PURPOSE

1. To establish procedures to protect the security, confidentiality, and integrity of digital and physical student records and to maintain special security measures to protect the data.

PROCEDURE

2. Digital records shall be maintained on a secure UNO network with access restricted to Police Department personnel with legitimate law enforcement or educational interests.

3. Access to digital records shall be controlled by the issuance of individual passwords provided by the University Computing and Communications Department per current University policies and guidelines.

4. The release of digital and physical records shall have the prior approval of the Chief of Police, Commander of Administration, or the Investigations Section and then only for legitimate law enforcement or educational interests.

GUIDELINES FOR RELEASING POLICE REPORTS

5. The following types of police reports, whether in physical or digital format, are prohibited from being released without the prior approval of the Chief of Police:

   a. Incidents involving juveniles;
   b. Reports related to a suicide or death;
   c. Medical reports;
   d. Sexual Assault incidents;
   e. Open investigations which could endanger the successful completion of an investigation and/or related investigation; and
   f. Any incident report deem to be of a sensitive nature.