

**PROCEDURE FOR MAINTAINING A DAILY CRIME AND FIRE LOG**

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**Procedure Introduction**

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The purpose of this procedures document is to establish and document a process by which The University of Southern California (the "University") prepares and maintains its Daily Crime and Fire Log or Daily Crime Log, as appropriate, in compliance with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 U.S.C. § 1092(f)) ("Clery Act") and its implementing regulations, the Higher Education Opportunity Act (Public Law 110-315, 20 U.S.C. § 1001, *et seq.*) (the "HEOA") and its implementing regulations.

It is the policy of the university to comply with the requirements of the Clery Act and the HEOA that campuses which maintain a campus police or campus security department keep a written, easily understandable, Daily Crime and Fire Log, and those campuses which also maintain on-campus student housing keep a written, easily understandable, Daily Activity and Fire Log (the Daily Crime and Fire Log and the Daily Activity and Fire Log are collectively referred to as the "Daily Crime and Fire Log").

**Responsibilities**

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| POSITION or OFFICE   | RESPONSIBILITIES   |
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| Department of Public Safety<br>(DPS) Capt. Bill Webster            | <ol style="list-style-type: none"><li>1. Maintain a Daily Crime and Fire Log</li><li>2. Include all crimes reported to DPS in accordance with the regulations</li><li>3. Include all offenses in multi-offense incidents (the UCR hierarchy rule does not apply to the daily crime log)</li><li>4. Include all required elements in accordance with the regulations</li><li>5. Make the log available to the public upon request in accordance with the regulations.</li></ol> |
| Health Sciences Campus (HSC)<br>Security Charles Halloway          | <ol style="list-style-type: none"><li>1. Forward all reports of alleged crimes and fires reported to HSC Security to DPS to be included in the Daily Crime and Fire Log</li></ol>  |
| Senior VP of Administration<br>David Wright or his/her<br>designee | <ol style="list-style-type: none"><li>1. Review and approve each log</li></ol>   |

**Procedure Details**

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| Action # | Responsible<br>Stakeholder | Details |
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| 1.0 | DPS Records Manager Dan Wallace   | Prepare a Daily Crime and Fire Log in accordance with the regulations, which shall include a report of each incident of alleged crimes reported to DPS  |
| 2.0 | DPS Crime Analyst Wyman Thomas and Special Projects Manager Nathaly Fernandez | Review CAD events and Case Management to ensure that all reported crimes are correctly classified in accordance with FBI Summary Uniform Crime Reporting, State law, and local ordinances and are included on the daily log within 2 business days of when they were reported to DPS  |
| 3.0 | DPS Records Manager Dan Wallace   | For each incident, the Daily Crime and Fire Log shall set forth:<br>(1) the date the incident was reported<br>(2) the nature (include all offenses in multiple offense incidents)<br>(3) date, time and general location of the incident<br>(4) the disposition of the complaint, if known<br>DPS Records staff shall work with the reporting officer as necessary to ensure the accuracy of this information within the Automated Records Management System (ARMS) and shall have the authority to make minor changes to incident dates, times, and locations if supported within the incident report and to reject incidents to the reporting officer to make additional corrections as needed. Entries to the Daily Log shall be made within two business days following the report to DPS. Entries will not be deleted once made; entries can be updated. |
|     | DPS Records Manager Dan Wallace   | Include in the Daily Crime and Fire Log all Fires reported to the University that occurred at an On-Campus Student Housing facility. For each incident, the Daily Crime and Fire Log shall set forth:<br>(1) the date the Fire was reported<br>(2) the nature of the Fire<br>(3) date, time, and general location of the Fire<br>DPS Records staff shall work to ensure the accuracy of this information. Entries or additions to entries shall be made within two business days following the report to the University. Entries will not be deleted once made; entries can be updated.   |
| 5.0 | DPS Investigations Unit   | Responsible for updating the disposition of an incident for which additional information becomes available and shall do so within two business days upon the receipt of such information. Disposition information shall be updated on the Daily Crime and Fire Log for each incident, as needed, for sixty (60) days following the date the incident was reported to DPS.   |
| 6.0 | DPS Records/ Senior VP of Administration or his/her designee                  | Upon completion of this process, the DPS Records Unit shall provide a copy of the Daily Crime and Fire Log to the Senior Vice President of Administration or his/her designee, if applicable, for review and approval.  |
| 7.0 | DPS Records Manager Dan Wallace   | Following approval, the Daily Crime and Fire Log shall be made available to the public via the University's website where it will be maintained for 60 days from the date of the log  |

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| 8.0 | DPS Records<br>Manager Dan<br>Wallace | The Daily Crime and Fire log for the most recent 60-day period will be open to public inspection, free of charge, upon request, during normal business hours. Any portion of the log that is older than 60 days will be made available for public inspection within two business days of a request. |
| 9.0 | DPS Records<br>Manager Dan<br>Wallace | Daily Crime and Fire Logs shall be maintained for not less than seven (7) years.  |

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## Definitions

| Term                      | Definition   |
|---------------------------|--|
| Fire                      | includes any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.  |
| On Campus Student Housing | is defined as a student housing facility that is owned or controlled by the institution or is located on property that is owned or controlled by the institution and is reasonably contiguous to the campus. |
| Business Day              | is defined as days of regular operation for the DPS-Records Unit, which constitutes Monday through Friday 8:30 AM to 5:00 PM but excludes University holidays and campus closures.                           |
| General Location          | is defined as the building name for on campus properties and general block addresses for Non-campus, Public Property and off-campus properties that are within the DPS patrol jurisdiction.                  |

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## Compliance

The Daily Crime and Fire Log and these procedures are subject to monitoring and audit by the University's Clery Compliance Office.

The official in charge of DPS or their designee may temporarily exclude from the Daily Activity Log information related to criminal incidents when there is clear and convincing evidence that the release of such information would: (a) jeopardize an ongoing criminal investigation or the safety of an individual; (b) cause a suspect to flee or evade detection; or (c) result in the destruction of evidence. The official in charge of DPS or their designee will disclose the withheld information in the Daily Activity Log when the adverse effect of publication is no longer likely to occur.

### Relevant Forms and Tools

<https://dps.usc.edu/alerts/log/>

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## Contacts

Please direct any questions regarding this procedure to:

| OFFICE                  | PHONE              | EMAIL                |
|-------------------------|--------------------|----------------------|
| DPS                     | UPC - 213-740-5524 | dwallace@dps.usc.edu |
| Clery Compliance Office | 213-764-4797       | Cleryact@usc.edu     |

| PROCEDURE GOVERNANCE         |   |
|------------------------------|---|
| Corresponding Policy Number: | 10786719  |
| Procedure Owner:             | Chief Department of Public Safety   |
| Responsible Office:          | Department of Public Safety (DPS)   |
| Procedure URL:               | <a href="https://policy.usc.edu/clery-policy/">https://policy.usc.edu/clery-policy/</a> |
| Supplemental Documents:      | N/A   |