

	<b>SFASU POLICE DEPARTMENT</b>	
	<b>Policy 9.3      Daily Crime and Fire Logs</b>	
	<b>Effective Date: 11/01/2020</b>	<b>Replaces:</b>
	<b>Approved: John Fields Chief of Police</b>	
	<b>Reference: IACLEA 16.3.3a – b and 16.3.4a - c</b>	

## I. POLICY

The Stephen F. Austin State University (SFASU) Police Department will make reasonable efforts to provide a safe environment for faculty, staff, students and visitors through established campus public safety measures.

A synopsis of the crime(s) and/or fires reported to the Department are published on a Daily Crime and/or Fire Log each business day. This serves as a means to convey information to members of the campus regarding criminal and/or fire activity that occurs on SFASU property and the extended patrol response area immediately adjacent to the campus.

## II. PURPOSE

The purpose of the daily crime and fire log is to record all criminal, alleged criminal and fire incidents that are reported to the campus police in order to increase the safety awareness of the SFASU community. These logs are also published to meet the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

## III. DEFINITIONS

- A. **Annual Fire Safety and Security Report:** The Annual Fire Safety and Security Report is a document required to be published no later than October 1 of each year that provides crime statistics for the prior three years, policy statements regarding various safety and security measures, campus crime prevention program descriptions, and procedures to be followed in the investigation and prosecution of alleged sex offenses.
- B. **Clery Compliance Manager:** The Clery Compliance Manager is designated by the Chief of Police and is responsible for submitting annual crime statistics to the Department of Education, distributing the SFASU Annual Fire Safety and

Security Report, ensuring daily crime and fire logs compliance, and ensuring the University remains compliant with all requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

- C. **Daily Crime and Fire Log:** The Daily Crime and Fire Logs are documents published by the University Police Department that records criminal, alleged criminal and fire incidents.

#### IV. PROCEDURES

- A. The Clery Compliance Manager is responsible for maintaining compliance of all Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requirements regarding the Daily Crime and Fire Logs.
- B. The University Police Department (UPD) Criminal Investigations Division (CID) sergeant is responsible for maintaining written and easily understood daily crime logs that record any crime and/or alleged crime that occurred on campus, at a non-campus building or property, on public property, on or adjacent to campus, or within the extended patrol jurisdiction of the department and is reported to the department.
- C. The UPD CID sergeant is responsible for maintaining written and easily understood fire logs that record any fires that occurred in on-campus housing or campus building.
- C. Daily Crime and Fire Logs shall include, at a minimum:
  - 1. The nature, date, time, and general location of each crime or fire (IACLEA 16.3.3a).
  - 2. If known, the date reported and disposition of the complaint (IACLEA 16.3.3b).
- E. Daily Crime and Fire Logs will be created and posted electronically on the UPD's website and a hard copy available upon request from the record's supervisor. All entries for the most recent 60-day period must be available for public inspection during normal business hours.
- F. The Department must make any portion of the log older than 60 days available within two business days of a request for public inspection.

- G. The UPD CID sergeant is responsible for adding disposition information to daily crime logs within two days of that information being made available.
- H. The UPD record's manager will maintain an archive of Clery Act documentation regarding the Daily Crime and Fire Logs, for a minimum of seven years, after which destruction will be conducted in accordance with records retention guidelines and consultation with SFASU's Office of General Counsel.
- I. The institution's Fire Log shall include, at a minimum:
  - 1. The date the fire was reported (IACLEA 16.3.4a);
  - 2. The nature, date, time of the fire (IACLEA 16.3.4b); and
  - 3. The general location of the fire (IACLEA 16.3.4c).
- J. The UPD Daily Crime and Fire Logs will be compiled by data entered into the Records Management System (RMS). UPD is currently using BADGE has its RMS and the UPD CID sergeant will ensure the data entered in RMS by officers is accurate.