

Required Crime Log Elements

The sample log above is meant to be illustrative, not prescriptive. The law requires you to have a written log that can be easily understood. It also mandates specific categories of information that you must include. If you omit a category, your institution is not in compliance with the crime log requirement. The daily crime log is not intended to be a general, catch-all incident log. You may include other data elements or columns in your crime log in keeping with internal campus security record-keeping procedures, but such additional information is not required by the *Clery Act*. For example, the sample log includes a column for case numbers, which aids in recording and tracking a crime report.

The Date the Crime Was Reported

Enter a crime into the log by the date it was reported to the campus police or security department. A reported crime must be logged *regardless of how much time has passed* since it occurred.

The Date and Time the Crime Occurred

Enter the date and the time that the crime occurred. If the exact date and time are not known, use a range or indicate that it is unknown. You may use either military time as shown in the sample log, or standard time.

The Nature of the Crime

Enter a description of the reported criminal incident. This can be a brief description such as “simple assault,” or a more detailed description such as “simple assault— non-student victim involved in domestic encounter with student offender.” Use an easy-to-understand text definition as opposed to using a code, “agency assist” or initials for the crime. You can use state crime classifications (i.e., non-*UCR* classifications) for the crime log.

The General Location of the Crime

Record any crime that occurs on your Clery geography: on campus, in or on noncampus buildings or property, on public property or within the patrol jurisdiction of your campus police or security department. Enter the general location of the crime using a description that will mean something to the campus community, such as North Campus Hall rather than “in a dormitory.” However, do not use a location that will lead to the identification of the victim such as Room 407, North Campus Hall. You may also use landmarks in describing a location.

The Disposition of the Complaint, if Known

Include the current status of each complaint in the log, if known; for example, “pending,” “judicial referral” or “criminal arrest.” Do not delete an entry once it’s been made; update the disposition instead.