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..... 2 **Policy Title:**
Clery Act: Daily Crime and Fire Log Policy

Policy No.: 8603
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Policy Sections	2
8603.1	Definitions	2
8603.2	Procedures	3
8603.3	Policies	5
8603.4	Contact Information	5

Overview

Policy Jurisdiction

This policy applies to any individual on campus property, including but not limited to: students, employees, contractors, subcontractors, volunteers, visitors, and members of the public, and is applicable twenty-four (24) hours a day, seven (7) days a week.

The Policy Sections:

8603.1 Definitions

For purposes of this policy, the following terms are defined below:

- (a) **Clery Act.** The *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (Clery Act) is a federal law that requires all colleges and universities to annually disclose information about crime on and around their campuses. The act is named in memory of Jeanne Clery, a 19-year-old Lehigh University freshman who was assaulted and murdered in her residence hall room on April 5, 1986.

- (b) **UNH Property.** The University is required to report the above-mentioned Clery reportable crimes in an annual disclosure of statistics for offenses that occur on campus, in or on non-campus buildings, on property owned or controlled by the University, as well as public property within, or immediately adjacent to, our campuses.
 - **UNH Controlled Properties:**
 - i. Any property, building or space occupied by the University of New Haven including but not limited to that which is owned, leased or managed. All properties which the University ‘controlled’ properties will include those it rents, leases, or has some other type of written agreement for a building, property, or a portion of a building or property.

 - **On-Campus Property:**
 - i. Any building or property owned or controlled by the University of New Haven within the same reasonably contiguous geographic area and used by the University in direct support of, or in a manner related to, the

similar types of noncontiguous locations that have an organized program of study and administrative personnel on-site. Clery reportable crimes which occur at the aforementioned locations will be included in the annual disclosure of statistics.

– **Non-campus locations:**

- i. Any building on property owned or controlled by the institution.

recorded for each criminal offense committed during a single incident, whether known or alleged. Entries, additions, or changes in the disposition of a criminal incident, will be recorded within two business days of the University Police Department's receipt of information. The Department of Education's Handbook for Campus Safety and Security Reporting (2011) defines a 'business day' as "Monday through Friday, except for days when the institution is closed". Updates to the disposition of a criminal incident will be made up to 60 days after the incident is recorded as an entry in the log, after which criminal incident dispositions updates need not be reflected in the log.

Required Data for University Crime & Fire Log

The Clery Act requires that the following information is provided within the University daily crime and fire log:

- Date the (alleged) criminal incident was reported;
- Date and time the (alleged) criminal incident occurred;
- Nature of the (alleged) criminal incident;
 - May consist of a brief or detailed description of the incident;
- General location of the (alleged) criminal incident; and the,
 - Utilize University specifics when describing the location (such as Maxcy Hall), however avoid descriptors that may lead to the identification of a victim (such as Room 100);
- Disposition of the (alleged) criminal incident.
 - This may indicate pending, disciplinary referral, or criminal arrest;
 - Entries may not be deleted, only updated as the disposition changes.

An entry for (alleged) criminal incident, an addition to the entry, or an update in the disposition of the entry, are required by the Clery Act to be recorded within two business days of the University Police Department receipt of notice.

Exceptions to Entry in the Crime & Fire Log

The Clery Act provides limited exceptions to the above required data for the University's daily crime and fire log. The University is permitted to temporarily withhold information if there is clear and convincing evidence that the release of the information, within a crime log entry, would:

- Jeopardize an ongoing investigation;
- Jeopardize the safety of an individual;
- Cause a suspect to flee or evade detection; or,
- Result in the destruction of evidence.

Information withheld must be disclosed after the perceived adverse effect is no longer likely to occur. Thus, the withholding of information may only be temporary, and the information must eventually be released in the form of a criminal incident entry in the crime log.

Availability of the University Crime & Fire Log

The Clery Act provides that both prospective and current University community members be advised of the location of the log, its contents, and its availability. Notice of the daily crime and fire log is posted on the University's Department of Public Safety website, within the University's Annual Campus Security and Fire Safety Report, and in the University Police Department's offices.

A hard copy of the current log is available during normal business hours in the University Police Department's office, or on-location at our satellite campuses. The current log includes the most recent 60-

