

UNIVERSITY OF WASHINGTON, BOTHELL  
CASCADIA COMMUNITY COLLEGE  
**POLICIES AND PROCEDURES MANUAL**

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RELEASE OF INFORMATION  
15.8  
REV 10-14  
Campus Safety  
352.5359

## **Release of Information**

### **OVERVIEW**

In order to protect confidentiality and to help ensure the future safety and security of witnesses, victims and other interested persons, the Campus Safety Department establishes the following guidelines for the release of information.

### **POLICY**

To comply with the provisions of the Clery Act, there is certain information that the Campus Safety Department must make accessible (see below). FERPA (Family Educational Rights and Privacy Act) protects the privacy of student educational records. The Campus Safety Department will review each request for information and determine the best course of action in order to comply with the provisions of each.

### **PROCEDURE(S)**

#### 1. Provisions for sharing of information under the Jeanne Clery Act:

- By October 1 of each year, the Campus Safety Department will compile an **Annual Security Report**. The report will contain crime statistics for the last three years, security policy statements and program descriptions, and procedures to be followed for sex offenses.
  - The Campus Safety Department will identify the appropriate method of notifying all current students and employees of the report and how to obtain it.
  - The Annual Security Report will be available in electronic format on the Campus Safety web page and in hard copy for anyone who requests it.

View the September 2013 Annual Security Report here or visit the Campus Safety Department located at 18325 Campus Way NE Bothell, WA 98011 to view a copy.

- The Campus Safety Department maintains **annual crime statistics** online for three years on their web site: [www.uwb.edu/safety](http://www.uwb.edu/safety).
- The Campus Safety Department maintains a Quarterly **Crime Log** online at their web site: [www.uwb.edu/safety](http://www.uwb.edu/safety). All incidents that the Campus Safety Department responded to that were of a safety or security in nature are in the database of the Report Exec software.

## 2. Individuals requesting copies of incident reports

If you wish to review or inspect any specific identifiable records of the Campus Safety Department available under the Public Disclosure Act (PDA), you may make a Public Disclosure request. Requests for records available under the PDA should be sent to Office of Public Records & Open Public Meetings, 4014 University Way N. E., Seattle, WA 98105-6203, and (206) 543-9180 or by email: [pubrec@u.washington.edu](mailto:pubrec@u.washington.edu).

### Insurance claims

The Campus Safety Department is not a Police Department. Police reports pertaining to criminal activity may be obtained by contacting the City of Bothell Police Department at 425.486.1254. Incident Reports taken by the Campus Safety Department may not assist with insurance claims, which often require police case numbers.

### **ADDITIONAL INFORMATION**

For additional information, please contact the Campus Safety Department.

Contact: Campus Safety Director  
Phone: 425.352.5359  
E-mail: [rwlewis@uwb.edu](mailto:rwlewis@uwb.edu)