



6. Campus Safety Office Privacy Policy

Purpose: The purpose of this policy is to protect the confidentiality of victims, suspects, investigative information, incident report information and Departmental personnel information. The **Department** refers to the Aquinas College Campus Safety Office.

Policy:

1. Campus Safety Department information is available to appropriate College officials and others as defined by the **Jeanne Cleary Disclosure of Campus Security and Campus Crime Statistics Act** (the “Act”). This information includes incident reports, departmental logs, vehicle registration forms, traffic ticket records, and any other information that may be available which is considered appropriate.
2. Department employees are prohibited from discussing, informing, and relating internal Department information to non-Department employees. Department employees are further prohibited from copying by any method or removing Department information from the Campus Safety Office without the written permission of the Director.
3. When events occur which have implications for the entire campus (e.g.: assaults, fire alarms), the Department will promptly issue a warning on ACORN for employees of the College and on MOOSE for students of the College. This warning will contain pertinent information for the general public. Questions regarding such a warning should be directed to the Director of Campus Safety. The Department will direct this warning to the President, Provost, VP of Finance and Operations, Director of College Relations, Dean of Students, and Director of Residence Life.
4. When events occur which do not require a campus-wide warning, information will not be released to the campus, and any inquiries should be made to the Director of Campus Safety. In this case as well, the Department will release this information to the President, Provost, VP of Finance and Operations, Director of College Relations, Dean of Students and Director of Residence Life.
5. The Department will annually post for public review certain crime statistics it compiles in compliance with the **Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act**. This information may be communicated to the general public by Department employees.