Crime Log Instructions

Crime logs for the most recent 60 day period are available for public inspection during regular business hours. Requests for crime logs beyond the most recent 60 day period will be made available for inspection within two business days of a request.

Crime logs are updated every two business days except when the University is closed for holidays or breaks.

Crime log case numbers do not run sequentially. The Quinnipiac University Department of Public Safety (QUPS) assigns a case number for all reportable activities, both criminal and non-criminal. Only case numbers generated for criminal activity are listed in the crime log.

Crimes are listed by month in the order they are received.

Classification of crimes listed on the Crime Log is guided by Federal Uniformed Crime Reporting guidelines and by State of Connecticut crime classification guidelines. The Clery Act requires the crime log to include all crimes (actual and alleged, serious and lesser offenses) reported to the Department of Public Safety. Annual crime statistics, required to be reported in the Annual Security and Fire Report (ASFR) by the Clery Act, will differ from crime log statistics. AFSR annual statistics report the most serious crimes: Murder, Manslaughter by Negligence, Rape, Fondling, Statutory Rape, Incest, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, incidents of domestic violence, dating violence and stalking, and hate crimes involving larceny, simple assault, intimidation and vandalism.

The crime log lists crimes reported either directly to QUPS or reported indirectly to QUPS by the Office of Student Conduct, the Title IX Coordinator or other Campus Security Authorities (CSAs).

Incidents with a case number that start with the two-digit calendar year designation (such as 20-0000123) and are listed under the column “Case Number” reflect the QU Department of Public Safety (QUPS) case number.

Incidents listed under “Crimes Handled by Residential Life” are incidents that were reported directly to the Residential Life - Office of Student Affairs, not QUPS. The corresponding file numbers for the reports made to Residential Life/Student Affairs are Maxient file numbers. In these instances, the incident was reported directly to that office, therefore it is not always possible to provide information regarding the five areas typically covered in the Crime Log, (i.e. Nature/Classification, Date Reported, Date Occurred, Time, General Location, and Disposition). Because an official QUPS report was not filed, the disposition will be “Closed - Referred to Student Affairs.” These
incidents are reported to QUPS for statistical purposes and are posted to the Crime Log once the information is provided by Student Affairs.

Incidents with a case number that start with “CSA” involve information received from other University Administrators, Staff, and Students who are defined by federal law as “Campus Security Authorities” (CSAs). These administrators, staff and students typically share non-identifying information about a criminal incident that is disclosed by a victim who wishes to remain anonymous. In these instances, the crime was reported directly to that CSA and not to QUPS, therefore, it is not always possible to provide information regarding the five areas typically covered in the Crime Log (i.e. Nature/Classification, Date Reported, Date Occurred, Time, General Location, and Disposition). Because an official report was not filed, the disposition will be “Closed - No Further Action.” These incidents are reported to the QUPS for statistical gathering purposes and are posted to the Crime Log once the information is provided by the CSA to QUPS.

According to Federal Law, an institution may withhold any of the required fields of entry, i.e. the nature, date, time, location and/or disposition if any of the following conditions apply:

1. The disclosure is prohibited by law
2. If disclosure would jeopardize the confidentiality of the victim.
3. If disclosure would jeopardize an ongoing criminal investigation or the safety of an individual
4. If disclosure would cause a suspect to flee or evade detection
5. If disclosure would result in the destruction of evidence

**Crime Log Disposition Definitions (effective July 1, 2020)**
The following is an explanation of the terminology used to complete the Disposition section of the QUPS Crime Log:

**Open Case:** The case is currently being investigated by QUPS.

**Closed. No further action:** No further investigative action is required.

**Closed. No suspects or witnesses:** Case has no solvability.

**Closed. No identifiable suspect:** A description and/or video surveillance of the subject is available but positive identification of the subject has not been made.

**Closed. Referred to Student Affairs:** The case has been forwarded to the Office of Student Conduct Dean of Students Office. That office is responsible for reviewing the case and for determining whether or not the student(s) involved will be charged with a violation(s) of the Student Code of Conduct.
**Closed. Referred to Title IX Coordinator/Office:** The case has been forwarded to the Title IX Coordinator/Office. That coordinator/office is responsible for reviewing the case and for determining whether a Title IX Investigation is warranted and/or whether any other action will be taken to resolve the case.

**Closed. Referred to HPD:** The case is being investigated by the Hamden Police Department. An HPD case number will be noted if available and will be designated by the prefix HPD.

**Closed. Referred to NHPD:** The case is being investigated by the North Haven Police Department. An NHPD case number will be noted if available and will be designated by the prefix NHPD.

**Closed. Subject arrested:** The subject(s) has been arrested by either HPD or NHPD.

**Closed. Referred to Outside Agency:** The case is being investigated by a law enforcement agency other than HPD or North Haven PD. The specific agency will be identified in the disposition.

**Closed. Reclassified:** The original incident report classification has been changed to accurately reflect the appropriate classification, based on the results of the investigation.

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**FIRE LOG INSTRUCTIONS:**

Fire logs for the most recent 60 day period are available for public inspection during regular business hours. Requests for fire logs beyond the most recent 60 day period will be made available for inspection within two business days of a request.

Logs are updated every two business days except when the University is closed for holidays or breaks.

The Fire Log will document any fire that occurs in an on-campus student housing facility. The log will reflect the nature of the fire, the date and time the fire occurred, the date and time the fire was reported, the location of the fire and the QUPS case number.

**FIRE DEFINITION:** Any instance of open flame or burning in a place not intended to contain the burning or in an uncontrolled manner.