



OFFICE OF THE VICE PRESIDENT  
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### Student Confidentiality Agreement

Student Name: \_\_\_\_\_ School/Class: \_\_\_\_\_

Data Issued: \_\_\_\_\_ Date/From-To: During Term as Student at Penn

The Division of Public Safety welcomes the opportunity to work and share with you our goals, objectives, strategies, and vision of Public Safety and how this vision supports the overall improvement in the quality of life for all members of the Penn community. While observing any operation within the Division of Public Safety and interacting with its students, you may be exposed to information that is highly sensitive. All sensitive information may not be released without the approval of the Vice President for Public Safety or her designee.

***For the purpose of this agreement, you must refrain from releasing or divulging to anyone, in any manner, the following type of information:***

- Any criminal investigation or information, including but not limited to names, address, phone listing and personal data of victims, suspects or witnesses who are involved in any police investigation.
- Crime figures- Crime figures are released only after detectives have investigated all known reported incidents and have reconciled their investigations on reported crimes with the Records Unit.
- Operational strategies involving deployment of police, CCTV cameras, security resources and support staff which if released to the general public could jeopardize the status of any on-going or current investigation, or operations as well as the safety of all police officers; DPS support staff and/or community members.
- Personnel information on any member assigned to the Division of Public Safety.
- Information regarding support services and functions of Fire and Emergency Services, Security Services, PennComm Operations, Security and Technological Services, Special Services, Administration and Finance and the Vice President's Office.

***Information permissible to be released with proper authorization includes the following:***

- Crime statistics found in the daily crime log as outlined by the reporting requirements under the "Clery Act". This information is accessible in the main lobby area of police headquarters using the **Kiosk**.
- Observations and general comments on meetings attended to include: PennStat, Fire and Emergency Services, Security Services, Technology & Emergency Communication, Special Services, University City Public Safety Group, interviews with various DPS Directors and staff members, and interviews with Police Commanders.
- Observations from any Ride Along with a uniformed police officer as well as experiences with the Police Athletic League Program and other DPS support units.
- Observations and information gleaned from listening to radio or telephone calls processed from PennComm Operations.
- ***Any written or oral report submitted for research and/or a class assignment must be approved by the Vice President of Public Safety or her designee, prior to submission.*** This is to ensure that all of the established guidelines above are met and that the identity of officers, staff members, victims and suspects is not divulged.
- Any information, images, and video obtained for the purpose of research and or an assignment may not be used for any other purpose and/or distributed or disseminated without permission beyond the publication, classroom, or venue the project was approved for. This includes posting information, images and/or video to external sources including, but not limited to websites, social media such as Facebook, Twitter and/or YouTube.

***By signing this agreement I agree to all conditions listed in this document and agree to coordinate all research and information required through the DPS representative listed herein.***

Name of Student: \_\_\_\_\_ Signature: \_\_\_\_\_

Date of Agreement: \_\_\_\_\_ Agreement Period: During Tenure as a Student with Penn

Vice President Division of Public Safety/ or Designee: \_\_\_\_\_ Date: \_\_\_\_\_