

**CITY OF WEST ALLIS
RESOLUTION R-2020-0719**

**RESOLUTION TO CREATE POLICY #1446A DISCLOSURE OF SENSITIVE
INFORMATION**

SECTION 1: **ADOPTION** “1446a Disclosure Of Sensitive Information” of the City Of West Allis Policies & Procedures is hereby *added* as follows:

ADOPTION

1446a Disclosure Of Sensitive Information(*Added*)

1. **PURPOSE** To identify employees who deal with sensitive information and create a policy on disclosing that information.
2. **ORGANIZATIONS AND PERSONS AFFECTED** This policy applies to any City employee and officer whose position is designated by the City Administrator as one that creates, processes, or maintains sensitive information. Any City employee or officer is eligible for designation under the policy except elected officers, municipal court employees, library employees, fire department employees, and police department employees.
3. **POLICY** Certain employee duties involve the creation, processing, or maintenance of information that may or may not be subject to public records, but is of a nature that its voluntary disclosure may cause disruption or distraction in the workplace. In order to maintain a level of discretion that promotes a healthy and productive workplace, it is the policy of the City of West Allis that designated employees who create, process, or maintain sensitive information not disclose that information to any employees except as necessary to fulfill that employee's job duties.
4. **REFERENCES** None
5. **PROCEDURES**
 - a. The City Administrator may designate any eligible position held by City employees or officers as one that creates, processes, or maintains sensitive information. The City Administrator shall notify the person employed in that position by alerting the employee or officer to this designation and providing a copy of this policy to the employee or officer.
 - b. Employees designated by the City Administrator as creating, processing, or maintaining sensitive information shall refrain from disclosing any work-related information to any other person, unless that person is any of the following:
 - i. The employee's supervisor
 - ii. A person with whom the employee shares such information in order to perform the employee's job duties;
 - iii. Entitled to that information under the public records law as a result of a written request for that record.

- iv. Entitled to that information by court order.
- 6. ENFORCEMENT AND SANCTIONS Failure to comply with this policy may result in disciplinary action up to and including termination.

PASSED AND ADOPTED BY THE CITY OF WEST ALLIS COUNCIL

_____.

	AYE	NAY	ABSENT	ABSTAIN
Ald. Angelito Tenorio	_____	_____	_____	_____
Ald. Vince Vitale	_____	_____	_____	_____
Ald. Tracy Stefanski	_____	_____	_____	_____
Ald. Marty Weigel	_____	_____	_____	_____
Ald. Suzzette Grisham	_____	_____	_____	_____
Ald. Danna Kuehn	_____	_____	_____	_____
Ald. Thomas Lajsic	_____	_____	_____	_____
Ald. Dan Roadt	_____	_____	_____	_____
Ald. Rosalie Reinke	_____	_____	_____	_____
Ald. Kevin Haass	_____	_____	_____	_____

Attest

Presiding Officer

 Rebecca Grill, City Clerk, City Of
 West Allis

 Dan Devine, Mayor City Of West
 Allis