

CLERY DAILY CRIME LOGS – INSTRUCTIONS AND EXPLANATION

The purpose of the daily crime log is to record *all* criminal incidents and alleged criminal incidents that are reported to the UCSF Police Department.

The log is designed to disclose crime information on a timelier basis than the annual statistical disclosures. A crime is entered into the log within **two business days** of when it is reported to UCSF PD. This includes crimes that are reported directly to UCSF PD, as well as crimes that are initially reported to another law enforcement agency who subsequently reports them to UCSF PD.

The crime log contains the following information:

- **Incident Case Number**
- **Case Reported Date and Time**
- **The Nature of the Crime: Case Occurred Incident Type and Case Offense Statute Description**
- **The Location of the Crime/Address**
- **The Date and Time the Crime Occurred (“From” and “Through” date and time)**
- **The Disposition of the Case, if Known**

An entry, an addition to an entry, or a change in the disposition of a complaint, will be recorded within **two business days** of the reporting of the information. Note that UCSF PD is not required to update the disposition of a crime log entry if the disposition changes after 60 days have passed.

UCSF PD cases appear as 2015-XXXXXXXX

SFPD cases appear as 141-XXX-XXX or 140-XXX-XXX

Alameda County Sheriff’s Department cases appear as month/year-XXX (e.g., 0915-XXX)

Oakland PD cases appear as 14-XXXXXX

UCSF PD may temporarily withhold information *only if* there is clear and convincing evidence that the release of information would:

- Jeopardize an ongoing investigation;
- Jeopardize the safety of an individual;
- Cause a suspect to flee or evade detection; or
- Result in the destruction of evidence.

UCSF PD may withhold only that information that could cause an adverse effect, and UCSF PD must disclose such information once the adverse effect is no longer likely to occur.

The crime log for the most recent 60-day period is open to public inspection, upon request, during normal business hours. Anyone may have access to the log.

List of Dispositions

Closed – Arrest: The suspect(s) was arrested, charged with the commission of the offense and turned over to the court for prosecution (whether following arrest, court summons or police notice.)

Closed – Exceptional: In certain situations, elements beyond our control prevent UCSF PD from arresting and formally charging an offender. When this occurs, UCSF PD can clear the offense exceptionally. To close an offense exceptionally, the following four conditions will apply:

- Identified the offender.
- Gathered enough evidence to support an arrest, make a charge, and turn over the offender to the court for prosecution.
- Identified the offender's exact location so that the suspect could be taken into custody immediately.
- Encountered a circumstance outside the control of UCSF PD that prohibits UCSF PD from arresting, charging, and prosecuting the offender.

Closed – Info Only: The incident is closed because there was no criminal offense involved. This will often occur where UCSF PD takes a report regarding an already reported offense that occurred in another jurisdiction. As an example, a UCSF employee's vehicle was burglarized and a UCSF laptop was stolen in downtown San Francisco. The initial report was taken by SFPD, but UCSF PD took an informational report regarding the theft of the UCSF laptop.

DA Office Review: The incident is being reviewed by the District Attorney's Office and the case has yet to be closed.

Open Investigation: The incident is currently being investigated by UCSF PD.

Suspended: The incident is not currently being investigated by UCSF PD, but not enough information has been gathered to close the incident.

TOT Outside Agency: The incident has been turned over to another law enforcement agency. As an example, UCSF PD generated an incident report regarding an offense occurring outside of a UCSF location and the investigation was later turned over to the law enforcement agency where the offense occurred.

Closed - Unfounded: Upon investigation by UCSF PD it was determined that the reported offense did not occur.