



**OFFICE OF THE PIMA COUNTY ATTORNEY  
ADMINISTRATIVE POLICY MANUAL**

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Although the Office of the Pima County Attorney is a public organization and its records are subject to Arizona’s Public Records Law, much of the information contained in the files and records of the Office, as well as personnel information obtained by virtue of employment with this Office, is **STRICTLY CONFIDENTIAL** and therefore not permitted to be publicly disclosed.

Much of the information contained in our records is attorney work product and/or attorney-client privileged information. There also is information concerning ongoing investigations which might be impeded as a result of disclosure. In addition, our records contain confidential personnel information concerning this Office and other County departments. All employees and volunteers are required to sign the Pima County Attorney Office Confidentiality Form committing to maintain confidentiality.

Employees and volunteers are prohibited from discussing with any person or providing written or verbal information to any person on any aspect of a pending or closed case or internal procedures and operations or personnel information unless such information has previously been or is required to be disclosed in a legally required manner. Employees are prohibited from sharing, discussing or disclosing any personnel information concerning the Office on the e-mail, and are to share confidential personnel information only with those who have a demonstrated and professional need to know.

Non-personnel information is to be disclosed or discussed only pursuant to Policy 2006-16 and 2006-18, or as required by law or court order, in conformity with the requirements of Ethical Rules (“E.R.”) 3.6 and 3.8, under Rule 42, Rules of the Arizona Supreme Court.

The Pima County Attorney has entered into a comprehensive, legally binding agreement with the Arizona Department of Public Safety for direct access to local, state and federal criminal history information. This agreement allows only *authorized* agents of the office to access the Arizona Criminal Justice Information System (ACJIS) and the National Crime Information Center (NCIC) repositories. Unauthorized use is strictly prohibited. Criminal history record information may be disseminated within the office only to those employees involved in the relevant prosecution or investigation.

Failure to adhere strictly to this policy will result in immediate, appropriate disciplinary action, up to and including dismissal.

Reference: Policy 2006-16, Public Records Requests  
Policy 2006-18, News Media  
Confidentiality Form

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