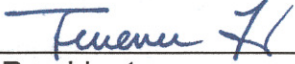


## BBCC ADMINISTRATIVE PROCESS

<b>Title:</b> Law Enforcement Unit Records	<b>AP 7703</b>	<b>Implementing Board Policy:</b> 7700
<b>Originating Department:</b> Campus Safety & Security	<b>Originated:</b> 10/6/14	<b>Effective Date:</b> 10/27/14
<b>Previous Revisions:</b>	<b>Approved:</b>  President	

### 1.0 PURPOSE

1.1 The purpose of AP7703 is to comply with the requirements of The Family Educational Rights and Privacy Act (FERPA) 34 CFR § 99.8 regarding law enforcement unit records.

### 2.0 Designation of Law Enforcement Unit

2.1 Big Bend Community College designates the College's Department of Campus Safety as the law enforcement unit (LEU) for the purpose of complying with provisions of recordkeeping and U.S. Dept. of Education-required campus crime reporting. Campus Safety is officially authorized to maintain the physical security and safety of the college.

2.2 The Grant County Sheriff's Office has jurisdiction on campus to investigate a possible violation of, or to enforce, any local or state law.

### 3.0 FERPA and Law Enforcement Unit Records

3.1 The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all educational institutions and agencies (termed "schools" below) that receive funds under any U.S. Department of Education program. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a postsecondary institution. Students to whom the rights have transferred are "eligible students."

3.2 FERPA permits a student's education records to be disclosed without consent to persons who meet the strict definition of an "education official" who has a "legitimate educational interest" in their records.

3.3 One exception under FERPA is "LEU records." Accordingly, the College may disclose information from law enforcement unit records to anyone, including outside law enforcement authorities, without the student's consent. These records are defined as records that are:

- created by the LEU;
- created for a law enforcement purpose; and
- maintained by the LEU.

**3.4 LEU records include any records that are solely for law enforcement purposes and maintained solely by the law enforcement unit:**

- investigative reports and other records, files and documents created and maintained by Campus Safety;
- imagery of students collected by the College's surveillance system;
- information to issue a "timely warning" in compliance with the Clery Act.