



# CITY COUNCIL AGENDA ITEM BRIEFING SHEET

<b>Council Date:</b> April 23, 2024	<b>Department:</b> Admin	<b>Presented By:</b> City Manager / Pat Chesser
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**AGENDA ITEM:** Discussion/Action: to approve a Municipal Court Confidentiality Policy and Agreement.

**BACKGROUND:** On February 20, 2024, the Texas Supreme Court issued Final Approval of Amendments to Texas Rule of Judicial Administration Rule 7. Newly created Rule 7.1 (“Court Confidentiality Policy Required”) applies to municipal courts. In fact, it applies to all courts in Texas. Under Rule 7.1, every court must, no later than May 1, 2024, adopt a policy governing court confidentiality. The policy must: (1) define who it applies to, (2) define confidential information, (3) impose a duty of confidentiality on all court staff that continues after employment at the court ends, (4) address when, if ever, the disclosure of confidential information is authorized, (5) provide the language of relevant laws, (6) address negligent or accidental disclosure of confidential information, (7) warn of potential penalties for improper disclosure, and (8) require all court staff to acknowledge receipt of the policy in writing. The policy must be provided to all new court staff members and training on it must be given prior to the new staff member beginning any substantive work for the court. Furthermore, all existing court staff members must be provided with the policy biannually.

**Suggested Motion:** I move adoption of the Municipal Court Confidentiality Policy and Agreement as presented.

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**STAFF/BOARD/COMMISSION RECOMMENDATION:**

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**EXHIBITS:**

<b>ADDITIONAL INFO:</b>	<b>FINANCIAL INFO:</b>	
	<b>Cost</b>	\$
	<b>Source of Funding</b>	\$

