

 <p>YALE UNIVERSITY POLICE DEPARTMENT STANDARD OPERATING PROCEDURE <i>Serving with Integrity, Trust, Commitment and Courage</i> Since 1894</p>	ORDER TYPE: NEED TO KNOW	
	311C PREFERRED NAME LOOKUP	
EFFECTIVE DATE:	05 MAR 2019	REVIEW DATE: ANNUAL

PURPOSE

The purpose of this Standard Operating Procedure is to establish rules and regulations specific to the protection of members of the Yale community and prevent the disclosure of confidential information. This Standard Operating Procedure coincides with Federal law that protects the privacy of student’s education records; Family Educational Rights and Privacy Act (FERPA).

GENERAL

Yale University is a home to a diverse population. Many community members have preferred names for specific reasons. Community members should know that they are encouraged to seek and obtain police assistance and protection regardless of their reason for a preferred name choice. This information is strictly confidential and cannot be shared, except for public safety purposes and must be used for the purpose for which it was originally accessed.

POLICY

Information obtained by the “Yale University Preferred Name Lookup” is considered confidential information and is to be only used for public safety purposes. Personnel are responsible to protect information from this site with all due diligence.

Any access to this system or the request of information from this system, obtained for non-criminal justice purposes are considered a misuse of the system.

DEFINITIONS

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (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. For more information see: U.S. Department of Education website. https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html .
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PROCEDURES

- Public safety officials shall not inquire about a person’s legal name unless investigating criminal activity or health safety concerns.
- The Yale University Police Department shall conduct all necessary training and education to ensure that its officers are knowledgeable about all provisions contained in this General Order.
- All legal names must be documented in official police reports. The preferred name should be documented as an alias.

Nothing in this Standard Operating Procedure shall be construed to prohibit any officer or employee from cooperating with other law enforcement authorities or medical personnel as required by law.

DISCLOSURE

Obtaining pertinent information may in some cases be difficult or impossible if some expectation of confidentiality is not preserved, and preserving confidentiality in turn requires that the department regulate the use of such information by its employees.

In furtherance of this policy, confidential information relating to personal or private attributes should be disclosed only as provided herein. No department officer or employee shall disclose confidential information unless such disclosure:

- Has been authorized in writing by the individual to whom the information pertains, or by the parent or guardian of same if the individual is a minor or not legally competent; or
- Is required by law; or,
- Is relevant to another Yale Public Safety employee and is necessary to fulfill the purpose or achieve the mission of Yale Public Safety; or,
- Is necessary to apprehend an individual suspected of engaging in criminal activity.

Any officer or employee with a question relating to the disclosure of confidential information under this Standard Operating Procedure shall consult with their supervisor.

PER ORDER OF

A handwritten signature in black ink, appearing to read "Ronnell A. Higgins", is enclosed in a thin black rectangular border.

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