



## The California State University Public Safety Major Incident Report

A “major” incident is any incident involving the campus, students, faculty and/or staff that may be newsworthy or potentially sensitive. Major incidents include crimes such as homicide, rape, robbery, assault, burglary (involving large sums of money or valuables), arson, bombs, bomb threats where buildings need to be closed, riots, disturbances, embezzlement of funds or misuse of funds, serious or fatal injuries or illnesses or suicides. Major incidents also include disasters or emergencies, such as fire, earthquake, power outage or hazardous materials spill.

### **Major Incident Reporting Process**

- ◆ CSU Presidents, or their campus police chiefs (includes public safety directors), are to report all serious and/or fatal injuries and emergency incidents to the offices of General Counsel and Risk Management at the Chancellor’s Office.
- ◆ Campus Police Chiefs also are to notify the systemwide CSU Police Coordinator of major incidents, by telephone or email, as appropriate.
- ◆ The CSU Police Coordinator will notify the Vice Chancellor of Human Resources who will in turn inform individuals and/or departments within the Chancellor’s Office, as appropriate.
- ◆ As time permits, the Police Chief or designee is to telephone or email the CSU Police Coordinator a report of what occurred, using the attached Report of Major Incident form as a guide. The report may be brief, but should be made at a time when accurate facts have been obtained.
- ◆ If the incident is ongoing, telephone or email reports should be provided periodically, as needed.
- ◆ The final Report of Major Incident should be in writing and mailed or faxed to:  
  
CSU Police Coordinator Chief Kim Wible  
Office of the Chancellor  
401 Golden Shore, 4<sup>th</sup> Floor  
Long Beach, CA 90802-4210  
Phone: (562) 951-4513 / (415) 338-2747  
Fax: (562) 951-4891 / (415) 338-1926  
Email: [kwible@calstate.edu](mailto:kwible@calstate.edu) or [wible@sfsu.edu](mailto:wible@sfsu.edu)
- ◆ Police Chiefs will ensure that administrative information is directed as required to the State of California, the Chancellor’s Office, campus administrators and other entities, as appropriate.
- ◆ Police Chiefs are responsible for retrieving information and updating data files within the California Law Enforcement Telecommunication System and monitoring and analyzing campus information to ensure compliance with relevant campus and CSU procedures.

**The California State University  
Public Safety  
Major Incident Report**

To: CSU Police Coordinator

From: \_\_\_\_\_  
\_\_\_\_\_  
Campus

### Incident Details

Date of Incident: \_\_\_\_/\_\_\_\_/\_\_\_\_

Time of Incident: \_\_\_\_:\_\_\_\_

Type of Incident:

\_\_\_\_\_

Synopsis:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Victim Information: <input type="checkbox"/> Yes <input type="checkbox"/> No				
Name:		<input type="checkbox"/> Student	<input type="checkbox"/> Faculty/Staff	<input type="checkbox"/> Other
Injury: <input type="checkbox"/> Yes <input type="checkbox"/> No		Description:		
Age:	Sex:	Status-Location:		
Additional Information:				

Suspect Information: <input type="checkbox"/> Yes <input type="checkbox"/> No				
Name:		<input type="checkbox"/> Student	<input type="checkbox"/> Faculty/Staff	<input type="checkbox"/> Other
Custody: <input type="checkbox"/> Yes <input type="checkbox"/> No		Charges:		
Age:	Sex:	Status-Location:		
Additional Information:				