

## TRINITY INTERNATIONAL UNIVERSITY

**TIU POLICY:** Daily Crime and Fire Log Policy

**TIU POLICY #:** P-724

**STATUS:** Approved, September 2013  
Updated, June 2015

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### **I. PURPOSE:**

The purpose of this policy is to clarify procedures for reporting and posting the Daily Crime and Fire Log on the Trinity International University (University) website for public review.

### **II. SCOPE:**

This policy applies to designated personnel from the areas of Safety and Campus Services and Residence Life of the University.

### **III. POLICY:**

Designated personnel from Safety and Campus Services and Residence Life will record all fire and reported criminal incidents regardless of how much time has passed since the alleged incident occurred. Crimes are recorded by the date they are reported. Crime log entries include *all* crimes (not just *Clery Act* crimes) and will be reported to Safety and Campus Services and/or Residence Life for the required geographic locations.

All crime log entries must include:

- The nature of the crime,
- The date and time the crime occurred,
- The general location of the crime, and
- The disposition of the complaint, if known.

In addition to an entry or a change in the disposition of a complaint, an entry must be recorded within two business days of the reporting of crime information to Safety and Campus Services or Residence Life.

The only exceptions to this rule are if the disclosure:

- Is prohibited by law, or
- Would jeopardize the confidentiality of the victim.

In addition to an entry or a change in the disposition of a complaint, an entry must be recorded within two business days of the reporting of a fire. Fire log entries for each fire must include:

- The date the fire was reported,
- The nature of the fire,
- The date and time of the fire, and
- The general location of the fire.