



State of New Mexico  
**County of Otero**

**STANDARD OPERATING PROCEDURE  
2013-01  
CONFIDENTIAL INFORMATION POLICY**

**SECTION I:                      PURPOSE AND SCOPE**

Otero County seeks to ensure an orderly business operation for the benefit and protection of the rights and safety of all employees and the public. This policy is intended to alert employees to the need for discretion at all times and to prevent dissemination of confidential information.

**SECTION II:                      POLICY**

Otero County employees at times have access to information of a confidential nature. This information may relate to Otero County personnel matters, protected HIPAA information, internal investigations, restricted computerized data, attorney work papers or other legally privileged information, and/or contract or financial negotiations. Unauthorized disclosure of confidential information could be very detrimental to the individuals involved and/or Otero County. **Unless required by the job, at no time should an employee disclose confidential information, nor remove it from the County's premises.**

**SECTION II:                      ENFORCEMENT**

**The intentional disclosure of confidential information is grounds for discipline, up to and including termination.**

**\*\*Note\*\*** This document supersedes SOP 2000-01 and all other previous SOPs on this subject.

A handwritten signature in black ink, appearing to read "Pamela Heltner", written over a horizontal line.

Pamela Heltner  
County Manager

Adopted this 14<sup>th</sup> day of March, 2013