 <p style="text-align: center;">YALE UNIVERSITY POLICE DEPARTMENT GENERAL ORDERS <i>Serving with Integrity, Trust, Commitment and Courage Since 1894</i></p>	ORDER TYPE: NEED TO KNOW 206 PUBLIC INFORMATION	
	EFFECTIVE DATE: <p style="text-align: center;">01 MAR 2012</p>	REVIEW DATE: <p style="text-align: center;">ANNUAL</p>

PURPOSE

The purpose of this General Order is to establish guidelines for the dissemination of police information to representatives of the media. **CTLEA 1.2.26**

POLICY

The policy of the department is to cooperate fully and impartially with authorized news media representatives in their effort to gather factual public information on newsworthy events.

UNIVERSITY OFFICE OF PUBLIC AFFAIRS

The Chief of Police may coordinate the release of public information with the University Office of Public Affairs.

PUBLIC INFORMATION OFFICER

The Chief of Police may appoint one or more sworn officers to act as a Public Information Officer (PIO). The Public Information Officer is a central point of contact for the release of information and response to requests for information from the media and the public.

The Public Information Officer will:

- Assist media representatives covering routine news stories.
- Assist the news media on an on-call basis.
- Prepare and distribute news releases.
- Coordinate and authorize the release of information about victims, witnesses and suspects.
- Assist in crisis situations within the agency including response to serious incidents.
- Coordinate the release of confidential information concerning agency investigations and operations.

COOPERATION WITH THE MEDIA

News media representatives will have reasonable access to public information. When information must be denied, the reason for denial should be explained. Department personnel will cooperate with the media within these guidelines:

- Authorized media representatives must show identification to receive information. Failure to present identification may result in media representatives being denied information or access to incident scenes.
- Public information will be released objectively and as promptly as practicable.
- The ranking supervisor on duty will be responsible to notify the PIO and Chief of Police of events that may or have generated media interest.
- Communications personnel will notify the ranking on duty supervisor about any event or activity that may or has generated media interest.
- Supervisors may release basic information to the media such as confirmation of a police response, the location and general nature of the incident. Any further information released must be approved the Chief of Police, Assistant Chief of Operations, or PIO.
- Written press statements will only be released after approval by the Chief of Police.

INVESTIGATIVE INFORMATION

Investigative information may only be released by the Chief of Police or PIO. The following types of information **may be** released:

- The type and nature of an event or crime.
- The location, date and time, injuries sustained, damage and a general description of how the event occurred.
- The type and quantity of property taken.
- Requests to aid in locating evidence, witnesses or suspects.
- Numbers of officers or people involved in an event or investigation, the length of the investigation or the name of an officer in charge of a case, the supervisor or division assignment.

The following types of information **may not** be released unless specifically authorized by the Chief of Police:

- The identity of a suspect prior to arrest unless the information would aid in apprehension or to warn the public of potential danger;
- The identity of a crime victim or any information which could lead to the victim's identity;
- The identity of witnesses if disclosure would prejudice the investigation or place the witness in personal danger;
- The identity of juvenile or youthful offender suspects or arrestees;
- The identity of critically injured or deceased persons prior to notification of relatives;
- The results of investigative procedures except to comment that they have been performed,
- Information which may compromise an ongoing investigation;
- Information that may be of evidentiary value in a criminal proceeding;
- Cause of death except when officially determined by the medical examiner;
- The home address and/or telephone number of any member of the department.

ARREST INFORMATION

Following an arrest or the issuance of an arrest warrant, the following information may be released:

- The accused's name, age, residence and occupation;
- The time and place of arrest, whether pursuit or resistance was encountered, whether weapons were used, charges and a description of any contraband seized;
- The identity of the arresting officers and the duration of the investigation;
- The amount of bond, court date and place of detention.

The following information should not be released without the express permission of the Chief of Police:

- Prior criminal history, character or reputation of the arrestee.
- Existence or details of any confession, statement or admission made by the suspect including any failure or unwillingness to make statement.
- Performance or results of any tests or refusal to submit to tests.
- Identity, statement or expected testimony of any victim or witness.
- Any opinion about the guilt or innocence of the suspect or the merits of the case.
- Any opinion or knowledge of the possibility of a plea bargain or other pre-trial action.

OPERATIONAL CONSIDERATIONS-CRIMINAL MATTERS CTLEA 2.2.18b

- Department personnel will extend courtesies to members of the media which may include closer access to crime scenes than that available to the general public provided that the level of access does not interfere with the police mission or traffic movement.
- Media representatives will not be allowed access to scenes when there is a possibility evidence may be damaged, altered or destroyed by their presence. Once evidence has been processed, secured and removed, the media may be allowed to enter with the permission of the Chief of Police or Assistant Chief of Operations and ranking officer on the scene.
- Filming on private property requires the permission of the property owner.
- Suspects or arrestees will not be posed and arrangements will not be made for photographs or telecasts. Department members will not pose with arrestees or suspects in custody.
- Photographs of suspects may be released to the media to enlist public assistance in locating the suspect.

- No department photographs, video images or composites of suspects may be released to the media without the express permission of the Chief of Police.
- The officer in charge of major crime scenes may designate a media staging area as soon as possible and as close to the scene as safety and operational requirements allow.

NON CRIMINAL MATTERS CTLEA 2.2.18a

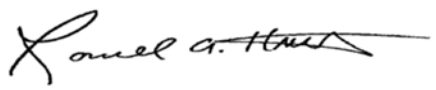
- The principles of media cooperation relative to criminal scenes will be applicable to non-criminal scenes to the degree that media activities do not interfere with the activities of police, fire, medical or other emergency services
- Media access to fire scenes will be controlled by the fire officer in charge of the scene.
- Sensitive information relating to internal police investigations will not be released without the express permission of the Chief of Police.
- Daily administrative and statistical reports of criminal activity will be made available to the media.
- Media representatives will not be allowed access to department records, the disclosure of which would interfere with an ongoing investigation, reveal the identity of confidential information sources or endanger the life or physical safety of any person.

Nothing in this general order prohibits the Chief of Police exercising his judgment in releasing information, not otherwise prohibited by law, when the release of the information would be in the best interest of the Department.

FREEDOM OF INFORMATION REQUESTS:

Freedom of information requests will be submitted to and processed by the office of the Assistant Chief of Support Services.

PER ORDER OF



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