Security Crime Log Policy

POLICY:	Security Crime Log		
POLICY NUMBER:	440.03.01	**CUSTODIAN:**	Special Projects Director
APV'D DATE:	5/01/2017		
EFFECTIVE DATE:	5/01/2017	**REVIEW DATE:**	July 2021
REFERENCES:	The *Clery Act*, 34 CFR 668.46 Violence Against Women Reauthorization Act (PL 113-14) Higher Education Act of 1965 Crime Awareness and Campus Security Act (Title II of PL 101-542) US Department of Education Handbook for Campus Safety and Security Health and Safety Policy – Cross reference Security Reporting Policy – Cross reference Student Handbook – Cross reference Employee Handbook – Cross reference		

Part 1. Policy Background and Purpose

As required by the Clery Act and the Higher Education Opportunity Act, White Earth Tribal and Community College (WETCC) shall maintain a Crime Log

Part 2. Definitions

Crime Log is a report of incidents or crimes (whether perceived or real) happening within our campus boundaries.

Annual Crime Log is a summary report published annually by the Security Officer.

Part 3. Responsibility

Safety is the responsibility of everyone on the WETCC campus. Reports of any safety concern should be addressed to any staff or faculty member who is responsible to report the issue to the Security Officer or a member of the WETCC Cabinet.

It is the responsibility of the Security Officer to maintain proper documentation on incidents and to maintain the Daily Crime Log.

In addition to the Crime Log, the Security Officer is responsible for maintaining and publishing the Annual Crime Log in accordance with the Clery Act.

Part 4. Policy

Subpart A. Format
The Security Officer shall make an entry into the Crime Log for all incidents reported within two days of receiving the report.

The minimum required information is:

- Date the crime was reported
- Date and time the crime occurred
- Nature of the crime
- Location the crime occurred
- Disposition of the complaint
- Initials of the person making the log entry

Subpart B. Public Information

Information on how and where to obtain the log will be posted on our WETCC website.

The Annual Crime Log shall be prepared annually by the Security Officer and shall be posted for the public by February 1, of each year for the previous calendar year.

The Annual Crime Log shall be made available to any member of the public upon request.