



Policies and Procedures

Policy Title:
Clery Act: Daily Crime and Fire Log Policy

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Responsible Office: Department of Public Safety

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Overview

The University of New Haven is committed to providing an educational environment in which all community members feel safe and secure. These procedures have been adopted by the University of New Haven to facilitate full compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the “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. Commonly referred to as the Clery Act, this act was 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. The Clery Act requires higher education institutions to maintain a daily crime and fire log.

The University of New Haven encourages all community members to report crimes and suspicious activity to the University Police Department in a timely manner. Under the Clery Act, certain individuals designated as Campus Security Authorities (CSAs) are required to promptly report Clery reportable crimes that occur within the University’s Clery geography (on-campus, non-campus, and adjacent public property). Call 9.1.1 immediately if a crime or other emergency is in progress, or if at any time there is an imminent threat of harm to persons or property. If the incident does not present an imminent threat of harm, or does not otherwise constitute an emergency, individuals should report the incident to the University Police Department at 203.932.7014. Crimes may also be reported anonymously via the LiveSafe App.

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 institution’s educational purposes, including residence halls; and,
 - ii. Any building or property that is within or reasonably contiguous to the above, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

 - **Separate & Branch Campuses (Off-Campus Affiliated Property):**
 - i. The University of New Haven recognizes that it operates multiple educational separate or branch campuses, and satellite locations. The University adheres to the definition of a separate campus as defined by the Clery Act: “A school is a division of an institution that is organized to give instruction of a defined type, such as a school of business, law, medicine or nursing.”
 - ii. Other University affiliated-locations may include satellite, extension, or

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 or property owned or controlled by a student organization that is officially recognized by the University; or,
 - ii. Any building or property owned or controlled by the University that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.
 - iii. Crime statistics will be disclosed in the annual security report for non-campus locations per the written agreement at each location which specify the days and times the University controls these spaces.

- **Public Property:**
 - i. All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.
 - ii. Annual statistics for public property will only be reported for on-campus property, where the public property is both adjacent to, and accessible from the on-campus property.

8603.2 Procedures

Daily Crime Log

It is the responsibility of the University’s Associate Vice President for Public Safety & Administrative Services, in coordination with the University of New Haven Police Department, to record all known and alleged criminal incidents into the daily crime log. The daily crime log includes all crimes reported to the UNH Public Safety, not just Clery Act crimes.

Daily Fire Log

It is the responsibility of the University’s Associate Vice President for Public Safety & Administrative Services, in coordination with the University Fire Marshal, to record all known fires in University facilities into the daily fire log

Maintenance of University Crime & Fire Log

The UNH Public Safety Department maintains a daily crime and fire log that is open to public inspection. The University maintains this daily log at each of its campuses. The crime log includes entries for all known and alleged criminal incidents, which occur on University on-campus property, non-campus property, and adjacent public property.

Criminal & Fire incidents are recorded into the log as soon as it is reported to the University Police Department, including those incidents reported directly to UNH Public Safety, and those reported by a Campus Security Authority or a local law enforcement agency. Data in the crime and fire log will be

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-day period, and upon request log records older than 60 days will be made available within two business days of a request.

Statistics

Statistics for the Annual Security and Fire Safety Report are compiled through checks of the Computer Aided Dispatch (CAD) system, then cross checked by multiple means to determine accuracy.

For Police records; The daily crime and fire log is checked for accuracy in compliance with the Clery Daily Crime Log procedures. An audit of all police responses is conducted through the Department's CAD system and Records Management System (RMS), checking for any items not included in the Daily Crime Log. Any crime or incidents are additionally checked to ensure that they are flagged by the RMS system as Clery compliant for accuracy of reporting.

Those items are then cross checked by various members of the Clery Compliance Team (members of the Police Department and Dean of Students) specifically focusing on sexual assault cases for compliance with VAWA and Title IX concerns.

For Fire records; The daily crime and fire log is checked for accuracy in compliance with the Clery Daily Crime Log procedures. An audit of all Fire responses from the local Fire Department (City of West Haven Fire Department Allingtown) – are reviewed by the UNH Fire Marshal to determine if those responses are to be included in the annual fire statistics. This is done through a cross check of all fire call responses through the Department's CAD system.

All statistics for Clery reportable crimes for any faculty led travel to remote locations are collected through the University of New Haven Clery Compliance Team. This is done through querying each of the responsible law enforcement agencies in those jurisdictions for the associated crimes, and all responses are catalogued by the Clery Compliance Team.

8603.3 Policies

The University recognizes to fully comply with the requirements of the Clery Act, it must coordinate many policies and procedures related to safety and security of its community members and campuses. A collection of relevant documents and policies that are critical to the University's compliance with Clery Act are contained within the links below.

[University of New Haven Clery Policy Page](#)
[University of New Haven Student Handbook](#)
[Emergency Procedures](#)

8603.4 Contact Information

The University of New Haven is committed to supporting all employees and students in developing a safe and secure educational environment. Assistance for faculty and staff how wish to report a crime or concern regarding safety, should contact the University Police Department at (203) 932.7014.

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This Policy's Contact Person:

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