

UNIVERSITY OF WASHINGTON, BOTHELL

POLICIES AND PROCEDURES MANUAL

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RELEASE OF INFORMATION

15.8

REV 04-05

Security & Campus Safety

352.5359

Release of Information

OVERVIEW

In order to protect confidentiality and to help ensure the future safety and security of witnesses, victims and other interested persons, the Department of Security & Campus Safety establishes the following guidelines for the release of information.

POLICY

To comply with the provisions of the Clery Act, there is certain information that the Department of Security & Campus Safety must make accessible (see below). FERPA (Family Educational Rights and Privacy Act) protects the privacy of student educational records. The Department of Public Safety will review each request for information and determine the best course of action in order to comply with the provisions of each.

PROCEDURE(S)

1. Provisions for sharing of information under the Jeanne Clery Act:

- By October 1 of each year, the Security & Campus Safety Department will compile an **Annual Security Report**. The report will contain crime statistics for the last three years, security policy statements and program descriptions, and procedures to be followed for sex offenses.
 - The Security & Campus Safety Department will identify the appropriate method of notifying all current students and employees of the report and how to obtain it.
 - The Annual Security Report will be available in electronic format on the Security & Campus Safety web page and in hard copy for anyone who requests it.

View the September 2004 Annual Security Report here or visit the Department of Security & Campus Safety located at 11125 NE 180th St. Bothell, WA 98011 to view a copy.

- The Department of Security & Campus Safety maintains **annual crime**

statistics online for three years on their web site: www.uwb.edu/safety.

- The Department of Security & Campus Safety maintains a Quarterly **Crime Log** online at their web site: www.uwb.edu/safety. All incidents that Security & Campus Safety responded to that were of a safety or security nature are kept in the log.

2. Individuals requesting copies of incident reports

If you wish to review or inspect any specific identifiable records of the Department of Security & Campus Safety available under the Public Disclosure Act (PDA), you may make a Public Disclosure request. Requests for records available under the PDA should be sent to Office of Public Records & Open Public Meetings, 4014 University Way N. E., Seattle, WA 98105-6203, and (206) 543-9180 or by email: pubrec@u.washington.edu.

Insurance claims

The Department of Security & Campus Safety is not a Police Department. Police reports pertaining to criminal activity may be obtained by contacting the City of Bothell Police Department at 425.486.1254. Incident Reports taken by the Department of Public Safety may not assist with insurance claims, which often require police case numbers.

ADDITIONAL INFORMATION

For additional information, please contact Security & Campus Safety.

Contact Officer: Security & Campus Safety Director

Phone: 425.352.5359

E-mail: safety@uwb.edu

