 <p style="text-align: center;"><b>YALE UNIVERSITY POLICE DEPARTMENT GENERAL ORDERS</b> <i>Serving with Integrity, Trust, Commitment and Courage Since 1894</i></p>	ORDER TYPE: NEED TO REFER	
	<b>205 DISCLOSURE OF RECORDS</b>	
	EFFECTIVE DATE: <b>14 JAN 1999</b>	REVIEW DATE: <b>ANNUAL</b>

**POLICY**

The New Haven Department of Police Services is the Custodian of Records for all police reports generated by members of the Yale University Police Department. To this end, no police reports will be given to or maintained by anyone other than a member of the Yale University Police Department and then only for official business such as: Uniform Crime Reporting, Reference and Working Files. The maintenance of individual files without the expressed permission of the Chief of Police is prohibited.

**REQUESTS FOR INFORMATION**

As a convenience to members of the University Community the Yale University Police Department will continue to accept and process requests for police reports generated by this agency. The requesting individual will be required to complete a New Haven Department of Police Services request form which will be forwarded on a regular basis to the New Haven Police Department's Custodian of Records. The requesting individual will abide by the time frames established by the New Haven Department of Police Service for the processing of such requests and bear all costs associated with said request.

Yale Police Clerical Support Staff will have a supply of New Haven's Request for Complaint Information forms and will be responsible for daily transmittal via FACSIMILE to New Haven's Custodian of Records.

Nothing in this Order shall prevent the Chief of the Yale University Police Department or his designee from disseminating police related information in conformance with law within the University Community on an official use only basis.

**USE OF POLICE COMPUTER INFORMATION SYSTEM(S)**

The use of Police Computer Information Systems such as COLLECT, NCIC, CHIEF'S and CAD, as well as the YALE UNIVERSITY POLICE DEPARTMENT INCIDENT REPORTING SYSTEM are governed under State and Federal laws, rules and regulations of the governing agencies (State COLLECT; Federal Bureau of Investigation; New Haven Department of Police Services). All personnel are reminded that the use of this information is intended for official use only, and that any unauthorized use or dissemination of information is a violation of rule or law and punishable by fine, imprisonment or administrative sanction or both.

As a condition of continued employment each employee having access to any one or all of the above systems will read and sign as a form of acknowledgement an agreement to use these systems appropriately and to keep information confidential.

**USE OF IN-HOUSE COMPUTER SYSTEM**

**Unauthorized Access to Department Computer System**

No employee of this department shall access any computer, computer program, system knowing that he/she is not authorized to do so.

**Mobile Data Terminals (MDT's)**

The use of MDT terminals is restricted to department employees who possess valid Connecticut COLLECT certification and who have been trained in the operation of the MDT.

No employee may add or remove any equipment or adjust any floor or CPU mounting on any MDT equipment without authorization from the Chief of Police or his designee.

All computerized information received via a MDT terminal is confidential and is provided for official police use only. Whenever a department vehicle equipped with a MDT is parked, or, when non-department personnel are being transported, COLLECT, NCIC or departmental records information is to be shielded from public scrutiny.

All personnel are advised that the messaging capabilities of the MDT are not private, for official business only, and are subject to review. Any inappropriate communications could subject the originator to disciplinary action.

#### **Interruption of Computer Services**

No employee of this department shall intentionally or recklessly disrupt or degrade or cause disruption or degradation of any department computer system.

#### **Misuse of Department Computer System Information**

- No employee of this department shall access, display, use, disclose or copy, in any form.
- No employee of this department shall access, display, use, disclose or copy, in any form, data residing in, communicated by or produced by our in house computer system without permission or authority.
- No employee shall intentionally or recklessly and without authorization alter, delete, tamper with, damage, destroy or take data residing within or external to our in house system.

#### **Damage to Equipment**

- No employee of the department shall intentionally or recklessly tamper with, alter, damage or destroy any equipment or intentionally or recklessly cause any of the foregoing to occur.
- It shall be an affirmative defense to any alleged violation that the employee had authorization to use the equipment, and did not intentionally or recklessly commit any action deemed to be a violation.

#### **Internet, Electronic Mail Access & Use**

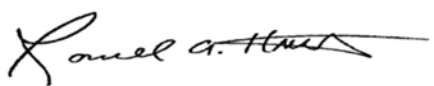
Yale Police MIS staff based on "business need" will provide Internet and Electronic Mail accesses to all members of the department. Yale Police MIS staff will assist any department member with access questions and will provide support for end users.

All users are cautioned that Internet and Electronic Mail use is not private and that use of the Internet or Electronic Mail can and will be monitored by Yale Police MIS staff. All department members with Internet or Electronic Mail access shall exercise appropriate discipline and control when using these systems.

**What follows are examples of what would be considered inappropriate conduct which would subject the end user to appropriate disciplinary action. The list is not intended to be complete or inclusive:**

- Unauthorized attempts to break into any computer
- Using the Internet for personal gain
- Use of the Internet for unlawful activities
- Sending threatening, racially or sexually harassing messages
- Use of objectionable language in messages
- Misrepresentation of oneself or of the Department
- Sending chain letters or pyramid schemes
- Playing computer games and viewing pornographic materials
- Theft or copying electronic files without permission
- Posting confidential or official police information on the Internet
- Malicious activities that cause disruption or congestion of network systems
- Gambling activities

PER ORDER OF



RONNELL A. HIGGINS  
DIRECTOR OF PUBLIC SAFETY AND CHIEF OF POLICE