



# Memo

**To:** Director of Public Safety

**From:**

**Date:**

**Re:** Clery Act Crime Statistics Reporting

---

From January 1, \_\_\_\_\_ to December 31, \_\_\_\_\_ I was not aware of, and  
(YEAR) (YEAR)

did not receive, any reports of criminal incidents, arrests or disciplinary actions for Clery crimes.

---

Signature