

Release of Police Reports and Press



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Approved by: Dr. Brad Duren

Policy Owner: Dean of Student Services

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Revision Approved by:

Release of Police Activity Information Policy

Any individual, group, organization, or media requesting information, reports, records, press releases, statements, or information from the Oklahoma Panhandle State Police Department or its employees shall file a request through the communications office.

The actions and operations of the Police Department are by necessity and policy to be matters of public record. The information and identity of persons involved are often protected information. The nature of policing involves incidents where confidentiality and privacy are at times medical in nature as well as criminal incidents wherein investigations must take place before any release of information should take place. The community member's right to confidentiality and privacy may involve overlapping policy issues dealing with HIPPA and FERPA as well. Therefore, it is imperative and required that all communications made by or for the police department be vetted and approved by the communications office and the Dean of Student Services.

Release of information should be accurate and within a reasonable time frame of the request.

Release of Information Procedures

Upon receiving a request for information, the Communications Office notify the Dean of Student Services and the Chief Police.

The Chief of Police will then provide documentation and/or a prepared statement that will be reviewed by the Dean of Student Services. The Dean will release all approved information to the communications department. The Communications department shall be required to submit any communications to approval of the University president or their designee before the communication/information is released.

These procedures may begin at any request for information made to any Administrator, Faculty, staff member or employee of Oklahoma Panhandle State University. The requestor shall be directed to contact the Communications office to begin the process outlined above.