such information includes, but I not limited to incident reports, computer aided information, and other law enforcement related information.

I agree to maintain the confidentiality of such information at all times during and after my service on the ACC. I will use and disclose confidential information only in connection with performing my duties. I will request, obtain, or communicate confidential information only as necessary to perform my duties and will refrain from requesting, obtaining, or communicating more confidential information than is necessary to accomplish my duties. I will take reasonable care to properly secure confidential information and will take steps to ensure that others cannot access the information.

I agree that as a member of the ACC, the following procedures will take place regarding the sharing and reviewing Internal Affairs case files from the Law Enforcement Agency (LEA). Upon the completion of an Internal Affairs investigation that falls under the jurisdiction of the ACC, and scheduling with the ACC for presentation of the case, the LEA will:

- Provide each member of the ACC with a printed copy of the written investigative report. Each copy will have a unique identifying number on it. Each ACC member agrees not to make any copies of the report and will return the report upon rendering their decision and following any deliberation.
- Upon receipt of the written report each ACC member will sign a LEA routing memo to act as a "chain of custody" for the report. The routing memo will show who provided the report to the ACC member and unique identifying number on the report that the member received. The LEA representative will then take possession of the routing memo pending return of the reports.
- The LEA will watermark any reports provided to the ACC with some notation of Confidentiality.
- The LEA will present and allow for follow-up review of any audio and visual files that have been obtained in the process of the investigation.

I understand that my failure to comply with the confidentiality requirements set forth in this Confidentiality Agreement is grounds for discipline up to and including removal from my position. Additionally, Carroll County may seek other criminal or civil sanctions or damages as may be allowed by law.

I have read and understand this agreement and agree to comply with it in every respect.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

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Signature

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Printed Full Name