



**OFFICE OF THE DIRECTOR OF POLICE  
THE UNIVERSITY OF TEXAS SYSTEM  
POLICY AND PROCEDURE MANUAL**



Subject		Policy Number	
<b>MONTHLY AND ANNUAL CRIME REPORTS</b>		<b>106</b>	
Effective Date	Revision Date	Reevaluation Date	Number of Pages
September 27, 2010	January 1, 2012	Annually	1
Reference Standards		Resends or Amends Policy Number	
TPCA: CALEA: 15.3.1, 82.3.3(b), 82.3.3(d)		ODOP Policy A-8 dated 9/1/2004	

**I. PURPOSE:**

To combine and present current and accurate crime and offender data at institutions in order to have a realistic understanding of UT System crime patterns and victimization; to establish both an historical and contemporary basis to analyze criminal trends and deploy resources accordingly; to develop and sustain the capacity to analyze crime in real time and accurately forecast future trends and developments in criminal conduct.

To properly use Uniform Crime Report (UCR) and National Incident Based Reporting System (NIBRS) so that campus crime is accurately depicted and understood and the right strategies are in place to combat that crime in a timely fashion; to ensure that the institution Chiefs of Police have timely access to UCR, NIBRS and other crime data System-wide in order to make the most informed law enforcement policy decisions accordingly.

**II. POLICY:**

- A. Each institution police department shall submit to the Office of the Director of Police a monthly report including both Part I and Part II offenses via the required form by the 15th of the following month.
- B. Each institution police department shall complete an Annual Report which will be submitted to the Office of the Director of Police on Form DP #31 not later than January 31 following the close of the calendar year. This report covers the calendar year accounting period from January 1 through December 31 and shall include both Part I and Part II offenses.

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Michael J. Heidingsfield  
Director of Police