

**REED COLLEGE
DEPARTMENT OF COMMUNITY SAFETY
DEPARTMENTAL DIRECTIVE**

RECORDS RELEASE

Source: Department Directive issued by the CS Director.

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Departmental Policy

Requests for Community Safety reports shall be handled by the guidelines described below.

Purpose

The primary purpose of these guidelines is to protect the privacy of named individuals, and ensure compliance with privacy statutes, such as HIPAA and FERPA, while providing access to CS reports for legitimate and necessary purposes.

Procedure

Requests for Community Safety reports will be handled either by the dispatcher on duty or by management staff, as outlined in the guidelines below.

Confidential Reports

- ☐ Requests for reports designated as confidential must be forwarded to the CS Director for review and approval
- ☐ If released, these reports may be redacted to ensure appropriate levels of privacy

On-going Investigations

- ☐ Requests for reports for on-going investigations must be forwarded to the CS Director for review and approval
- ☐ These requests will normally be denied until the investigation is concluded

Release to Law Enforcement

Dispatch may release reports to law enforcement under the following circumstances:

- ☐ Reed College is the victim of the crime and has requested law enforcement assistance
- ☐ The victim of a crime or incident is present and requests release of the report to law enforcement on the victim's behalf
- ☐ When an individual is the victim, and the report may be released to the person pursuant to this guideline, that individual may release the report to law enforcement at his/her discretion

Management must review reports for release under any other circumstances

Requests by Victims

Dispatch may release reports if all of the following are true:

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- ☐ The incident involves a misdemeanor crime such as: car theft, bike theft, property damage, etc. This does not include sexual assault or other crimes against a person; and
- ☐ The requesting party is the victim the crime; and
- ☐ The only Reed community members listed in the report are the requesting party and any Reed staff involved in response to the incident.

Management must review reports for release if and of the following are true:

- ☐ The report names any community members other than the requesting party and any Reed staff involved in response to the incident; or
- ☐ The incident involves a more serious crime, such as sexual assault or other crimes against a person; or
- ☐ The requesting party is not the victim of the crime.

In these cases, a CS Manager must review the report for confidentiality and privacy concerns. In these cases, take the name and contact information of the requesting party and forward the request to the Administrative Manager. The Operations Manager, Assistant Director or Director may also review the request if the Administrative Manager is out of the office.

Requests by Reed Administrators or Faculty

- ☐ Reports may be released for Reed internal uses by designated CS staff according to standing or pre-approved processes. Examples include weekly, monthly, and annual release of reports to the VP Treasurer, Diversity Committee, Dean's office, etc. for on-going monitoring and evaluation of CS operations and community safety. The CS Administrative Manager, Operations Manager, Assistant Director or Director may approve these types of releases.

Requests by Media (including Reed student publications), students, and others for non-institutional use

- ☐ These requests must be forwarded to the CS Director for review and approval
- ☐ Requests to obtain complete copies may only be granted by the Director and, if approved, may be redacted to ensure appropriate levels of privacy

Requests by attorneys and/or pursuant to subpoenas

Any request for records by an attorney or in the form of a subpoena shall be immediately forwarded to the CS Director. In the absence of the CS Director, the VP/Dean of Student Services will be immediately notified.