



TEXAS SOUTHERN UNIVERSITY
DEPARTMENT OF PUBLIC SAFETY
STANDARD OPERATING PROCEDURE



SUBJECT Statistical Crime Reporting		NO. OF PAGES 3
REFERENCE: UCR-Open Records Act-State Retention Act-DCB and Clery Act	EFFECTIVE DATE: January 1, 2009	REVIEW DATE: N/A
General Order 049	SPECIAL INSTRUCTIONS/SUPERSEDES N/A	ISSUING AUTH Chief of Police

PURPOSE: To establish policy and standards for the departmental compliance for the reporting of statistical criminal records data compiled, retained and disseminated by the department.

A. Definitions (and/or Identifiers):

1. "UCR" refers to the Uniform Crime Report: Provides summarized monthly report to the Texas Department of Public Safety, on eight "Part 1 Offenses" known to law enforcement and reports on persons arrested.
2. "DCB" refers to the Daily Crime Bulletin: Provides a summarized daily report of all criminal incidents that occur on campus property and/or public property under the jurisdiction and investigation of the TSU Police Department.
3. "Open Records Act": Refers to all requests (verbal or written) by any individual regarding reports, files, documents and etc. generated by the TSU Police Department.
4. "State Retention Act": Refers to standardized policies, procedures, guidelines and state law that governs the maintaining and retention (records-keeping) of reports, files, documents and etc. generated by the TSU Police Department.
5. "Clery Act": Refers to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act which establishes policy, procedures and federal law mandating to compilation and disclosure of campus crime statistics and security information.

B. Uniform Crime Report (UCR):

The Texas Southern University Police Department has adopted the Texas UCR Handbook as policy and procedure regarding the compilation and dissemination of criminal activity statistical data. The Supervisor of the Police Records Division shall ensure the completion of all "UCR" reports. That they are compiled and submitted to the Chief of Police for review and signature in a timely manner, each month, for submission to the Texas Department of Public Safety. This report shall be completed on only those



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forms identified by the Texas DPS and compiled only in the manner so described by the Uniform Crime Reporting Handbook.

The Supervisor of the Police Records Division shall be responsible for updating the UCR Handbook in accordance to Texas DPS notifications. A “copy” of the UCR Handbook shall be maintained to the Office of the Chief of Police.

It shall be the responsibility of the Supervisor of the Police Records Division to ensure that each month the UCR statistical data is affixed to the department’s webpage.

- C. Daily Crime Report (DCB): The Supervisor of the Police Records Division shall be responsible for ensuring that the DCB is completed in a timely manner each day, reflecting all criminal incident reports generated the previous day. The DCB shall be made available to the community on a daily basis through the implementation of a “hard copy” binder. This binder shall be kept and maintained at the Police Records Division window.

It shall be the responsibility of the Supervisor of the Police Records Division to ensure that information contained in the DCB is posted on the department’s webpage in a timely manner.

- D. State Retention Act: The State of Texas has set forth policies, procedures and law for the retention of all reports, files and documents generated by state agencies. The Texas Southern University Police Department has adopted the state’s retention act as departmental policy.

The department has created and implemented a departmental manual addressing the issues of records retention as set out in the state retention act. The manual shall be maintained by the Supervisor of the Police Records Division. The Supervisor is responsible for the review and appropriate revision of the manual in accordance to any changes in the records retention act.

- E. “Clery Act”: The Texas Southern University Police Department has adopted as policy the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act as official policy and procedure for the compilation and dissemination of criminal acts and security information relating to events within the jurisdiction of the TSU Police Department. The Texas Southern University Police Department shall act as the University’s representative for the retention, compilation and dissemination of statistical data addressed in the “Clery Act”.



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The department shall make all related records readily available for review by the Secretary of Education or the Secretary's authorized representatives. The department shall cooperate with any independent auditor, the Secretary, the Department of Education's Inspector General, the Comptroller General of the United States and/or their authorized representatives, a guaranty agency in whose programs the university participates, and the university's accrediting agency, in the conduct of audits, investigations program reviews and/or other reviews authorized by law.

The university, the department and any servicer representing the university shall cooperate by providing reasonable access to personnel (student, faculty or staff) associated with the university, the department and servicers' administration of the programs for the purpose of obtaining relevant information.

In compliance, the department shall prepare and annual security report with crime statistics, including certain required statements and policies associated with the act. The department shall establish policy and procedure for the implementation of timely warning/notification of information to the community when a crime has occurred that represents a threat to students and employees.

APPROVED:

Roger Byars Date
Chief of Police

Review and Responsibility

Responsibility Party: TSU Dept. of Public Safety Command Staff

Review: Even number years, or as needed due to statutory changes

Retention: Original on file in the Office of the Chief of Police

Approval: Roger D. Byars, Director of Public Safety / Chief of Police

Date of Approval: January 1, 2009