Purpose
To provide the Indiana University Police Department (IUPD) with guidance on creating, maintaining, and making available the daily crime log.

General Order
In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), the IUPD will maintain a written, easily understood daily crime log, that records, by the date the crime was reported, any crime that was reported to the IUPD that occurred within Clery geography or within the patrol jurisdiction of the IUPD.

Definitions
Clery geography – Certain geographic areas specified in the Clery Act meeting the definitions of on campus, on campus residential, non-campus and public property found in G1.1.2 Jurisdiction and Service Boundaries.

Patrol jurisdiction – Any property that does not meet the definition of Clery geography but which is regularly provided with police or security patrol services by the IUPD.

Required Crime Log Elements
The IUPD will maintain a daily crime log for each campus as required under the Clery Act. All crimes reported to the IUPD that occurred in Clery geography or within the patrol jurisdiction of the IUPD will be included in the daily crime log. This includes all crimes reported directly to the IUPD, as well as crimes initially reported to another Campus Security Authority (CSA) or to local law enforcement that subsequently report the incident to the IUPD.

Each entry in the daily crime log will contain the following information (16.3.3 a; 16.3.3 b):

- Nature of the reported criminal incident
- Date and time of when the reported criminal incident occurred
- General location of where each reported criminal incident occurred
- Date reported
- Disposition of each reported criminal incident

Information may be withheld from the daily crime log only if the disclosure is prohibited by law or would jeopardize the confidentiality of the victim. The location used in the daily crime log will be consistent with the location used in a crime notice or public safety advisory, if one was issued. The determination on whether to use a general or specific location will be made based on the totality of the circumstances to protect the identity of the victim.
The IUPD may temporarily withhold information from the daily crime log only if there is clear and convincing evidence that the release of information 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.

All temporarily withheld items must be disclosed once the circumstances for withholding no longer exist. If any information is withheld from the daily crime log, the specific justification will be thoroughly documented.

**Maintaining the Crime Log**

The daily crime log will have the most recent sixty (60) days of information. Entries will be listed by the date the crime was reported to the IUPD and sorted by date reported with the most recent report at the top of the daily crime log.

An entry, addition to an entry, or change in disposition of a complaint will be recorded within two (2) business days of the IUPD receiving the information.

If an IUPD division does not have any crimes to report for the prior sixty (60) day period, a daily crime log will still be published indicating that there are no crimes to report. Daily crime logs will be published Monday through Friday excluding campus holidays.
Making the Crime Log Available
The daily crime log for the most recent sixty (60) day period will be immediately available in paper form for inspection, free of charge, upon request from any member of the public during normal business hours. Each IUPD division will also post the current daily crime log on the IUPD website.

Daily crime logs will be archived for seven (7) years in accordance with the records retention requirements of the Clery Act. Any requests for daily crime logs older than sixty (60) days will be made available within two (2) business days of the request.

Related Information
Indiana University Police Department
• G1.1.2 Jurisdiction and Service Boundaries

US Department of Education