
Daily Crime Log



D. STAFFORD
& ASSOCIATES

Dolores Stafford



- Executive Director
 - *National Association of Clery Compliance Officers & Professionals (NACCOP)*

- President & CEO
 - *D. Stafford & Associates*

- Former Chief of Police
 - *26 year Law Enforcement Career (20 years as Chief)*
 - *GW, Butler U, Bucknell U*

Consequences of Noncompliance



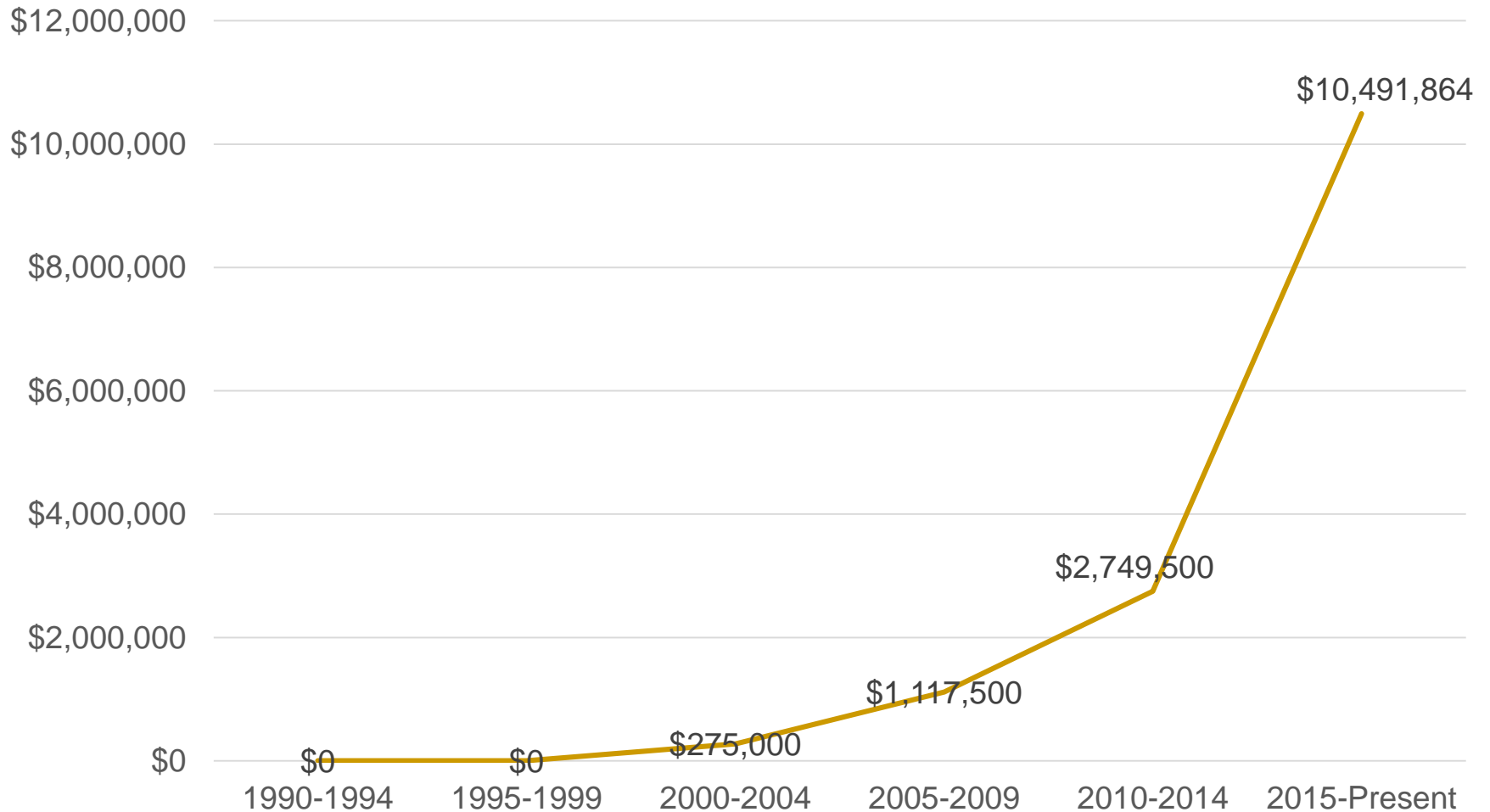
- A suspension or limiting of the institution's Title IV funding
- The institution's name will be provided to Congress by the Secretary of ED
- ED can issue civil fines for each violation
- Final Review Determination Reports are public records (<https://studentaid.ed.gov/sa/about/data-center/school/clery-act-reports#>)
- The institution will receive negative media attention

Civil Monetary Penalties (Fines)



Effective Date	Fine Amount
October 17, 1986	\$25,000
November 18, 2002	\$27,500
October 2, 2012	\$35,000
August 1, 2016	\$53,907
April 20, 2017	\$54,789
January 15, 2018	\$55,907
February 1, 2019	\$57,317

Clery/DFSCA Proposed Fines 1990-2018 FPRD (as of September 25, 2019)



Fines for Crime Log Violations



FPRD Year	Institution	Date Fined	Fine Amount
2018	Green River College	9/26/2018	\$ 35,000
2017	Occidental College	9/27/2017	\$ 20,000
2016	University of Jamestown	9/27/2017	\$ 35,000
2015	Felician College	9/27/2017	\$ 15,000
2014	Mid-Atlantic Christian University	11/14/2014	\$ 15,000
2014	Sterling College	11/7/2014	\$ 27,500
2011	Lincoln University	10/25/2013	\$ 27,500
2012	Dominican College of Blauvelt	4/9/2013	\$ 27,500
2010	Liberty University	4/3/2013	\$ 27,500
2010	Wesley College	3/23/2012	\$ 5,000
2011	University of Vermont	3/9/2012	\$ 27,500

Daily Crime Log Requirement



- Any institution, regardless of whether it's public or private, that has a campus police or security department, **must** create, maintain, and make available a Daily Crime Log.
- It doesn't matter if your security staff is paid by your institution or by a contractor, or if you have one security officer or a police department. Any of these arrangements put your institution in the category of "having a security department."

Purpose of Crime Log



- The purpose of the Daily Crime Log is to record **criminal incidents**, and **alleged criminal incidents**, that are reported to or identified by the campus police or security department.
 - For example, if the institution writes a citation for a criminal violation of the law and that is the only documentation of the incident, that information is required to be included in the Daily Crime Log.
- The Daily Crime Log is not intended to be a general, catch-all incident log.

Traffic Violations and the Crime Log



- The purpose of the daily crime log is for recording alleged **criminal** incidents that are reported to the campus police or security department. Specific traffic violations to include, should they be reported, are:
 - ❑ driving under the influence,
 - ❑ driving while intoxicated,
 - ❑ hit and run (of a person), and
 - ❑ vehicular manslaughter.

- Violations not considered to be “crimes” (i.e., citations for moving violations) are not required to be recorded.

How the Crime Log Differs from Other Campus Safety and Security Disclosures



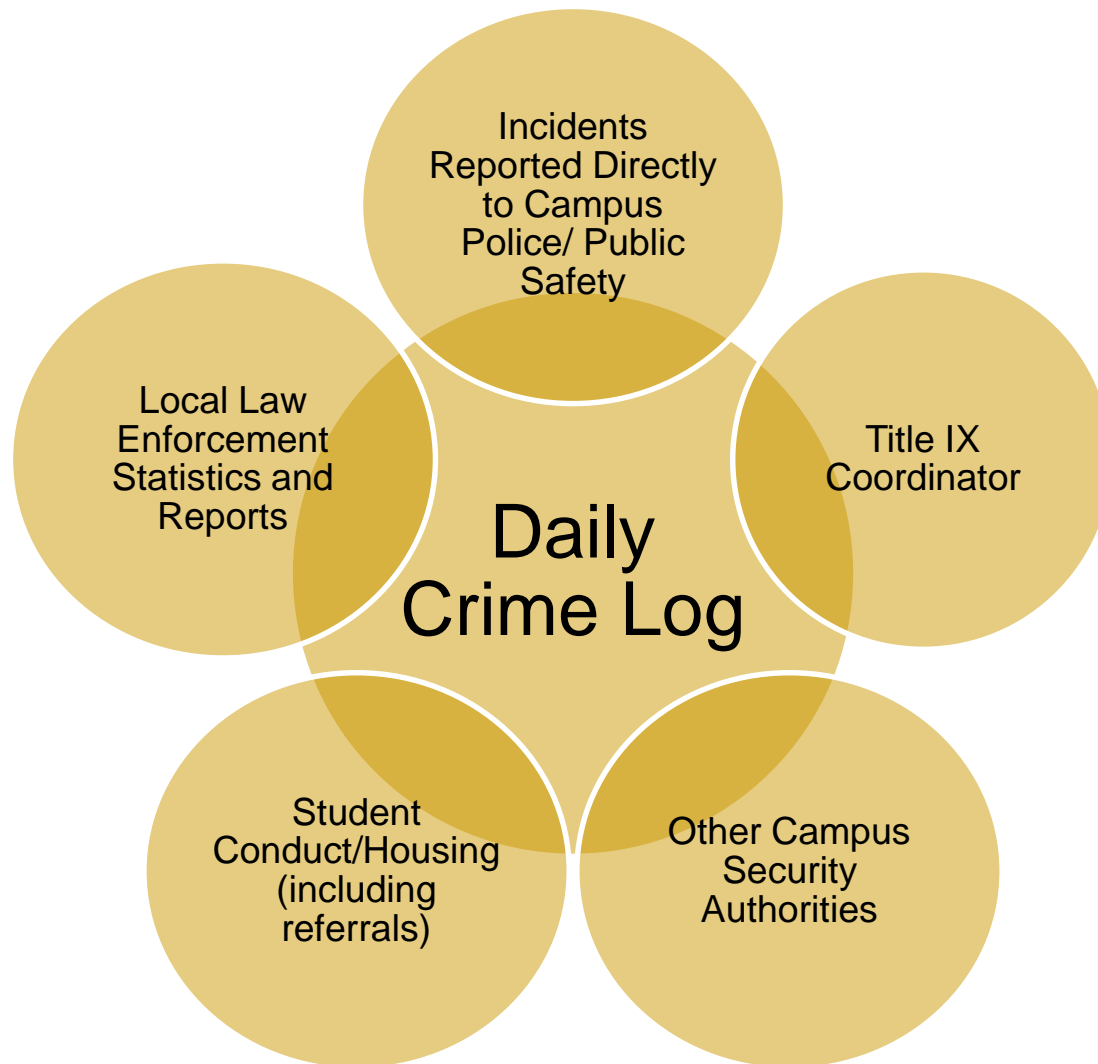
- Crime log entries include all crimes reported to the campus police or security department for the required geographic locations, not just *Clery Act* crimes.
- The crime log discloses specific information about criminal incidents, not crime statistics.
- The log has a more specific location focus than the statistical disclosures.
 - For example, the location might be recorded as the name of the building rather than “on campus.”

How the Crime Log Differs from Other Campus Safety and Security Disclosures



- The log is designed to disclose crime information on a more timely basis than the annual statistical disclosures.
 - A crime is entered into the log within 2 days of being reported to the campus police or security department.

Sources of DCL Entries



Daily Crime Log: PSU Audit



- Clery Act crimes reported to non-police CSAs must be promptly reported to campus police/public safety for inclusion in the crime log.
 - *...we note that Penn State's interpretation would create a perverse incentive for institutions to steer students and others to report crimes to officials outside the campus police department to avoid having to list those crimes in the log. It would also mean that the crime log would be unreliable and irreconcilable with the institution's publicly-available crime statistics. Such an approach is inconsistent with the purpose and proper administration of the Clery Act. (2016 FPRD, p.26).*

How the Crime Log Differs From Other Campus Safety and Security Disclosures



- The UCR Hierarchy Rule does not apply to the crime log.
 - If multiple criminal offenses are committed during a single incident, all of the offenses must be recorded in the log.

Geographic Areas Covered by the Daily Crime Log



On Campus Buildings and Property

Noncampus Buildings and Property

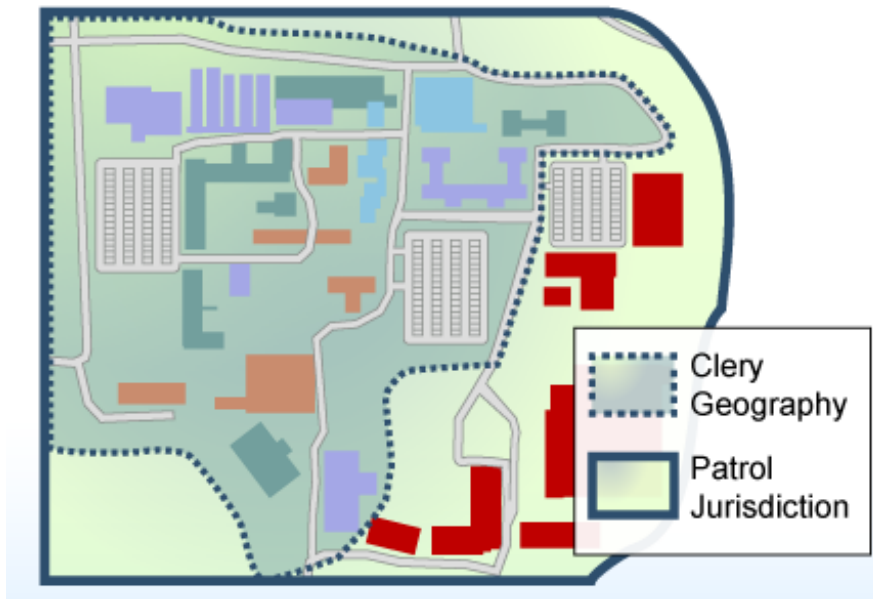
Public Property

Official Expanded Patrol Jurisdiction

Clarifying “Patrol Jurisdiction”



- Essentially, the “patrol jurisdiction” (also referred to as a “patrol zone”) is any property that does not meet any of the Clery annual security report geographic area definitions, but which is regularly provided with police or security patrol services by the campus agency – typically pursuant to a formal agreement with the local police jurisdiction, a local civic association, or other duly constituted public entity.



Crime Log General Reporting Requirements



- The crime log must contain all reported crimes
 - (NOTE: you can exclude “off campus” crimes reported to campus police/public safety)

- The crime must be placed into the Daily Crime Log within 2 business days after the crime has been reported to Police/Public Safety/Security

Required Crime Log Elements



Nature of the Crime

General Location

Date/Time Occurred

Disposition

Date Reported

Crime Log Sample



Figure 6. Sample Daily Crime Log With Required Elements

Daily Crime Log Calendar Year 2015

Nature (classification)	Case Number	Date/Time Reported	Date/Time Occurred	General Location	Disposition
Larceny	2015-0003	01/20/15 1505hrs	01/10/15 0800hrs	Admin. Building	Closed 05/24/15
Vandalism	2015-00010	01/27/15 1231hrs	01/17 - 01/22/15	Jacobson Hall	Closed 05/24/15
Vandalism	2015-00035	04/12/15 1937hrs	04/12/15 1930hrs	Lester Hall	Open
Liquor Law Violation	2015-0040	04/23/15 0300hrs	04/23/15 0300hrs	South Parking Lot	Judicial Referral
Simple Assault – Dating Violence	2015-0042	05/01/15 1735hrs	05/01/15 1735hrs	Smith Student Union	Closed 07/23/15

The Nature of the Crime



- The use of UCR Definitions is not required
- You are permitted to use your State crime categories
 - Use definitions that can be understood by a lay person
 - Use an easy-to-understand text definition as opposed to using a code, “agency assist,” or initials for the crime.
 - “Theft/Larceny” or “Burglary”
 - Don’t use State penal codes or citation numbers

Updating the Nature of the Crime



- If a crime is reported and entered into the crime log but the resulting investigation shows that the initial description was inaccurate, you should update the description.
- Do not list the initially recorded crime as unfounded due to misclassification, or delete an entry once it has been made. Update the nature of the crime instead.

General Location



- Use a description that will mean something to the campus community, such as a dorm or building name.
- Do not enter the location as “in a dormitory.”
- You may also use landmarks in describing a location.

Time Periods



- Date/Time Offense Occurred
- Date Offense Reported
- Note: If the exact date and time of the crime are not known, a range can be used.

Record the crimes in order received

Local Law Enforcement Reports



- Crime reports received from local law enforcement agencies (for example, in response to your request for annual statistics) that cannot be matched to other crimes already entered in the crime log should be entered into the log by the date your campus police or security department received the report from the local law enforcement agency.

Disposition of the Complaint



- Examples of dispositions in the ED Handbook:
 - Pending
 - Judicial referral
 - Criminal arrest
- You are permitted to develop dispositions that work for your institution.
- Best Practice—define possible dispositions used in crime log...

Maintaining the Log



- You must record entries within 2 business days of report to police/security
- You must update entries for 60 days after the incident was reported

Withholding Information



- You may temporarily withhold information **only if** there is clear and convincing evidence that the release would:
 - ❑ Jeopardize an ongoing investigation
 - ❑ Jeopardize the safety of an individual
 - ❑ Cause a suspect to flee or evade detection
 - ❑ Result in the destruction of evidence

- NOTE: Your institution may withhold only that information that could cause an adverse effect, and you must disclose such information once the adverse effect is no longer likely to occur. Document the rationale for withholding information

Maintaining the Log



- Some exceptions in maintaining the log are:
 - If the disclosure is prohibited by law; or
 - If the disclosure would jeopardize the confidentiality of the victim.

Archive the Crime Log for a minimum of 7 years

Making the Log Available



- Make a hard copy available, even if you have it available on your website.
- Make it available on-site at each campus where you have Police or Security (including contract security).
- The most recent 60 days must be available immediately, free of charge.
- It must be available during normal business days/hours.
- For entries older than 60 days, the log must be made a available within 2 business days of a request.

Publicizing Availability



- Let students and employees know that the log is available, what it contains and where it is.

- You may post a notice
 - on your website,
 - in your security or police headquarters,
 - in your student and employee handbooks or
 - anywhere else it's likely to be seen.

University of Saint Thomas (2017)



Recommendation/Best Practice:

The Department does not require the specific publication of the crime and fire log information within the ASR; however, it is a recommended best practice to provide the location and availability of this important information for the students, employees, and others interested in the campus safety and security environment. The available information is another tool for students and employees to be actively aware of recent criminal activity with UPD's patrol zone.

Final Thoughts on Crime Logs



- Daily Crime Log WILL NOT always match your annual crime statistics.
- Develop a system to update the log within 2 business days of a crime/ being reported, as required.
- Ensure the log has complete, accurate entries and contain all required components.

DSA Clery Classes and Trainings



The D. Stafford & Associates Clery Act Compliance Training Academy

- October 14-18, 2019: University of Colorado Anschutz Medical Campus in Denver, CO
- January 6-10, 2020: Arizona State University in Scottsdale, AZ
- March 16-20, 2020: Tulane University in New Orleans, LA
- May 18-22, 2020: Villanova University in Villanova, PA (Outside Philadelphia)
- June 1-5, 2020: University of Washington in Seattle, WA
- August 10-14, 2020: Oakton Community College in Des Plaines, IL (Outside Chicago)
- October 12-16, 2020: Vanderbilt University in Nashville, TN

Campus Security Authority & Title IX Online Training Program

- Online training program for CSAs and Responsible Employees
 - Each person can take any combination of the 12 available classes

For more information: www.dstaffordandassociates.com

NEW DSA Advanced Clery Act Training Academy: Practical Application



The ADVANCED Clery Act Compliance Training Academy is a 3 ½ day training program that provides an opportunity for attendees to build upon the foundation provided in the D. Stafford & Associates Clery Act Compliance Training Academy through a combination of instruction, discussion, and group-based learning activities that explore how to practically apply relevant laws and ED guidance to some of the most vexing issues facing practitioners. This experience is designed to be interactive, with attendees participating in group analysis and exercises throughout the 3 ½ days. Participants will be able to assess their ability to competently apply the law to specific scenarios and problems while evaluating pertinent operating procedures and practices that relate to complying with the Clery Act.

UPCOMING CLASSES

- October 28-31, 2019: Saint Louis University, MO, Monastero Banquet Center
- December 2-5, 2019: Villanova University, PA, Garey Hall
- February 10-13, 2020: University of Texas at Arlington in Arlington, TX
- April 14-17, 2020: Suffolk University in Boston, MA
- September 8-11, 2020: Maryville University in St. Louis, MO
- November 3-6, 2020: Cairn University in Langhorne, PA (Outside Philadelphia)

For more information: www.dstaffordandassociates.com

2019 2-DAY NACCOP CLASSES



The Foundations of the Clery Act

In 2018, NACCOP launched a new 2-day regional Clery classes in numerous locations around the country. These classes continue into 2019. These classes are perfect for people who don't need the Academy experience (to learn all of the rules and all of the exceptions to every rule). These classes are also a perfect opportunity for campuses that are within driving distance to send their supervisory and command staff members to training that will provide them with a good foundation of knowledge in the Clery Act. Register online at www.naccop.org

- ~~February 12-13 St. Thomas University – Miami Gardens, FL~~
- ~~March 27-28 Rutgers University Police Department – New Brunswick, NJ~~
- ~~April 1-2 University of Hartford – West Hartford, CT~~
- ~~May 1-2 Teachers College, Columbia University – New York City, NY~~
- ~~June 5-6 Montana State University Police – Bozeman, MT~~
- ~~September 9-10 Oklahoma City Community College Police Department – Oklahoma City, OK~~
- ~~October 1-2 Rochester Institute of Technology – Rochester, NY~~
- **November 13-14 Texas A&M University – Central Texas, Killeen, TX**
- **December 4-5 Auburn University at Montgomery – Montgomery, AL**

7th ANNUAL NACCOP CONFERENCE



Baltimore, MD

Conference – July 22-24, 2020

Pre-Conferences – July 21, 2020

- **Pre-Con #1 for CCOs**—Constructing a Clery Compliant Annual Security and Fire Safety Report (ASFSR) (All-day: 8:30am-5:00pm)
- **Pre-Con #2 for CCOs**—Applying the Rules to Accurately Classify and Count Clery Crimes (8:30 am-12:00 pm)
- **Pre-Con #3 for Clery Compliance and DFSCA Officers**—The Fundamentals of Complying with the Drug-Free Schools and Communities Act [DFSCA] (8:30 am-12:00 pm)
- **Pre-Con #4 for Clery Compliance Officers**—Developing a Systematic Approach to Clery, HEOA, and DFSCAR Records Retention (1:30 pm-4:30 pm)
- **Pre-Con #5 for All Attendees**—An Inside View of Conducting a Clery Compliance Review by the U.S. Department of Education and by Independent Auditors (James Moore)
- **Pre-Con #6 for NEW Clery Compliance Officers and NEW Title IX Coordinators**—Clery Act and Title IX 101 (1:30 pm-4:30 pm)

Early Registration (Discounted Pricing) Ends December 31st

Register at www.naccop.org

NACCOP Clery Compliance Officer Certification Program



- For more information on the program, including program requirements, costs and application instructions, visit: <http://www.naccop.org/cco-certification>