NC State University Police Department

Policy and Procedure

614 – Daily Crime Log/Clery Act Reporting
Approved: March 31, 2026
Replaces Policy 614 Dated: 04/09/25
*All revisions are in **BOLD** print.*

PURPOSE: To establish administrative procedures for preparation and dissemination of the daily and fire crime log.

POLICY: It is the policy of this department to comply with the mandates of the Clery Act. This includes the publishing of a daily crime and fire log to provide information to the University population concerning crime, fire, and other significant events, which occurred within the jurisdiction of the University Police during the previous 24 hours and annual reporting of data to the United States Department of Education.

DEFINITIONS:

Daily Crime and Fire Log - Per the Clery Act, a daily crime and fire log is a record of alleged criminal incidents that are reported to the University Police to include specific traffic violations such as DWI, hit and run collisions, and vehicular manslaughter.

PROCEDURES:

A. Responsibility

1. The Director of Clery Compliance is responsible for reporting crime data in compliance with and pursuant to the Clery Act and meeting other operational and reporting requirements as stipulated by the United States Department of Education.
2. Wolf Alerts to the University community about crimes that are a threat to students and employees will be provided pursuant to the Wolf Alert guidelines and procedures established in General Orders 603 & 911.
3. The Director of Clery Compliance is the primary person responsible for inputting information from the Daily Activity Report (DAR) into the daily crime and fire log. The back-up person will be the Administrative Services Major. Specified content of the DAR can be found in General Order 610.
4. The Patrol or CID Supervisor or their designee will advise the Director of Clery Compliance of any change in case/call disposition status so that such information may be reflected in the log (see paragraph B.7. below). The CID Supervisor or their designee will ensure victims of sexual assaults and other serious crimes are informed of established victim rights. These are explained in detail in General Order 511 and 404.

B. Required Information

1. Report Number (not required by Clery Act) - This is the CAD event number used for tracking purposes.
2. Incident - This is the nature of the reported crime or fire incident. It should be in plain language or well recognized abbreviations (example, DWI and DWLR).
3. Date/Time Incident Reported - This is self-explanatory.
4. Date/Time Occurred - Again, self-explanatory. This section is completed for crimes only. If the exact time is unknown, a range may be used.
5. Location - This is the general location of the incident. Use descriptions that are known to the University community such as dorm or building names, or landmarks (i.e. Williams Hall, Lee Hall, Bell Tower, Doak Field).
6. Narrative - This is a generic description of the incident without names. People should be identified as students, non-students, or staff, and by sex when appropriate.

7. Disposition - This section is completed for crimes only. List the current status of each crime, if known. Changes in disposition must be listed within two business days of notification of such changes.

C. Withholding Information

1. The Chief of Police or their designee may decide to temporarily withhold information in some cases when there is clear and convincing evidence that the release of the information would:

   a. Jeopardize an ongoing investigation;

   b. Jeopardize the safety of an individual;

   c. Cause a suspect to flee or evade detection; or

   d. Result in the destruction of evidence.

2. Once the adverse effect is no longer likely to occur, the information must be published in the log.

D. Publication, Release and Retention

1. The daily crime and fire log will be published on the department's website within two (2) business days.

2. Logs will be available on the website for sixty (60) days from the date posted. Any portion of a log older than 60 days must be made available within two (2) business days of a request for public inspection.

3. Per the Clery Act all logs will be maintained for three (3) years following the publication of the last annual security report to which they apply (in effect seven years).

APPROVED:

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