Cheyney University Policy IA-2010-2010
Policy on Releasing Information from Cheyney University Office of Public Safety to Public Relations and Marketing

Approved by: University Relations Council / President’s Cabinet

History:
Issued -- 2004
Revised - 3-17-2010

Related Policies: n/a

Additional References: n/a

Procedures
1. The Office of Public Relations and Marketing will provide to the media all information about incidents on campus.

2. The Cheyney University Office of Public Safety will notify Marketing and Communication each day, including weekends and vacations, when incidents occur that could result in an arrest, involve a sizable group of students, or there is theft or damage to university or student property by natural, vandalistic, or criminal causes. The Cheyney University Office of Public Safety will release to the Office of Public Relations and Marketing the names of accused individuals involved in incidents only after an arraignment. Names of juveniles will not be released under any circumstances. The Cheyney University Office of Public Safety will release to the Office of Public Relations and Marketing locations of victims of theft, vandalism, or natural disasters.

3. Routine desk log incidents such as inquires, unsubstantiated rumors, and minor infractions such as traffic citations will not be routinely reported to the Office of Public Relations and Marketing.

4. The Office of Public Relations and Marketing will agree not to release information to the media about an incident if in the judgment of the Cheyney University Office of Public Safety such a release of information may jeopardize an on-going investigation.

5. The following information about incidents and individuals involved will be provided by the CU Law Enforcement Office to the Office of Public Relations and Marketing:

   What happened?

   When did it happen (specific time)?

   Where did it happen?

   Who was involved or victimized (name, if charged and not a juvenile; male/female; age)

   Will charges be filed (name magistrate)