



Policy Contents

- Policy Statement
- Reason for Policy
- Responsibilities
- History
- Procedures
- Definitions
- Related Information
- Appendices

Effective Date: January 1, 2013

Last Update: June 29, 2015

Responsible Officer: Jennifer Gale

Enter officer title: Vice President of Student Life

Policy Owner: Student Life Office

Policy Contact: Student Life

Enter contact name(s): Jennifer Gale

POLICY STATEMENT

The Security Office, in cooperation with the Student Life Office, maintains a daily, electronic crime log reflecting complaints and crimes which have occurred at, or adjacent to, the main campus in Phoenixville, PA. The log records, by the date a crime was reported, any crime reported to security, or to the Student Life Office, that occurred on campus, in or on a non-campus building or property, on public property, or within the patrol jurisdiction of campus security. The log includes the nature, date, time, and general location of each crime, and the disposition of the complaint if known.

An entry to the log, or an addition to an entry, is made within two business days of the report of the information to security or the Student Life Office, unless the disclosure is prohibited by law or would jeopardize the confidentiality of the victim. Information may be withheld if there is clear and convincing evidence that the release of the information would jeopardize an ongoing criminal investigation or the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence.

Once the adverse effect is no longer likely to occur, the information is disclosed.

The crime log for the most recent 60 days is available for public inspection during normal business hours. Portions of the log older than 60 days will be available for public inspection within two business days of a request.

REASON FOR POLICY

The Crime Log Policy makes information about crimes or complaints of possible crimes that occurred on campus or on public property adjacent to campus available to all members of the University, to residents of the surrounding community, and to prospective students and their parents. This information may be helpful when comparing crime statistics among colleges.

UVF participates in Title IV HEA Student Financial Aid Programs based on HEOA Sec.

488(e)(1)(B)-(D) amended HEA Sec. 485(f) (20 U.S.C. 1092(f)):

- revised HEA Sec.485(f)(1)(C)

- revised HEA Sec. 485(f)(1)(F)
- added HEA Sec. 485(f)(1)(J)

HEOA amendments effective August 14, 2008

34 CFR 668.41(a), 34 CFR 668.41(e), 34 CFR 668.46, 34 CFR Part 668 Subpart D, appendix A.

October 29, 2009 FR (revised 34 CFR 668.41(a), 34 CFR 668.41(e),
34 CFR 668.46, 34 CFR Part 668 Subpart D, appendix A)

RESPONSIBILITIES

The Vice President of Student Life is responsible for the Crime Log policy and for ensuring its compliance. The Security Office, in conjunction with the Student Life Office, maintains the Crime Log. The Student Life Office is responsible to report to Security, for inclusion in the Crime Log, complaints or crimes that are reported to and investigated by Student Life.

PROCEDURES

The Director of Security will maintain the daily Crime Log. Residence and Campus Directors will forward to the Security Office all complaints or crimes that are reported to and investigated by Student Life within one day of the complaint or report. The Security Office will follow up with the appropriate Director for the disposition of the case, if known. The Director of Security and the Vice President of Student Life will meet monthly to review the Crime Log. The Director of Security and the Vice President of Student Life will meet before July 1 of each year to review the Crime Log Policy and suggest changes to the policy or procedures, if necessary. Final institutional review will occur by July 15.

RELATED INFORMATION

THE HANDBOOK FOR CAMPUS SAFETY AND SECURITY REPORTING, CHAPTER 5, CONTAINS DETAILED INFORMATION ABOUT WHAT CRIMES SHOULD BE REPORTED IN THE CRIME LOG AND HOW. THE HANDBOOK MAY BE FOUND AT

[HTTP://WWW2.ED.GOV/ADMINS/LEAD/SAFETY/HANDBOOK.PDF](http://www2.ed.gov/admins/lead/safety/handbook.pdf)