

UAF Police Crime Log Instructions

Crime log case numbers may not run sequentially. The UAF Police Department assigns a case number for all reportable activities, both criminal and non-criminal. Only case report numbers generated for **criminal activity** are listed with the general classification of the incident in the crime log.

Crimes are listed in chronological order based upon the date they are reported to the UAF Police Department. The most recent crimes are at the bottom of the list.

The crime log classification will not normally match the crime statistics, as the crime log is compiled using the Alaska Statutes and the crime statistics are required by law to be compiled using the definitions and standards proscribed by the Clery Act.

Hard copies of the Daily Crime Log are available for review at the front desk of the UAF Police Department at 1788 Yukon Drive during normal business hours.

Note: Incidents with a case number that start with “UF” involve UAF Police Department case report numbers.

Note: Incidents, with no case number entry or those with a non-UAF PD case number, involve information received from other non-police officials, who are defined by federal law as “campus security authorities” (CSA), such as the Center of Student Rights and Responsibilities (CSRR), or from other UAF departments or outside agencies.

Note: CSAs share non-identifying information with the UAF Police Department that is provided by the victim. In these incidents, the crime was reported directly to that CSA and not to UAF Police Department. In CSRR incidents, the incident was reported directly to that office and not to UAF Police Department.

Note: For any incident entry other than UAF Police case reports, it is not always possible to provide information regarding the five areas typically covered in the Crime Log (i.e., Nature of the Crime (Classification), Date Reported, Date Occurred, Time Occurred, Location, and Disposition). Because an official report was not filed in these incidents, the disposition will be “Closed-Referred to CSRR”, or a similar closed referral disposition, and will list the number of people associated with the report. These incidents are reported to the UAF Police Department for statistical purposes and are posted to the Crime Log as the information is received by the UAF Police Department.

All Daily Crime Log entries will be made within two business days of the report of the information unless the disclosure is prohibited by law or would jeopardize the confidentiality of the victim.

Additionally, and consistent with Federal law, any of the required fields that must appear on the Daily Crime Log (i.e., the nature, date, time, location, and/or disposition) may be temporarily withheld only when there is clear and convincing evidence that the release of the information would:

- jeopardize an ongoing criminal investigation;
- jeopardize the safety of an individual;
- cause a suspect to flee or evade detection; or
- result in the destruction of evidence.

Should such information be withheld, it will be promptly added to the log once the adverse effect is no longer present.

Crime Log Disposition Definitions

The following is an explanation of the terminology used to complete the Disposition section of the UAF Police Department Crime Log:

- **Open:** The case is currently being investigated by UAF Police Department.
- **Unfounded:** The case was investigated by sworn or commissioned law enforcement personnel and determined to be false or baseless. No offense occurred nor was attempted.
- **Closed. By investigation.** Closed due to lack of evidence, no new information, no identifiable suspect, or victim decided not to press charges or follow through with criminal process.
- **Closed. Referred to Department:** The case is referred to the appropriate University of Alaska department such as Human Resources, Title IX, CSSR. The case has been forwarded to the appropriate department for student conduct review, employee review, Title IX, or EEO review or investigation. The specific department will be identified in the disposition.
- **Closed. Referred to Outside Agency:** The case is being investigated by a law enforcement agency other than the UAF Police Department. The specific agency will be identified in the disposition.
- **Closed. Off campus agency assist:** Case occurred off campus and UAF Police Department provided assistance to the primary law enforcement agency.

- **Closed. Subject trespassed:** The subject(s) has been advised of a trespass from UAF, which restricts the subject from entering or accessing specified University property. Violation of a trespass may result in that person's arrest for Criminal Trespass.
- **Closed. Subject arrested:** The subject(s) has been arrested or issued a summons by UAF Police Department.
- **Closed. Reclassified to CRIME TYPE:** The original incident report classification has been changed to accurately reflect the appropriate classification, based on the results of the investigation.
- **Closed. No further action:** No further investigative action is required.