Communication Operations

800.1 PURPOSE AND SCOPE
The basic function of the communications system is to satisfy the immediate information needs of the law enforcement agency in the course of its normal daily activities and during emergencies. The latter situation places the greatest demands upon the communications system and tests the capability of the system to fulfill its functions. Measures and standards of performance are necessary to assess the effectiveness with which any department, large or small, uses available information technology in fulfillment of its missions.

800.1.1 FCC COMPLIANCE
Portland State University-Campus Public Safety Office radio operations shall be conducted in accordance with Federal Communications Commission (FCC) procedures and guidelines.

800.1.2 CODE OF ETHICS
All communication personnel at the Portland State University-Campus Public Safety Office shall conduct themselves in accordance with the tenets of the Public Safety Telecommunicator's Code of Ethics.

The Communications Supervisor shall ensure that newly hired communications specialists working under their supervision read and sign a copy of the Code of Ethics during their initial training and orientation period. The signed copy shall be retained in the employee's personnel record.

800.2 COMMUNICATIONS GUIDELINES
This department provides 24-hour telephone service to the campus community and public for information or assistance that may be needed. The ability of citizens to telephone quickly and easily for emergency service is critical. This department provides access to the 9-1-1 system to persons utilizing the campus emergency phone number. This department has two-way radio capability providing continuous communication between Dispatch and officers.

800.2.1 STRUCTURE
Director - The Director is responsible for directing the overall operations of the 911 Center including establishing policies and procedures, budgeting and fiscal planning, managing human resources, evaluating programs and services, and the overall functioning.

Supervisors - The Communications Supervisor is responsible for the operations of the Communications Center (Dispatch) and, in coordination with other supervisors, the efficient and effective operation of Dispatch on a day-to-day basis. The Communications Supervisor is also responsible for the supervision, training and evaluation of personnel assigned to the Communications Center; scheduling; compliance to established policies; reviewing requests for copies of information for release; maintaining time records; and maintenance of CAD. LENEL systems, alarm response coordination, PPDS, and LEDS. The Communications Supervisor reports to the Lieutenant.
Communication Operations

Campus Dispatchers - Campus Dispatchers are responsible for the receipt and handling of all incoming and transmitted communications, including but not limited to campus emergency phone lines; normal business phone lines; TTY devices, and radio communications with fire, EMS, and law enforcement units. Campus Dispatchers are also responsible for entering of CAD data for all field activities of campus public safety units and making inquiries through outside data bases (i.e. LEDS, NCIC, DMV, etc.) in support of those field units. Campus Dispatchers report to the Communications Supervisor.

800.2.2 SCHEDULING
Scheduling in Dispatch shall consist of three shifts. The Communications Supervisor is in charge of each shift and shall report to the Lieutenant Minimum staffing levels requires that there will always be at least one Dispatcher on duty at any given time, one of which may be a Communications Supervisor. It is the responsibility of the Communications Supervisor to establish a balanced work schedule for each shift to ensure adequate coverage and a balance of experience and specialization available. The Communications Supervisor will ensure a copy of the work schedule is available for employee’s reference and coordinate requested time off and provide for unexpected absences such as sick time.

800.2.3 CONFIDENTIALITY
Information that becomes available through Dispatch may be confidential or sensitive in nature. All communications personnel are to treat information that becomes known to them as confidential and release that information only to duly authorized personnel.

Automated data, such as Department of Motor Vehicle records, warrants, criminal history information, records of internal police files, FERPA protected school records, CJIS, LEDS, or protected medical information shall only be made to authorize criminal justice personnel and, when such information concerns the immediate health or safety of persons. All identifications received by the center from E9-1-1 are confidential and shall not be subject to public disclosure by Dispatch per ORS 403.135(2).

800.2.4 RECORDINGS
A system-wide recording device is installed in Dispatch. This system records all radio and telephone conversations coming into Dispatch. The recordings are stored and retained by an assigned Communications Supervisor for a minimum of six months.

800.2.5 SECURITY
The communications function is vital and central to all emergency service operations. The safety and security of Dispatch, its personnel, and equipment must be a high priority and procedures are hereby established for that purpose,

800.2.6 CALLS FOR SERVICE
The campus dispatch emergency number will be listed in a public telephone directory and will be widely disseminated on campus.
Communication Operations

(a) Emergency Calls - An emergency call is considered as any call received via telephone or radio where there is an immediate or potential threat to life or serious property damage, and time of arrival is of the utmost importance. All incoming calls on the campus emergency line will be answered with "Campus Public Safety Dispatch"

1. Emergency calls will be dispatched immediately.
2. A citizen reporting an emergency will never be placed on hold until the dispatcher has obtained all necessary information to ensure the safety of the responding units and the citizens.

(b) Non-Emergency Calls - Non-emergency calls are considered as any call received via telephone or radio where there is no immediate or potential threat to life or property. Incoming calls received on the business line will be answered using the agency name. Enter information into the CAD system and dispatch or transfer to the appropriate resource.

1. Citizens reporting non-emergencies may be put on hold if necessary to take higher priority calls.
2. Advise the citizen if there will be a delay in the dispatcher coming back onto the line or if the field unit advises there will be a delay in his response.

800.2.7 TELEPHONE REPORTS
Certain non-emergency complaints may be handled by the field unit by phone provided that:

(a) There is no physical evidence to be collected such as latent fingerprints
(b) The suspect is no longer at the scene
(c) No on-scene investigation is needed
(d) The caller agrees to telephone contact from the field unit
(e) When taking a call for service that may be handled by telephone contact, ask the caller if the call can be handled by this method. If the caller agrees, advise the field unit. The field unit receiving the dispatch has the ultimate decision whether to handle the call by phone or in person

800.2.8 EMERGENCY MESSAGES
When a call is received requesting an emergency message be delivered, take the information on the call entry screen as with any other call for service. Attempt to dispatch the appropriate field unit by telephone, MDT (when available), or in person. Radio dispatch may be used.

University resources should be considered in some circumstances to assist with, or deliver emergency messages.

800.2.9 COLLECT CALLS
Collect calls will not be accepted by Dispatch unless the dispatcher believes a valid emergency exists and accepting the call would be justified in serving the citizens or users.
Communication Operations

800.3 RADIO COMMUNICATIONS
Communications radios are for official use only, to be used by personnel of Dispatch to communicate with the user agencies.

Field Units shall be identified with the officer identification number as assigned by their department. All transmissions shall be in accordance with Federal Communications Commission (FCC) procedures and requirements. All transmissions shall be professional and made in a calm, business-like manner. Slang terms and personal acronyms shall not be used.

800.3.1 AUTHORIZED CODES
Radio Codes employed by Dispatch and all user agencies will operate a plain language radio system except for the following authorized codes:

CODE 0 - Officer Down
CODE 1 - Normal Response
CODE 3 - Emergency Response
CODE 4 - No Further Assistance Needed
CODE 5 - Stake Out at (location); All Units Stay Away
27A - Silent Hold Up Alarm
278 - Silent Burglar Alarm
33B - Bomb Threat
39A - Rape
55A - Homicide
55B - Suicide

DISPOSITION CODES

R - Report Written
  1 / Original
  2 ,# Supplemental
S - Unable to Locate
  1 - Cannot Locate Person
  2 - No Such Address or Location
  3 - Reported Condition Does Not Exist
T - Premises Checked
  1 - False Alarm
  2 - Found Secure
Communication Operations

3 - Made Secure

W - Call Serviced
1 - Assignment Completed
2 - Person Assisted
3 - Person Advised or Referred
4 - Hazard Corrected/Removed
5 - Delivered Message
6 - Peace Restored
7 - Nuisance Abated
8 - Arrest/Investigation made by other Agency/Office

x - Suspicious Activity
1 - Person Checked ,# OK
2 - Vehicle Checked ,# OK

Y - Action Taken
2 - Warning Given

RADIO/STATUS CODES

10-1 - Radio Signal Poor
10-2 - Radio Signal Good
10-4 - Same as Copy
10-7 - Out of Service
10-8 - In Service
10-10 - Information
10-11 - Open Door
10-14 - Escort
10-15 - Emergency Message
10-18 - Medical Assist
10-19 - Return to Office
10-20 - What is your location?
10-21 - Call dispatch
10-22 - Cancel
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10-23 - Arrived At Scene  
10-25 - Respond To Alarm  
10-26 - Person Assist/Other  
10-28 - Registration Information  
10-29 - Check For Wanted  
10-37 - Suspicious Person  
10-41 - Bomb Threat  
10-51 - Can Subject/Suspect Overhear This? Confidential  
10-52 - Subject Wanted  
10-55 - Subject Clear, Use Caution  
10-56 - Subject Clear, Not Wanted  
10-61 - Prisoner In Custody  
10-62 - Transporting Prisoner/Citizen  
10-64 - Prisoner/Citizen Transport Complete  
10-72 - Out Of Service - Detail/Special Assignment  
10-73 - Out Of Service Follow Up  
10-74 - Out Of Service - Servicing Equipment  
10-79 - Out Of Service - Ending Shift (Off Duty)  
10-83 - Conditionally Available, # Writing Reports  
10-84 - Conditionally Available, # Check Vehicle/Persons  
10-85 - Conditionally Available, # Inspect Premises/Security Ok  
12-31 - Exposer  
12-32 - Peeping Tom; Voyeur  
12-34 - Mental Case

### 800.3.2 RESTRICTED CHANNEL

When requested by an officer Dispatch will clear the channel and restrict all other radio traffic to another channel when:

(a) A Code 0 is called  
(b) The dispatcher believes a situation is a threat to the physical safety of a field unit  
(c) The field unit is involved in a situation that demands a dedicated channel, i.e.; a pursuit
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(d) Any field unit requests a channel cleared
To clear the channel announce on the channel to be cleared #(channel #) is restricted for (unit #)” or incident, normal traffic may be assigned to another channel depending on the circumstances. Regardless of who initiated the clear channel, Dispatch will not release the channel to normal traffic without the authorization of the field unit in charge of the situation. To resume normal traffic on the cleared channel, announce on the cleared channel and the alternate channel #resume normal traffic on (channel)#.

800.4 EQUIPMENT FAILURES
At least one operational consoles to include business phone lines, radios for all operational frequencies and CAD and computer systems should remain operational in Dispatch. A secondary backup console to provide basic functioning will be available. If the malfunction occurs during regular business hours, a call will be placed immediately to the Communications Supervisor who will arrange to correct the malfunction. If it occurs during non-business hours, the Communications Supervisor will be notified by phone and the Communications Supervisor will direct to the appropriate person, department or agency.

800.4.1 9-1 -1 EQUIPMENT OR CIRCUIT PROBLEMS
When the telephone lines malfunction, the Communications Supervisor or on-duty Dispatcher will:
(a) Notify Network and Telecom services
(b) Create a CAD information incident, and leave it open until the problem is resolved.

800.4.2 TELEPHONE PROBLEMS OTHER THAN 9-1-1
When a telephone problem is noted, including business lines, extensions or cell phone lines, report the problem to the Network and Telecommunications Services

800.4.3 RADIO REPEATER PROBLEMS
A radio repeater problem is usually signified by mobile units losing the ability to talk with each other via radio while Dispatch can still monitor the traffic. When this occurs The City of Portland, who is responsible for the Radio System, should be contacted through BOEC, or if the problem is University controlled radio equipment, the service provider should be contacted.

800.4.4 RADIO MALFUNCTIONS
In the event Dispatch has a radio malfunction affecting more than one console that cannot be corrected by the Dispatcher or Communications Supervisor on duty, the contract service provider for radio equipment should be contacted immediately.

800.4.5 CONSOLE COMPUTER MALFUNCTIONS
In the event Dispatch has a computer malfunction affecting more than one console that cannot be corrected by the Dispatcher or Communications Supervisor on duty, the Office of Information Technology will be called to assess or correct the problem.
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800.4.6 POWER FAILURES/EMERGENCY GENERATOR
In the event Dispatch loses main power, the emergency generator will automatically turn on. When this occurs, there will be a momentary loss of power before the generator provides power to the center. The Uninterrupted Power Source (UPS) will momentarily support Dispatch's electrical needs during this period.

If the emergency generator is used during a shift due to a power failure, the on duty Communications Supervisor or dispatcher shall contact Facilities and Planning, advising the length of time the generator has run. If a power failure occurs and has not been restored prior to the end of a shift, the on duty Communications Supervisor or dispatcher will notify Facilities and Planning.

Facilities and Planning conduct periodic checks of the generator. When this occurs, there is a momentary power surge in the communications center.

800.5 COMPUTER AIDED DISPATCH
The Computer Aided Dispatch (CAD) system is designed to help public safety agencies in responding to requests for service. The CAD system improves productivity and effectiveness in Dispatch by automating many time consuming call taking, dispatching, communication, deployment and unit status recording activities.

Any status change made from any terminal in the CAD system will have an immediate impact on all other terminals in the system. A terminal will always monitor several activities even while the user is entering call data or status changes. The training manual and the CAD system manual for Dispatch provide detailed information on the operation of the CAD System.

800.5.1 STATUS MONITOR
The status monitor shall monitor status conditions such as:

- Out of Service
- Available for service
- Assigned
- Dispatched
- Enroute
- Arrived on scene
- Checking vicinity
- Available on radio
- Returning to station
- Cleared
Communication Operations

800.5.2 AVAILABLE UNITS/UNIT HISTORY
CAD maintains a "Unit History" for all units entered. The accuracy of the unit history depends on the unit keeping Dispatch advised of status changes and the Dispatcher making the proper entry on the command monitor or the call entry monitor.

Whenever a unit checks in or out, or changes status, Dispatch shall make an entry on the Call Entry screen if applicable, or on the command entry monitor. The dispatcher shall use the CAD command or entry that most closely describes the unit's activity.

800.5.3 INCIDENT/DR NUMBERS
Whenever a call is taken from a citizen or unit and entered on the #Call Entry# monitor, CAD automatically designates a CAD Incident Number. This number will begin with the two digit year designation followed by a dash (-), then a sequential number that begins with #0001 on January 1 at 0001 hours, and continues throughout the calendar year.

When a unit requests an agency case number (DR#) the Communications Specialist shall make a #DR# command and CAD will assign that agency's next sequential DR number. Each user agency has its own DR numbers which begin on January 1st of each calendar year with the two digit year designator followed by the sequential number beginning with #0001#.

800.5.4 CALL ENTRY AND DISPATCH
The Call Entry screen will automatically enter the call date, time and incident number. The Dispatcher taking the call must enter the call type list. CAD will record the time the call is dispatched, time of officer arrival and time of officer return to service if this information has been provided to the dispatcher. When the call is complete, a disposition code must be entered.

800.5.5 OFFICER IDENTIFICATION
Identification systems are based on factors such as beat assignment and officer identification numbers. Employees should use the entire call sign when initiating communication with the dispatcher. The use of the call sign allows for a brief pause so that the dispatcher can acknowledge the appropriate unit. Employees initiating communication with other agencies shall use their entire call sign and identify our agency. This requirement does not apply to continuing conversation between the mobile unit and dispatcher once the mobile unit has been properly identified.

800.6 POLICE DISPATCH

800.6.1 GENERAL
When a call for police services is received, determine if it is an emergency or non-emergency. Determine the call type, location and priority by asking the four key questions where, what, when and who. Emergency calls will be dispatched immediately.

A citizen reporting an emergency will never be placed on hold until the dispatcher has obtained all necessary information to ensure the safety of the responding units and the citizens.
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800.6.2 EMERGENCY CALLS
An emergency call is considered as any call received via telephone or radio where there is an immediate or potential threat to life, or serious property damage, and time of arrival is of the utmost importance.

On an "in-progress" or "just occurred" crime where the suspect is still at the scene or is likely still in the area:
(a) Transfer to 911 if appropriate.
(b) Clear the channel for responding units
(c) Determine if weapons are/were involved.
(d) Determine if there are injuries and stage medical units if appropriate
(e) If it is safe to do so, keep the caller on the line to receive updates
(f) Advise the caller when police units arrive

800.6.3 VEHICLE PURSUITs
When an officer is in pursuit of a suspect, either on foot or in a vehicle, the dispatcher shall give the situation undivided attention until it is under control; Dispatch shall:
(a) Clear the pursuit channel
(b) Acknowledge and repeat all transmissions related to the pursuit
(c) Notify jurisdictions into which the pursuit may be headed

800.6.4 MOTOR VEHICLE ACCIDENTS
Motor vehicle accidents need a police response if:
(a) There are injuries reported
(b) It is blocking traffic
(c) A traffic crime is reported (Reckless driving, DUI)
(d) One of the involved parties requests an officer

A non-injury, non-blocking traffic accident can be handled by the citizens exchanging driver, vehicle and insurance information.

800.6.5 NON-EMERGENCY CALLS
Non-emergency calls are any call received where there is no immediate threat to life or property. Citizens reporting non-emergency calls may be put on hold to take a higher priority call. Advise the citizen if there will be a delay in the response.

800.6.6 ALARMS
Fire alarms received will be received through an alarm monitoring company. When an intrusion or other alarm is received, dispatch the appropriate unit immediately. On all alarms, dispatchers will
Communication Operations

follow the alarm monitoring procedures outlined in either the LENEL monitoring screen, or other pre-determined procedures.

800.7 EMS CALLS FOR SERVICE
When an EMS call for service is received, Dispatch will transfer the call to 911 after obtaining basic information and actions to include:

(a) Location
(b) The need for 911
(c) Transferring the call to 911
(d) Dispatching a CPSO Officer.
(e) Coordinating and directing the responding EMS units through 911.

800.7.1 MEDICAL DISPATCH
An Advanced Medical Priority Dispatch System will be used by Dispatch. There is a Medical Priority flip chart located at each console. It is to be used on all medical calls, including medical transfers, except transfers from a hospital to a care center or residence.

800.7.2 EMS RESPONSES
There are four (4) response levels possible by EMS. They are #A#, #B#, #C#, and #D#. They shall be dispatched phonetically as #Alpha#, Bravo#, Charlie# or #Delta#. Use of the Medical Priority flip chart will give you the response level needed for the incident.

800.7.3 EMERGENCY MEDICAL DISPATCH
Each communications specialist must successfully complete an approved emergency medical dispatch (EMD) course and be certified in first aid/CPR prior to using the EMD cards or giving pre-arrival instructions. This will be completed prior to completion of training.

(a) On all medical calls, determine:
   1. The exact location
   2. A telephone callback number
   3. The primary (medical) complaint
   4. The number of people injured (sick)
   5. The patient's age
   6. The status of consciousness
   7. The status of breathing

(b) Complete the call entry screen as the information is obtained.

(c) Dispatch the appropriate unit(s) as soon as possible. The dispatch sequence shall be:
Communication Operations

1. Department
2. Response level
3. Location
4. Primary complaint

800.7.4 LIFE THREATENING CALLS
On emergency life threatening calls attempt to keep the caller on the line and implement life saving instructions from the Advanced Medical Priority Dispatch System.
Property and Evidence

802.1 PURPOSE AND SCOPE
This policy provides for the proper collection, storage, and security of evidence and other property. Additionally, this policy provides for the protection of the chain of evidence and those persons authorized to remove and/or destroy property.

802.2 DEFINITIONS
Property - Includes all items of evidence, items taken for safekeeping and found property.
Evidence - Includes items taken or recovered in the course of an investigation that may be used in the prosecution of a case. This includes photographs and latent fingerprints.
Safekeeping - Includes the following types of property:
  - Property obtained by the Department for safekeeping such as a firearm
  - Personal property of an arrestee not taken as evidence
  - Property taken for safekeeping under authority of a law
Found Property - Includes property found by an employee or citizen that has no apparent evidentiary value and where the owner cannot be readily identified or contacted.

802.2.1 LOST AND FOUND
The Campus Public Safety Office (CPSO) is a resource for persons that have misplaced valuable and crucial items on the Portland State University Campus. Valuable items are defined as items having a value of over $50. CPSO will accept and store items of value in compliance with ORS 98.245 and attempt to contact the owner directly if the lost item has identification.

  Valuable Items - Valuable items are defined as items having a value of over $50.
  Crucial Items - CPSO considers items with personal information (i.e. prescriptions, wallets, purses, keys, cell phones, etc) crucial items that will require CPSO to attempt to notify the owner of lost property.

  Public Safety staff/students will attempt to contact the owner directly on valuable or crucial items, with any identifying information. Property will be logged in to our database, with the owners information (i.e. first and last name and phone number).

  Unaccepted Items - Unidentifiable items with a value under $50. This includes clothing, water bottles, flash drives, miscellaneous sporting equipment, etc. Any food, or liquid items. Loose papers, notebooks, photocopies, or other items

Campus buildings will be responsible for establishing lost and found procedures consistent with their experiences and customer expectations. As an example, items of clothing will no longer be accepted at this office. Areas where clothing items are frequently left, e.g. the Recreation Center or Smith Center, may elect to establish a lost and found bin, or other method of short term storing.
items for retrieval. This will eliminate the frequent delivery of large amounts of clothing, water bottles, coffee cups, and other items that have been found in buildings, requiring both manpower and storage, disproportional to reasonable service expectations from this office. Surplus Property is a resource for repurposing items that have been abandoned. We will continue to store and hold items with a value of over $50, or items that have both an intrinsic value such as keys or prescriptions, or items that contain identifiable information. Persons that have misplaced items that do not meet these criteria will be referred to the building where the property was misplaced. We will no longer maintain a public database of found property.

802.3 PROPERTY HANDLING
Any employee who first comes possession of any property, shall retain such property in his/her possession until it is properly tagged and placed in the designated property locker or storage room along with the property form. Short Term Evidence Storage lockers are located in the Campus Public Safety Office evidence processing area and can be used for secure short term storage. Evidence shall not be secured in lockers past employee going off duty unless otherwise approved by a supervisor. Care shall be taken to maintain the chain of custody for all evidence. When not specifically addressed by this manual, collection and handling of all evidence and property should follow the guidelines established by the State of Oregon Physical Evidence Manual.

Employees will provide a receipt for all items of property or evidence that are received or taken from any person. If no person is present, and the property or evidence is removed from private property or a vehicle, the employee will leave a receipt prominently placed on the private property or the vehicle.

Where ownership can be established as to found property with no apparent evidentiary value, such property may be released to the owner without the need for booking. The property form must be completed to document the release of property not booked and the owner shall sign the form acknowledging receipt of the item(s).

802.3.1 PROPERTY BOOKING PROCEDURE
All property must be booked prior to the employee going off-duty unless otherwise approved by a supervisor. Employees booking property shall observe Portland Police Bureau standards and practices for evidence handling:

802.3.2 NARCOTICS AND DANGEROUS DRUGS
All narcotics and dangerous drugs (Including paraphernalia as defined by Oregon Revised Statutes 475.525(2)) shall be booked according to Portland Police Bureau policy. The officer seizing the narcotics and dangerous drugs shall place them in the designated locker per Portland Police Bureau policy.

802.3.3 EXPLOSIVES/HAZARDOUS SUBSTANCES
Explosives that are known or suspected to be armed or live, other than fixed ammunition, should not be retained in the police facility.
Property and Evidence

Officers who encounter an explosive device shall immediately notify their immediate supervisor and/or Patrol Sergeant. The Bomb Squad will be called to handle situations involving explosive devices and all such devices will be released to them for disposal. In the event of military ordnance, the closest military unit shall be notified and they will be responsible for removal of the device.

Flammable liquids, corrosive or caustic chemicals or other potentially hazardous materials may not be stored in the property room. In most cases, they should not be taken into custody. Disposal is the responsibility of University Facilities. If the substance is to be tested for evidentiary purposes, a small sample should be taken using supplied sample bottles to be sealed in overpack containers.

802.3.4 EXCEPTIONAL HANDLING
Certain property items require a separate process. The following items shall be processed in the described manner:

(a) Bodily fluids such as blood or semen stains shall be air dried prior to booking and packages should be labeled with a biohazard sticker

(b) License plates found not to be stolen or connected with a known crime, should be released directly to the seizing officer, or placed in the designated container for return to the Department of Motor Vehicles. No formal property booking process is required

(c) All bicycles and bicycle frames require a property record. Property tags will be securely attached to each bicycle or bicycle frame. The property may be released directly to the seizing officer, or placed in the bicycle storage area until a seizing officer can log the property

(d) All cash shall be counted in the presence of a supervisor and the envelope initiated by the booking officer and the supervisor. The Patrol Sergeant shall be contacted for cash in excess of $1,000 for special handling procedures

Campus property, unless connected to a known criminal case, should be released directly to the appropriate Campus department. No formal booking is required. In cases where no responsible person can be located, the property should be booked for safekeeping in the normal manner.

802.3.5 COLLECTION AND PRESERVATION OF DNA EVIDENCE
Because DNA evidence can play a key role in establishing guilt or innocence it is important that such evidence be collected, handled and preserved in a manner that will maintain its integrity for future testing. Unless impracticable to do so, officers should collect samples of all biological evidence that may reasonably be used to incriminate or exculpate any person as part of any criminal death investigation or a sex crime listed in ORS 181.594. The seizing officer will be responsible to ensure that biological evidence is preserved in an amount and manner that is sufficient to develop a DNA profile.

Collection and preservation should follow established protocols as outlined in the Oregon Physical Evidence Manual.
Property and Evidence

802.3.6 COLLECTION AND PRESERVATION OF SAFE KITS
Under current law, victims of sexual assault may seek medical assessment and chose not to make
a report to law enforcement, yet still have evidence collected and preserved. Upon notification
from Student Health and Counseling (SHAC) the Portland State University-Campus Public Safety
Office shall collect and maintain the chain of evidence for all Oregon State Police Sexual Assault
Forensic Evidence Kits (SAFE Kits) and any associated evidence collected by SHAC for victims
of sexual assault, regardless of where the assault may have occurred. Victims who choose to
remain anonymous and not make a report shall not be required to do so (ORS 147.397).

802.4 PACKAGING OF PROPERTY
Certain items require special consideration and shall be booked separately as follows:

(a) Narcotics and dangerous drugs

(b) Firearms (ensure they are unloaded and booked separately from ammunition). A flex cuff
    or similar device should be inserted through the chamber, barrel, or cylinder whenever
    possible.

(c) Property with more than one known owner

(d) Paraphernalia as described in Oregon Revised Statutes 475.525(2)

(e) Fireworks and other hazardous materials

(f) Contraband

802.4.1 PACKAGING CONTAINER
Employees shall package all property in a suitable container available for its size. Knife boxes
should be used to package knives. All packages containing evidence must be sealed with evidence
tape, initialed, and dated across the seal.

Needles or syringes will normally be disposed of in a sharps container and will not be submitted
to the Property Room however when required for evidence in a serious crime or in a major
investigation, a syringe tube should be used for packaging.

A property tag shall be securely attached to the outside of all items or group of items packaged
together.

802.4.2 PACKAGING NARCOTICS
The officer seizing narcotics and dangerous drugs shall retain such property in their possession
until it is properly weighed, packaged, tagged, and placed in the designated narcotics locker,
accompanied by two copies of the property record. Prior to packaging and if the quantity allows, a
presumptive test should be made on all suspected narcotics. If conducted, the results of this test
shall be included in the officer's report.

Narcotics and dangerous drugs shall be packaged in an envelope of appropriate size available in
the report room. The booking officer shall initial the sealed envelope and the initials covered with
cellophane tape. Narcotics and dangerous drugs shall not be packaged with other property.
Property and Evidence

A completed property tag shall be attached to the outside of the container. The chain of evidence shall be recorded on the back of this tag.

802.5 RECORDING OF PROPERTY
The seizing officer receiving custody of evidence or property shall record his/her signature, the date and time the property was received and where the property will be stored on the property control card.

A property number shall be obtained for each item or group of items. This number shall be recorded on property tag and the property control card.

Any changes in the location of property held by the Portland State University-Campus Public Safety Office shall be noted in the property logbook.

802.6 DISPOSITION OF PROPERTY
All property not held for evidence in a pending criminal investigation or proceeding, and held for 90 days or longer (60 days or more, plus 30 days after notice), where the owner has not been located or fails to claim the property, may be disposed of in compliance with existing laws upon receipt of proper authorization for disposal. The seizing officer shall request a disposition or status on all property which has been held in excess of 120 days, and for which no disposition has been received from a supervisor or detective. Oregon Revised Statutes 98.245 and 98.336 govern the disposition of property held by law enforcement agencies.

802.6.1 DEFINITIONS
As set out in ORS 98.245, the following definition applies to the disposition of property by law enforcement agencies:

Unclaimed Property - Personal property that was seized by the Portland State University-Campus Public Safety Office as evidence, abandoned property, found property or stolen property, and that has remained in the physical possession of the Portland State University-Campus Public Safety Office for a period of more than 60 days following conclusion of all criminal actions related to the seizure of the evidence, abandoned property, found property or stolen property, or conclusion of the investigation if no criminal action is filed.

802.6.2 DISPOSITION
Unclaimed property will be disposed of in accordance with the provisions of ORS 98.245. Disposal may consist of:

(a) Destruction

(b) Releasing to Portland State University Surplus Property for disposition.
Records Procedures

804.1 PURPOSE AND SCOPE
The Communications and Records Supervisor shall maintain the Department Records Procedures Manual on a current basis to reflect the procedures being followed. Policies and procedures that apply to all employees of this department are contained in this chapter.

804.1.1 NUMERICAL FILING SYSTEM
Case reports are filed numerically by the LENEL/Records Coordinator. Reports are numbered commencing with the last two digits of the current year followed by a sequential number beginning with 00001 starting at midnight on the first day of January of each year. As an example, case number 09-00001 would be the first new case beginning January 1, 2009.

804.1.2 RECORDS RETENTION
All Department records shall be retained and purged in a manner consistent with applicable provisions of the Oregon Revised Statutes and Oregon Administrative Rules.

804.2 FILE ACCESS AND SECURITY
All reports including, but not limited to, initial, supplemental, follow-up, evidence, and all reports critical to a case shall be maintained in a secure area accessible only to authorized Records personnel. Access to report files after hours or when Records personnel are otherwise not available may be obtained through the Patrol Sergeant or dispatch personnel.

Portland State University-Campus Public Safety Office employees shall not access, view or distribute, or allow anyone else to access, view or distribute any record, file or report, whether hard copy or electronic file format, except in accordance with department policy and with a legitimate law enforcement, educational need to know, or business purpose or as otherwise permissible by

804.2.1 REQUESTING ORIGINAL REPORTS
Generally, original reports shall not be removed from the LENEL/Records Coordinator. Should an original report be needed for any reason the requesting employee shall first obtain authorization from the Communications and Records Supervisor. All original reports removed from the LENEL/Records Coordinator shall be recorded on the Report Check-Out Log which shall constitute the only authorized manner by which an original report may be removed from the LENEL/Records Coordinator.

804.3 REQUISITION OF SUPPLIES
All personnel who are in need of supplies shall submit a request to the Office Specialist. The request shall be approved by a supervisor and submitted to the Office Specialist.
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804.4 ORIGINAL FILES
Original reports shall not be removed from the LENEL/ Records coordinator without supervisory permission.

804.5 EXPUNCTION
If the Department receives a court order directing that records relating to a particular person's conviction for any offense be expunged, the order shall be complied with as soon as possible, but no longer than 21 days. Arrest records and associated follow-up reports that relate solely to the person described in the order shall be removed from the file and destroyed in their entirety. If the reports also relate to the investigation or arrest of other persons not described in the court order, the reports any mention of the subject of the court order will be completely removed from the report and replaced with #expunged#. Other information such as relatives names, addresses or license numbers, that could be used to identify the subject of the order, shall also be removed. The order applies to all hard copies of the report as well as any electronic versions that may exist on any computer system under the control of the Department.

804.6 ORDERS TO SEAL OR SET ASIDE REPORTS
Court orders to seal or #set aside# reports are to be complied with as soon as possible.

Upon receiving such an order, the hard copy of the report shall be placed in a tamper evident envelope and sealed. Sealed reports are to be kept in a separate secure location within the records storage room.

Electronic reports subject to the order to seal shall be electronically moved to a separate secure electronic file that is accessible only by the system administrator.

Sealed reports are not to be unsealed unless, and until, the Portland State University-Campus Public Safety Office receives a subsequent court order that supersedes the original.

804.7 REPORTING CRIME STATISTICS
Uniform Crime Reporting (UCR) codes shall be assigned to all crime reports in accordance with the Federal Bureau of Investigation's Uniform Crime Reporting Program. It is the responsibility of Administrative Assistant personnel to enter such information into the Portland State University-Campus Public Safety Office data system and ensure that such information is transmitted on a monthly basis to the Oregon State Police Law Enforcement Data System (LEDS) (Oregon Revised Statutes 181.550).
806.1 PURPOSE AND SCOPE
The primary purpose for restoring firearm serial numbers is to determine the prior owners or origin of the item from which the number has been recovered. Thus, property can be returned to rightful owners or investigations can be initiated to curb illegal trade of contraband firearms. The purpose of this plan is to develop standards, methodologies, and safety protocols for the recovery of obliterated serial numbers from firearms and other objects using procedures that are accepted as industry standards in the forensic community. All personnel who are involved in the restoration of serial numbers will observe the following guidelines.

806.2 PROCEDURE
Any firearm coming into the possession of the Portland State University-Campus Public Safety Office as evidence, found property, etc., where the serial numbers have been removed or obliterated will be processed in the following manner:

806.2.1 PRELIMINARY FIREARM EXAMINATION
(a) Always keep the muzzle pointed in a safe direction. Be sure the firearm is in an unloaded condition. This includes removal of the ammunition source (e.g., the detachable magazine, contents of the tubular magazine) as well as the chamber contents,
(b) If the firearm is corroded shut or in a condition that would preclude inspection of the chamber contents, treat the firearm as if it is loaded. Make immediate arrangements for a firearms examiner or other qualified examiner to render the firearm safe.
(c) Accurately record/document the condition of the gun when received. Note the positions of the various components such as the safeties, cylinder, magazine, slide, hammer, etc. Accurately record/document cylinder chamber and magazine contents. Package the ammunition separately.
(d) If the firearm is to be processed for fingerprints or trace evidence, process before the serial number restoration is attempted. First record/document important aspects such as halos on the revolver cylinder face or other relevant evidence that might be obscured by the fingerprinting chemicals.

806.2.2 PROPERTY BOOKING PROCEDURE
Any employee taking possession of a firearm with removed/obliterated serial numbers shall book the firearm into property following standard procedures. The employee booking the firearm shall indicate on the property form that serial numbers have been removed or obliterated.

806.2.3 OFFICER RESPONSIBILITY
The seizing officer receiving a firearm when the serial numbers have been removed or obliterated shall arrange for the firearm to be transported to the crime lab for restoration and maintain the chain of evidence.
Restoration of Firearm Serial Numbers

806.2.4 DOCUMENTATION
Case reports are prepared in order to document the chain of custody and the initial examination and handling of evidence from the time it is received/collected until it is released.

This report must include a record of the manner in which and/or from whom the firearm was received. This may appear on the request form or property form depending on the type of evidence.

806.2.5 FIREARM TRACE
After the serial number has been restored or partially restored by the criminalistics laboratory, the seizing officer will complete a Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) National Tracing Center (NTC) Obliterated Serial Number Trace Request Form (ATF 3312.1 -OBL) and forward the form to the NTC in Falling Waters, West Virginia or the data may be entered into the ATF eTrace system.

806.3 BULLET AND CASING IDENTIFICATION
Exemplar bullets and cartridge cases from the firearm, depending upon acceptance criteria and protocol, may be submitted to the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) National Integrated Ballistic Information Network (NIBIN) which uses the Integrated Ballistic Identification System (IBIS) technology to digitize and compare unique markings made by a firearm on bullets and cartridge casings recovered from crime scenes.
Records Release and Security

808.1 PURPOSE AND SCOPE
The purpose of this section is to establish a comprehensive reference and procedure for the maintenance and release of Portland State University-Campus Public Safety Office reports and records in accordance with applicable law.

808.2 PUBLIC REQUESTS FOR RECORDS
Every person has a right to inspect any public record of a public body in this state. The Oregon Public Records Act (ORS Chapter 192) provides that records created by a public agency shall be subject to inspection and release unless exceptions are established by statute. Certain public records relating to law enforcement are exempted as indicated in this policy. The Portland State University-Campus Public Safety Office will disclose police reports unless the report is exempt from public disclosure under the public records law or FERPA. Public requests for records of this department shall be processed as follows.

808.3 REPORT RELEASE RESTRICTIONS
The procedures set forth in Policy are to be applied in conjunction with the Oregon Public Records Law and the Bar Press Guidelines.

Absent a valid court order or other statutory authority, records and/or unrestricted portions of such records of this agency shall be made public subject to the following restrictions.

808.4 CRIMINAL INVESTIGATIONS AND POLICE REPORTS

808.4.1 ARREST AND CRIME REPORTS
The record of an arrest or the report of a crime shall be disclosed unless, and only for so long as, there is a clear need to delay disclosure in the course of a specific investigation, including the need to protect the complaining party or the victim. For purposes of this subsection, the record of an arrest or the report of a crime includes, but is not limited to:

(a) The arrested person's name, age, residence, employment, marital status and similar biographical information.
(b) The offense with which the arrested person is charged.
(c) The conditions of release pursuant to Oregon Revised Statutes 135.230 to 135.290.
(d) The identity of and biographical information concerning both complaining party and victim.
(e) The identity of the investigating and arresting agency and the length of the investigation.
(f) The circumstances of arrest, including time, place, resistance, pursuit and weapons used.
(g) Such information as may be necessary to enlist public assistance in apprehending fugitives from justice.
Records Release and Security

808.4.2 INVESTIGATORY INFORMATION
Except as specified in the previous section, Investigatory information compiled for criminal law purposes is exempt from disclosure. The contents of police reports or any other investigatory information shall not be released without the authorization of the detective supervisor in charge of the investigation.

808.4.3 JUVENILE RECORDS
Juvenile records are treated differently from records of adults. When an officer submits a report in which the victim or suspect is a juvenile, the officer will stamp “Juvenile” on the first page of the report.

Except as defined in this section, reports involving juveniles are generally confidential and may not be released. Any requests for reports or records involving juveniles not specifically authorized by this policy should be referred to the County Juvenile Department (ORS 419A.255(2); ORS 419A.255(8)).

(a) If a youth is taken into custody under circumstances where he/she could be arrested without a warrant if an adult, or pursuant to an order of the Juvenile Court, the following information shall be disclosed unless, and only for so long as, there is a clear need to delay disclosure in the course of a specific investigation, including the need to protect the complaining party or the victim (ORS 419A.255(7)):

1. The youth’s name and date of birth and whether the youth is employed or in school.
2. The youth offense for which the youth was taken into custody.
3. The name and age of the adult complaining party and the adult victim, unless the disclosure of such information is otherwise prohibited or restricted.
4. The identity of the investigating and arresting agency.
5. The time and place that the youth was taken into custody and whether there was resistance, pursuit or a weapon used in taking the youth into custody.

(b) Any additional information is kept confidential unless requested by one of the following (ORS 419A.255; ORS 419A.257):

1. Other public agencies for use in investigating or prosecuting cases in which the juvenile in question is somehow involved.
2. Department of Human Services, Child Welfare Division, Oregon Youth Authority or the local Juvenile Department.

(c) Child abuse cases may only be made available to a law enforcement agency, local or state prosecutors, a child welfare agency or other entities as designated by law (ORS 419B.035).

(d) Court appointed special advocates (i.e., CASA volunteer or employee) will be permitted to inspect and copy any records held by this department relating to the child or ward involved in a case and members of this department may consult with the court appointed special
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advocate regarding the case. Consent of the child, ward or parents to the sharing of such information is not required (OAR 413-010-0045(4)).

808.4.4 FERPA
The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR §99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory
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information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

808.5 OTHER DEPARTMENT RECORDS

808.5.1 MEDICAL RECORDS, SEALED RECORDS, IN CUSTODY RECORDS AND STUDENT RECORDS

The following records are exempt from disclosure under ORS 192.496:

(a) Records that contain information about the physical or mental health, or treatment thereof, of a living individual; if the public disclosure thereof would constitute an unreasonable invasion of privacy. The party seeking disclosure shall have the burden of showing by clear and convincing evidence that the public interest requires disclosure in the particular instance and that public disclosure would not constitute an unreasonable invasion of privacy.

(b) Records less than 75 years old that were sealed in compliance with statute or by court order. Such records may only be disclosed in response to a court order.

(c) Records of a person who is or has been in the custody or under the lawful supervision of a state agency, a court or a unit of local government, are exempt from disclosure for a period of 25 years after termination of such custody or supervision to the extent that disclosure thereof would interfere with the rehabilitation of the person if the public interest in confidentiality clearly outweighs the public interest in disclosure. Nothing in this subsection, however, shall be construed as prohibiting disclosure of the fact that a person is in custody.

808.5.2 CONDITIONALLY EXEMPT PUBLIC RECORDS

The following public records will not be released unless the public interest requires disclosure (Oregon Revised Statutes 192.501):

(a) Records pertaining to any litigation to which the Department is, or is likely to be a party except where litigation which has been concluded.

(b) Any record pertaining to department operations or the use and deployment of personnel and equipment, if disclosure would endanger public safety or jeopardize a law enforcement activity.

(c) Records or information that would disclose or jeopardize security measures taken by the Department to protect department members, property or operations.

808.5.3 OTHER PUBLIC RECORDS EXEMPT FROM DISCLOSURE

The following public records are generally exempt from disclosure and absent a court order or other legal process shall not be released except with the expressed authorization of the Director of Public Safety or his/her designee (ORS 192.502 et seq.):
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(a) Specific records containing the home address, personal telephone number, or e-mail address of any individual who has previously submitted a written request of non-disclosure in accordance with rules established by the Attorney General.

(b) Information of a personal nature such as but not limited to that kept in a personal, medical or similar file, if public disclosure would constitute an unreasonable invasion of privacy.

(c) Personal information of any member of or volunteer of this department including addresses, Social Security numbers, dates of birth and telephone numbers.

(d) Any public record or information the disclosure of which is prohibited or restricted or otherwise made confidential or privileged under Oregon or Federal law.

808.5.4 PERSONNEL RECORDS
Certain information contained in personnel records is confidential and is also exempt from public disclosure. The following information shall not be released unless the public interest requires disclosure in the particular instance as determined by a court or other legal process (ORS 181.854; ORS 192.501(12); ORS 192.502(2)):

(a) Medical information contained in medical records and similar uniquely personal information which, if released, would constitute an unreasonable invasion of privacy.

(b) Records, materials, or documents supporting a personnel investigation that is pending or ongoing or has resulted in discipline of the involved employee.

(c) Photographs that identify an employee, unless the employee consents in writing.

(d) Audio or video records of internal investigation interviews (ORS 192.405).

Any release of such information must be reviewed by department legal counsel and approved by the Director of Public Safety. Although exempt from public disclosure, such records and information may be subject to discovery in civil or criminal proceedings or as detailed in ORS 192.405. in such a situation, the Portland State University-Campus Public Safety Office will oppose disclosure unless the court specifically orders the release.

808.5.5 CONCEALED HANDGUN LICENSE
Information contained in Concealed Handgun License applications or other files that contain personal, medical, or similar information, if public disclosure would constitute an unreasonable invasion of privacy, shall not be made public (ORS 192.502).

No member of this department shall disclose records or information that identifies a person as a current or former holder of, or applicant for, a concealed handgun license, except as provided in the Oregon Public Records Law and OAR 137-004-0900.

808.6 OTHER RECORDS
The Portland State University-Campus Public Safety Office maintains the right to refuse to disclose or release any other record when it would appear that the public's interest in accessing such record is outweighed by the need for non-disclosure; however, if the disclosure refusal is challenged, the
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burden will be on the Portland State University-Campus Public Safety Office to support its refusal (ORS 192.450).

Any record that was created exclusively in anticipation of potential litigation involving this agency shall not be subject to public disclosure (ORS 192.501 (1)).

808.6.1 PERSONAL IDENTIFYING INFORMATION
Employees shall not access, use or disclose personal identifying information, including an individual's photograph, Social Security number, driver identification number, name, address, telephone number and the individual's medical or disability information, which is contained in any driver license record, motor vehicle record or any department record except as authorized by the Department and only when such use or disclosure is permitted or required by law to carry out a legitimate law enforcement purpose (ORS 802.181 and 18 USC § 2721).

808.7 SUBPOENA DUCES TECUM
Any Subpoena Duces Tecum (SDT) should be promptly provided to a supervisor for review and processing. While a Subpoena Duces Tecum may ultimately be subject to compliance, it is not an order from the Court that will automatically require the release of the requested information.

All questions regarding compliance with any Subpoena Duces Tecum should be promptly referred to legal counsel for the Department so that a timely response can be prepared.

808.8 RELEASED RECORDS TO BE STAMPED
Each page of any record released pursuant to a Public Records Act request or Subpoena Duces Tecum shall be stamped in red ink with a departmental stamp identifying the individual to whom the record was released.
Computerized Criminal Offender Information/Computerized Criminal History (CCH)

810.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidelines for the access, transmission, release and security of protected information by members of the Portland State University-Campus Public Safety Office. This policy addresses the protected information that is used in the day-to-day operation of the department and not the public records information covered in the Records Release and Security Policy.

810.1.1 DEFINITIONS
Definitions related to this policy include:

- Protected information: Any information or data that is collected, stored or accessed by members of the Portland State University-Campus Public Safety Office and is subject to any access or release restrictions imposed by law, regulation, order or use agreement. This includes all information contained in federal, state or local law enforcement databases that is not accessible to the public.

810.2 POLICY
Members of the Portland State University-Campus Public Safety Office will adhere to all applicable laws, orders, regulations, use agreements and training related to the access, use, dissemination and release of protected information.

810.3 RESPONSIBILITIES
The Director of Public Safety shall select a member of the Department to coordinate the use of protected information.

The responsibilities of this position include, but are not limited to:

(a) Ensuring member compliance with this policy and with requirements applicable to protected information, including requirements for the National Crime Information Center (NCIC) system, National Law Enforcement Telecommunications System (NLETS), Department of Motor Vehicle (DMV) records and Law Enforcement Data System (LEDS).

(b) Developing, disseminating and maintaining procedures that adopt or comply with the U.S. Department of Justice’s current Criminal Justice Information Services (CJIS) Security Policy.

(c) Developing, disseminating and maintaining any other procedures necessary to comply with any other requirements for the access, use, dissemination, release and security of protected information.

(d) Developing procedures to ensure training and certification requirements are met.
Computerized Criminal Offender Information/Computerized Criminal History (CCH)

(e) Resolving specific questions that arise regarding authorized recipients of protected information.

(f) Ensuring security practices and procedures are in place to comply with requirements applicable to protected information.

810.4 ACCESS TO PROTECTED INFORMATION

Protected information shall not be accessed in violation of any law, order, regulation, user agreement, Portland State University-Campus Public Safety Office policy or training. Only those members who have completed applicable training and met any applicable requirements, such as a background check, may access protected information, and only when the member has a legitimate work-related reason for such access.

Unauthorized access, including access for other than a legitimate work-related purpose, is prohibited and may subject a member to administrative action pursuant to the Personnel Complaints Policy and/or criminal prosecution.

810.4.1 ACCESS TO OREGON STATE PATROL OFFENDER INFORMATION

Access to Oregon State Patrol (OSP) criminal offender information may be granted when the information is to be used for the administration of criminal justice, employment, or the information is required to implement a federal or state statute, local ordinance, Executive Order, or administrative rule that expressly refers to criminal conduct and contains requirements or exclusions expressly based on such conduct, or other demonstrated and legitimate needs (OAR 257-010-0025).

810.5 RELEASE OR DISSEMINATION OF PROTECTED INFORMATION

Protected information may be released only to authorized recipients who have both a right to know and a need to know.

A member who is asked to release protected information that should not be released should refer the requesting person to a supervisor or to the Communications and Records Supervisor for information regarding a formal request.

Unless otherwise ordered or when an investigation would be jeopardized, protected information maintained by the department may generally be shared with authorized persons from other law enforcement agencies who are assisting in the investigation or conducting a related investigation. Any such information should be released through the Administrative Assistant to ensure proper documentation of the release (see the Records Release and Security Policy).

Protected information, such as Criminal Justice Information (CJI), which includes Criminal History Record Information (CHRI), should generally not be transmitted by radio, cellular telephone or any other type of wireless transmission to members in the field or in vehicles through any computer or electronic device, except in cases where there is an immediate need for the information to further an investigation or where circumstances reasonably indicate that the immediate safety of officers, other department members or the public is at risk. In those instances, cell phones should be used if possible. The transmission should be limited to essential details only, with maximized use of law enforcement.
enforcement codes (10 or 12 code), concealing information identifying individuals and offenses as much as possible. Plain text transmission of an entire record (summary or full) is prohibited. Nothing in this policy is intended to prohibit broadcasting warrant information.

810.5.1 REVIEW OF CRIMINAL OFFENDER RECORD
Individuals requesting to review their own Oregon criminal offender information shall be referred to OSP, Identification Services Section (OAR 257-010-0035).

An individual may review his/her local record on file with the Department under the provisions of ORS 192.501 (3), and after complying with all legal requirements.

This department will not release information originated by any other agency (ORS 192.410 through ORS 192.505). Individuals requesting this information shall be referred to the originating agency.

810.6 SECURITY OF PROTECTED INFORMATION
The Director of Public Safety will select a member of the department to oversee the security of protected information.

The responsibilities of this position include, but are not limited to:

(a) Developing and maintaining security practices, procedures and training.
(b) Ensuring federal and state compliance with the CJIS Security Policy and the requirements of any state or local criminal history records systems.
(c) Establishing procedures to provide for the preparation, prevention, detection, analysis and containment of security incidents including computer attacks.
(d) Tracking, documenting and reporting all breach of security incidents to the Director of Public Safety and appropriate authorities.

810.6.1 MEMBER RESPONSIBILITIES
Members accessing or receiving protected information shall ensure the information is not accessed or received by persons who are not authorized to access or receive it. This includes leaving protected information, such as documents or computer databases, accessible to others when it is reasonably foreseeable that unauthorized access may occur (e.g., on an unattended table or desk; in or on an unattended vehicle; in an unlocked desk drawer or file cabinet; on an unattended computer terminal).

810.7 TRAINING
All members authorized to access or release protected information shall complete a training program that complies with any protected information system requirements and identifies authorized access and use of protected information, as well as its proper handling and dissemination.
810.7.1 LEDS TRAINING
All members who operate a terminal to access the LEDS network shall complete a LEDS System Training Guide at a level consistent with the member’s duties. Each member who operates a terminal to access LEDS must be re-certified by the Department every two years (OAR 257-015-0050).
Security Surveillance Cameras

811.1 POLICY
Portland State University will use surveillance cameras to enhance the safety and security of students, employees, visitors, and property, while protecting individuals rights to privacy. The primary intent of surveillance camera use at Portland State university is to discourage the occurrence of unlawful behavior and enhance the likelihood of apprehending offenders.

811.2 RATIONALE
Portland State University has adopted this policy to reflect its commitment to providing a safe and secure learning environment. The use of surveillance cameras is part of an intergraded security approach that includes a number of strategies, including physical presence of staff, access controls and alarms. Surveillance cameras may be used in circumstances where potential users demonstrate that cameras will support crime prevention and the apprehension of offenders.

811.3 SCOPE
This policy applies to employees and students living or working in Portland State University facilities. It also applies to contractors, service providers, clients, customers, and visitors.

811.4 USE AND MANAGEMENT OF RECORDINGS
(a) Surveillance camera recordings and their contents must not be used or disclosed for purposes other than those specified in this surveillance camera policy.

(b) All recordings and their contents are the copyrighted property of Portland State University and shall not be copied, distributed or used for any broadcast, performance or publication, except when such actions are taken by Campus Public Safety in conjunction with investigations or criminal prosecutions.

(c) The Campus Public Safety Office shall have the only access to recordings and has the right to control, view, hold, store and dispose of recordings in accordance with this policy. No review of the recordings shall be done unless a crime or unusual event has taken place.

(d) Unless the Director of Public Safety instructs otherwise, recordings may be kept for thirty (30) days, after which they are erased or destroyed unless they are required for ongoing investigations. Recordings will not be made available for civil proceedings involving third parties except where required by law.

811.5 CONDITIONS NECESSARY FOR CAMERA INSTALLATION
(a) Demonstrated need, which includes evidence of high risk of unlawful incidents occurring or re-occurring.

(b) Consideration of alternative non-surveillance camera security strategies should be implemented first if appropriate.
Security Surveillance Cameras

(c) Budgets for cameras are the responsibility of the requesting department and should include funding for the equipment, such as the cameras, videos, monitors, and licensing.

(d) The Campus Public Safety Office shall be responsible for approving any proposed camera installations.

811.6 CAMERAS

(a) Cameras shall be located only in the physical area indicated by the registration process, based on the guidelines accompanying this policy.

(b) Inoperable, fake, or dummy video cameras shall not be used.

(c) All cameras shall be connected to the Lenel OnGuard alarm monitoring system.

(d) Cameras shall not be installed in areas where students, staff, and the public could reasonably expect complete privacy. Such areas include, but not limited to, restrooms, toilet and shower cubicles, locker rooms, changing rooms, etc.

811.7 POLICY REVIEW AND OVERSIGHT

At the instigation of the Campus Public Safety Office this policy may be reviewed two years after it is accepted, and every two years thereafter. Recommendations will then be forwarded to the Director of Public Safety.
Computers and Digital Evidence

812.1 PURPOSE AND SCOPE
This policy establishes procedures for the seizure and storage of computers, personal communications devices (PCDs) digital cameras, digital recorders and other electronic devices that are capable of storing digital information; and for the preservation and storage of digital evidence. All evidence seized and/or processed pursuant to this policy shall be done so in compliance with clearly established Fourth Amendment and search and seizure provisions.

812.2 SEIZING COMPUTERS AND RELATED EVIDENCE
Computer equipment requires specialized training and handling to preserve its value as evidence. Officers should be aware of the potential to destroy information through careless or improper handling, and utilize the most knowledgeable available resources. When seizing a computer and accessories the following steps should be taken:

(a) photograph each item, front and back, specifically including cable connections to other items. Look for a phone line or cable to a modem for Internet access.

(b) Do not overlook the possibility of the presence of physical evidence on and around the hardware relevant to the particular investigation such as fingerprints, biological or trace evidence, and/or documents.

(c) If the computer is off, do not turn it on.

(d) If the computer is on, do not shut it down normally and do not click on anything or examine any files.
   1. Photograph the screen, if possible, and note any programs or windows that appear to be open and running.
   2. Disconnect the power cable from the back of the computer box (For laptops, disconnect any power cable from the case and remove the battery).

(e) Label each item with case number, evidence sheet number and item number.

(f) Handle and transport the computer and storage media (e.g., tape, discs, memory cards, flash memory, external drives) with care so that potential evidence is not lost.

(g) Lodge all computer items in the Evidence Room. Do not store computers where normal room temperature and humidity is not maintained.

(h) At minimum, officers should document the following in related reports:
   1. Where the computer was located and whether or not it was in operation.
   2. Who was using it at the time.
   3. Who claimed ownership.
   4. If it can be determined, how it was being used.
Computers and Digital Evidence

(i) In most cases when a computer is involved in criminal acts and is in the possession of the suspect, the computer itself and all storage devices (hard drives, tape drives and disk drives) should be seized along with all media. Accessories (printers, monitors, mouse, scanner, keyboard, cables, software and manuals) should not be seized unless as a precursor to forfeiture.

812.2.1 BUSINESS OR NETWORK COMPUTERS
If the computer belongs to a business or is part of a network, it may not be feasible to seize the entire computer. Cases involving Portland State University networks require specialized handling. Officers may use specialized assistance from the Portland State University Office of Information and Technology. These request should be made on the appropriate IT request form. Officers should contact a certified forensic computer examiner for instructions or a response to the scene. It may be possible to perform an on-site inspection, or to image the hard drive only of the involved computer. This should only be done by someone specifically trained in processing computers for evidence. Cases involving networks require specialized training which is available through the Northwest Regional Computer Forensic Lab, the Oregon State Police, PSU OIT, or another agency having certified examiners.

812.2.2 FORENSIC EXAMINATION OF COMPUTERS
If an examination of the contents of the computer's hard drive, or floppy disks, compact discs, or any other storage media is required, forward the following items to the Computer Forensic Examiner:

(a) Copy of report(s) involving the computer, including the Evidence/Property sheet.
(b) Copy of a consent to search form signed by the computer owner or the person in possession of the computer, or a copy of a search warrant authorizing the search of the computer hard drive for evidence relating to investigation.
(c) A listing of the items to search for (e.g., photographs, financial records, e-mail, documents).
(d) An exact duplicate of the hard drive or disk will be made using a forensic computer and a forensic software program by someone trained in the examination of computer storage devices for evidence.

812.3 SEIZING DIGITAL STORAGE MEDIA
Digital storage media, to include hard discs, floppy discs, CDs, DVDs, tapes, memory cards, or flash memory devices should be seized and stored in a manner that will protect them from damage.

(a) If the media has a write-protection tab or switch, it should be activated.
(b) Do not review, access or open digital files prior to submission. If the information is needed for immediate investigation request Property Control to copy the contents to an appropriate form of storage media.
Computers and Digital Evidence

(c) Many kinds of storage media can be erased or damaged by magnetic fields. Keep all media away from magnetic devices, electric motors, radio transmitters or other sources of magnetic fields.

(d) Do not leave storage media where they would be subject to excessive heat such as in a parked vehicle on a hot day.

(e) Use plastic cases designed to protect the media, or other protective packaging, to prevent damage.

812.4 SEIZING PERSONAL COMMUNICATION DEVICES
Personal communication devices such as cell phones, PDAs or other hand-held devices connected to any communication network must be handled with care to preserve evidence that may be on the device including messages, stored data and/or images.

(a) Officers should not attempt to access, review or search the contents of such devices prior to examination by a forensic expert. Unsent messages can be lost, data can be inadvertently deleted and incoming messages can override stored messages.

(b) Do not turn the device on or off. The device should be placed in a solid metal container such as a paint can or in a faraday bag, to prevent the device from sending or receiving information from its host network.

(c) When seizing the devices, also seize the charging units and keep them plugged in to the chargers until they can be examined. If the batteries go dead all the data may be lost.

812.5 DIGITAL EVIDENCE RECORDED BY OFFICERS
Officers handling and submitting evidence recorded by officers and stored digitally using digital cameras, audio or video recorders will comply with these procedures to ensure the integrity and admissibility of such evidence.

812.5.1 COLLECTION OF DIGITAL EVIDENCE
Once evidence is recorded it shall not be erased, deleted or altered in any way prior to submission. All photographs taken will be preserved regardless of quality, composition or relevance. Video and audio files will not be altered in any way.

812.5.2 SUBMISSION OF DIGITAL MEDIA
The following are required procedures for the submission of digital media used by cameras or other recorders:

(a) The recording media (smart card, compact flash card or any other media) shall be brought to the Evidence Room as soon as possible for submission into evidence.

(b) Officers are not authorized to review or copy memory cards. The seizing officers are the only employees authorized to copy and/or distribute digital media made from the memory cards.
(c) As soon as possible following the collection of evidence, the officer should remove the memory card from their digital camera and place the card into a plastic carrier. The card and carrier should be placed into a zip-lock bag. Officers shall write their name and the related case number on the outside of the bag before placing in the film drop box along with the evidence form.

(d) The seizing officer will make a copy of the memory card using appropriate storage media. Once it is verified that the images are properly transferred to the storage media, the seizing officer will erase the memory card for re-use. The storage media will be marked as the original.

(e) Officers requiring a copy of the digital files must request a copy on the evidence form when submitted to evidence.

812.5.3 DOWNLOADING OF DIGITAL FILES
Digital information such as video or audio files recorded on devices using internal memory must be downloaded to storage media. The following procedures are to be followed:

(a) Files should not be opened or reviewed prior to downloading and storage.

(b) Where possible, the device should be connected to a computer and the files accessed directly from the computer directory or downloaded to a folder on the host computer for copying to the storage media.

812.5.4 PRESERVATION OF DIGITAL EVIDENCE

(a) Only evidence technicians are authorized to copy original digital media that is held as evidence. The original digital media shall remain in evidence and shall remain unaltered.

(b) Digital images that are enhanced to provide a better quality photograph for identification and investigative purposes must only be made from a copy of the original media.

(c) If any enhancement is done to the copy of the original, it shall be noted in the corresponding incident report.
Animal Control

818.1 PURPOSE AND SCOPE
The purpose of this policy is to establish guidelines for animal control officers and Portland State University-Campus Public Safety Office personnel in dealing with animal control related calls for service and to set forth procedures regarding animal control services, the handling of injured animals, and the abatement of animal nuisances.

818.2 OFFICER DEPUTY RESPONSIBILITY
During hours when the animal control officer is off-duty, or if the animal control officer is otherwise unavailable, the following animal-related calls for service will be handled by the appropriate on-duty officer.

An officer may be dispatched to animal related calls and should take appropriate actions to control the situation until the arrival of an animal control officer. Due to the hazards of handling animals without proper equipment, a responding officer generally should not attempt to capture and pick up any animal, but should keep the animal under observation until the arrival of an animal control officer. The following are examples of when an officer may consider acting before the arrival of the animal control officer:

(a) When there is a threat to the public safety.
(b) When an animal has bitten someone, officers should take measures to confine the animal and prevent further injury.
(c) When an animal is creating a traffic hazard.
(d) When the owner/handler has been arrested and there is no other alternative placement for the animal.
(e) When the animal is gravely injured.

818.2.1 ANIMAL CRUELTY COMPLAINTS
An ACO who becomes aware of an animal cruelty complaint will request an officer to respond and assume the investigation. When probable cause exists, an officer shall arrest persons who violate certain cruelty to animal statutes (ORS 133.379). An ACO may be requested to assist with the investigation when appropriate for the purpose of handling the disposition of any animals associated with the case.

818.2.2 STRAY DOGS
Attempts should be made to contact the owner of the stray dog. If the owner is contacted, the dog should be released to the owner and a citation may be issued if appropriate. If the animal is not released, it shall be transported to the Animal Shelter during normal business hours.
**Animal Control**

818.2.3 ANIMAL BITE REPORTS
Officers shall obtain as much information as possible for forwarding to the animal control officer for follow-up. An Animal Bite Report Form must be completely filled out and attached to the incident report, with a copy forwarded to the County Health Department.

Officers shall instruct the owner of a biting animal, if contacted, to keep the animal confined on the property until contacted by the ACO. If the animal is a stray, then every effort shall be made to capture and impound the animal immediately.

818.2.4 PUBLIC NUISANCE CALLS RELATING TO ANIMALS
Officers shall obtain and forward to the ACO as much information as possible regarding the nature of the complaint including identity of the complaining person, owner information (if possible) and location of the problem. Officers will also document any actions taken and citation(s) issued in any related report.

In the event responding officers cannot fulfill urgent requests for service because the animal is difficult or dangerous to handle, the animal control officer may be called to handle.

818.3 DECEASED ANIMALS
Deceased animals on public property will be removed and properly disposed of by facilities personnel.

818.4 INJURED ANIMALS
When any injured domesticated animal is brought to the attention of a member of the Portland State University-Campus Public Safety Office, all reasonable attempts shall be made to contact the owner or responsible handler. When the owner or responsible handler cannot be located and the animal is not an immediate danger to the community, it shall be referred to the ACO.

818.5 CITATIONS
It should be at the discretion of the officer or the field supervisor as to the need for, or advisability of, the issuance of a citation for a violation based on the officers authority to do so.

818.6 POST-ARREST PROCEDURES
The arresting officer should make a reasonable effort to ensure that animals or pets under a person’s care will be provided with adequate care when that person is arrested. This is only required when there is no person to provide care and the arrestee is expected to be in custody for a time period longer than would reasonably allow him/her to properly care for the animals.

Relatives or neighbors may be contacted, with the owner's consent, to care for the animals. If no persons can be found or the owner does not consent, the appropriate animal control authority should be notified.
Jeanne Clery Campus Security Act

820.1 PURPOSE AND SCOPE
The purpose of this policy is to establish guidelines to ensure this department fulfills its obligation in complying with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).

820.2 POLICY
The Portland State University-Campus Public Safety Office encourages accurate and prompt reporting of all crimes and takes all such reports seriously (20 USC § 1092(f)(1)(C)(iii)). Reports will be accepted in any manner, including in person or in writing, at any Portland State University-Campus Public Safety Office facility. Reports will be accepted anonymously, by phone or via email or on the institution's website.

It is the policy of the Portland State University-Campus Public Safety Office to comply with the Clery Act. Compliance with the Clery Act requires a joint effort between the Portland State University-Campus Public Safety Office and the administration of the institution.

Supervisors assigned areas of responsibility in the following policy sections are expected to be familiar with the subsections of 20 USC § 1092(f) and 34 CFR 668.46 that are relevant to their responsibilities.

820.3 POLICY, PROCEDURE AND PROGRAM DEVELOPMENT
The Director of Public Safety will:

(a) Ensure that the Portland State University-Campus Public Safety Office establishes procedures for immediate emergency response and evacuation, including the use of electronic and cellular communication and testing of these procedures (20 USC § 1092(f)(1)(J)(i) 20 USC § 1092(f)(1)(J)(iii)).

(b) Enter into agreements as appropriate with local law enforcement agencies to:

1. Identify roles in the investigation of alleged criminal offenses on campus (20 USC § 1092(f)(1)(C)(ii)),

2. Assist in the monitoring and reporting of criminal activity at off-campus student organizations that are recognized by the institution and engaged in by students attending the institution, including student organizations with off-campus housing facilities (20 USC § 1092(f)(1)(G)),

3. Ensure coordination of emergency response and evacuation procedures, including procedures to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation (20 USC § 1092(f)(1)(J)).
Jeanne Clery Campus Security Act

4. Notify the Portland State University-Campus Public Safety Office of criminal offenses reported to local law enforcement agencies to assist the institution in meeting its reporting requirements under the Clery Act (20 USC § 1092(f)(1)(F)).

5. Notify the Portland State University-Campus Public Safety Office of criminal offenses reported to local law enforcement agencies to assist in making information available to the campus community in a timely manner and to aid in the prevention of similar crimes. Such disseminated information shall withhold the names of victims as confidential (20 USC § 1092(f)(3)).

(c) Appoint a designee to develop programs that are designed to inform students and employees about campus security procedures and practices, and to encourage students and employees to be responsible for their own security and the security of others (20 USC § 1092(f)(1)(D)).

(d) Appoint a designee to develop programs to inform students and employees about the prevention of crime (20 USC § 1092(f)(1)(E)).

(e) Appoint a designee to develop educational programs to promote the awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault and stalking, and what to do if an offense occurs, including but not limited to, who should be contacted, the importance of preserving evidence and to whom the alleged offense should be reported (20 USC § 1092(f)(8)(B)). The designee shall also develop written materials to be distributed to reporting persons that explains the rights and options provided for under 20 USC § 1092 (20 USC § 1092(f)(8)(C)).

(f) Appoint a designee to make the appropriate notifications to staff at the institution regarding missing person investigations, in order to ensure that the institution complies with the requirements of 34 CFR 668.46(h).

820.4 RECORDS COLLECTION AND RETENTION
The Director of Public Safety, or their designee, is responsible for maintaining Portland State University-Campus Public Safety Office statistics and making reasonable good-faith efforts to obtain statistics from other law enforcement agencies as necessary to allow the institution to comply with its reporting requirements under the Clery Act (20 USC § 1092(f)(1)(F)). The statistics shall be compiled as follows:

(a) Statistics concerning the occurrence of the following criminal offenses reported to this department or to local police agencies that occurred on campus, in or on non-campus buildings or property, and on public property including streets, sidewalks and parking facilities within the campus or immediately adjacent to and accessible from the campus (20 USC § 1092(f)(1)(F)(i)):

1. Murder
2. Sex offenses, forcible or non-forcible
Jeanne Clery Campus Security Act

3. Robbery
4. Aggravated assault
5. Burglary
6. Motor vehicle theft
7. Manslaughter
8. Arson
9. Arrests or persons referred for campus disciplinary action for liquor law violations, drug-related violations and weapons possession

(b) Statistics concerning the crimes described in the section above, theft, simple assault, intimidation, destruction, damage or vandalism of property, and other crimes involving bodily injury to any person where the victim was intentionally selected because of his/her actual or perceived race, sex, religion, sexual orientation, ethnicity or disability. These statistics should be collected and reported according to the category of prejudice (20 USC § 1092(f)(1)(F)(ii))-

(c) The statistics shall be compiled using the definitions in the FBI's Uniform Crime Reporting (UCR) system and modifications made pursuant to the Hate Crime Statistics Act (20 USC § 1092(f)(7) and 34 CFR 668.46(c)(7)). For the offenses of domestic violence, dating violence and stalking, such statistics shall be compiled in accordance with the definitions used in the Violence Against Women Act (20 USC § 1092(f)(7); 42 USC § 13925(a)). The statistics will be categorized separately as offenses that occur (20 USC § 1092(f)(12) and 34 CFR 668.46(c)(4)):

1. On campus.
2. In or on a non-campus building or property.
3. On public property.
4. In dormitories or other on-campus, residential or student facilities.

(d) Statistics will be included by the calendar year in which the crime was reported to the Portland State University-Campus Public Safety Office (34 CFR 668.46(c)(2)).

(e) Statistics will include the three most recent calendar years (20 USC § 1092(f)(1)(F); 34 CFR 668.46(c)).

(f) The statistics shall not identify victims of crimes or persons accused of crimes (20 USC § 1092(f)(7)).

820.4.1 CRIME LOG
The Communications and Records Supervisor is responsible for ensuring a daily crime log is created and maintained as follows (20 USC § 1092(f)(4); 34 CFR 668.46(f)):
Jeanne Clery Campus Security Act

(a) The daily crime log will record all crimes reported to the Portland State University-Campus Public Safety Office, including the nature, date, time and general location of each crime, and the disposition, if known.

(b) All log entries shall be made within two business days of the initial report being made to the Department.

(c) If new information about an entry becomes available, then the new information shall be recorded in the log not later than two business days after the information becomes available to the police department or security department.

(d) The daily crime log for the most recent 60-day period shall be open to the public for inspection at all times during normal business hours. Any portion of the log that is older than 60 days must be made available within two business days of a request for public inspection. Information in the log is not required to be disclosed when:
   1. Disclosure of the information is prohibited by law.
   2. Disclosure would jeopardize the confidentiality of the victim.
   3. There is clear and convincing evidence that the release of such information would jeopardize an ongoing criminal investigation or the safety of an individual, may cause a suspect to flee or evade detection, or could result in the destruction of evidence. In any of these cases, the information may be withheld until that damage is no longer likely to occur from the release of such information.

820.5 INFORMATION DISSEMINATION
It is the responsibility of the Administration Lieutenant to ensure that the required Clery Act disclosures are properly forwarded to campus administration and community members in accordance with institution procedures. This includes:

(a) Procedures for providing emergency notification of crimes or other incidents and evacuations that might represent an imminent threat to the safety of students or employees (20 USC § 1092(f)(3); 34 CFR 668.46(e) and (g)).

(b) Procedures for notifying the campus community about crimes considered to be a threat to other students and employees in order to aid in the prevention of similar crimes. Such disseminated information shall withhold the names of victims as confidential (20 USC § 1092(f)(3)).

(c) Information necessary for the institution to prepare its annual security report (20 USC § 1092(f)(1); 34 CFR 668.46(b)). This report will include, but is not limited to, the following:
   1. Crime statistics
   2. Crime and emergency reporting procedures
   3. Policies concerning security of and access to campus facilities
   4. Crime and sexual assault prevention programs
Jeanne Clery Campus Security Act

5. Enforcement policies related to alcohol and illegal drugs
6. Locations where the campus community can obtain information about registered sex offenders
7. Emergency response and evacuation procedures
8. Missing student notification procedures