

SPOKANE COUNTY FIRE DISTRICT 8

Standard Operating Procedures

10.04.21
CONFIDENTIAL
INFORMATION



Adopted: 12/20/16
Reviewed: 12/20/16
Revised: 00/00/00

Approved:

A handwritten signature in black ink, appearing to read "Tony Fisher", is written over a horizontal line.

Purpose: To ensure all confidential and personal information of the District and its members is protected in accordance with all applicable laws.

References: RCW 42.56.230, RCW 42.56.360, RCW 50.13.015

Procedure:

1. Confidential Information.
 - a) In the course of performing his/her job with the District, a member may be exposed to confidential information.
 - b) Confidential information may include:
 - i. Files.
 - ii. Financial information.
 - iii. Other District-related information.
 - iv. Procedures.
 - c) Confidential personal information about other members should not be discussed or disclosed to anyone without a business need to know.
 - d) The Fire Chief and Human Resource Manager or their designees are the only District personnel authorized to release District human resource or medical records or any other member information.
 - e) If a member works in sensitive areas, additional restrictions may be imposed.
 - f) Violation of this procedure may result in disciplinary action, up to and including termination, criminal prosecution, and/or civil action.