


The California State University
Office of the Chancellor
401 Golden Shore
Long Beach, CA 90802-4210
(562) 951-4411

Date: September 25, 2002

Code: HR 2002-24

To: CSU Presidents

From: Jackie R. McClain 
Vice Chancellor
Human Resources

Subject: Crime Statistics Reporting Requirements

California State University (CSU) police departments are required to report numerous crime statistics. Comprehensive consistent reporting to the State of California, Office of the Chancellor, campus administrators and other appropriate agencies is critical. Current key reporting requirements are highlighted below for reference.

State Department of Justice Reports

As recognized California law enforcement agencies, CSU Police Departments are required to report crimes to the State Department of Justice monthly. The Department of Justice forwards the statistics to the Federal Bureau of Investigation and the statistics are published annually in the U.S. Department of Justice Uniform Crime reports titled "Crime in the U.S."

Chancellor's Office Annual Reports

CSU Police Departments are required to report crime, arrest, and property loss/recovery statistics to the Chancellor's Office annually. These reported statistics are used to compile an annual systemwide report for the CSU presidents. The systemwide CSU Police Coordinator is responsible for collecting the campus annual crime statistics, tabulating the data and distributing the annual crime statistics report to campus presidents, vice presidents and public affairs managers for public distribution.

The following reports must be mailed to the Chancellor's Office to the attention of the Police Coordinator by February of each year:

- Attachment A: Annual Part 1 Offenses – Return A (Bureau of Criminal Statistics)

Distribution:

Chancellor
Executive Vice Chancellors
General Counsel
Vice Presidents, Academic Affairs
Vice Presidents, Administration

Vice Presidents, Student Affairs
Human Resources Directors
Police Chiefs
SOSS Director

- Attachment B: Annual Part II Offenses – CSU Statistical Report
- Attachment C: Annual Property Stolen by Classification (Bureau of Crime Statistics)
- Attachment D: Annual Report of Domestic Violence Related Calls for Assistance
- Attachment E: Annual Department of Justice Summary Arson Report
- Attachment F: Annual Number of Violent Crimes Committed Against Senior Citizens

Jeanne Clery Disclosure

The Jeanne Clery Act, Disclosure of Campus Security Policy, and Campus Crime Statistical Act, 20 U.S.C. section 1092, requires each campus to provide an annual report of campus crime statistics and security measures in a report published and distributed by October 1 of each year. Additionally, the published report must be forwarded to the Chancellor's Office to the attention of the Police Coordinator by October 1st of each year.

If you have any questions about the reporting policy, please contact the CSU Police Coordinator at (562) 951-4513 or (415) 338-2747. This memorandum is also available on the Human Resources Administration's website at: <http://www.calstate.edu/HRAdm/memos.shtml>.

JRMcC/cr

Attachments

BUREAU OF CRIMINAL STATISTICS
 RETURN A - MONTHLY RETURN OF OFFENSES KNOWN TO THE POLICE

Attachment A

1 CLASSIFICATION OF OFFENSES	DATA ENTRY CODE	2 OFFENSES REPORTED OR KNOWN	3 UNFOUNDED COMPLAINTS	4 NUMBER OF ACTUAL OFFENSES	5 TOTAL OFFENSES CLEARED	6 CLEARED BY PERSON UNDER 18
1. CRIMINAL HOMICIDE						
A. MURDER AND NONNEGLIGENT MANSLAUGHTER		11				
B. MANSLAUGHTER BY NEGLIGENCE		12				
2. FORCIBLE RAPE	TOTAL	20				
A. RAPE BY FORCE		21				
B. ATTEMPTS TO COMMIT FORCIBLE RAPE		22				
3. ROBBERY	TOTAL	30				
A. FIREARM		31				
B. KNIFE OR CUTTING INSTRUMENT		32				
C. OTHER DANGEROUS WEAPON		33				
D. STRONG-ARM (HANDS, FISTS, FEET, ETC.)		34				
4. ASSAULT	TOTAL	40				
A. FIREARM		41				
B. KNIFE OR CUTTING INSTRUMENT		42				
C. OTHER DANGEROUS WEAPON		43				
D. HANDS, FISTS, FEET, ETC.-AGGRAVATED INJURY		44				
E. OTHER ASSAULTS-SIMPLE, NOT AGGRAVATED		45				
5. BURGLARY	TOTAL	50				
A. FORCIBLE ENTRY		51				
B. UNLAWFUL ENTRY - NO FORCE		52				
C. ATTEMPTED FORCIBLE ENTRY		53				
6. LARCENY - THEFT (EXCEPT MOTOR VEHICLE THEFT)		60				
7. MOTOR VEHICLE THEFT	TOTAL	70				
A. AUTOS		71				
B. TRUCKS AND BUSES		72				
C. OTHER VEHICLES		73				
GRAND TOTAL		77				

CHECKING ANY OF THE APPROPRIATE BLOCKS BELOW WILL ELIMINATE YOUR NEED TO SUBMIT REPORTS WHEN THE VALUES ARE ZERO. THIS WILL ALSO AID THE NATIONAL PROGRAM IN ITS QUALITY CONTROL EFFORT.

- NO SUPPLEMENTARY HOMICIDE REPORT SUBMITTED SINCE NO MURDERS, JUSTIFIABLE HOMICIDES, OR MANSLAUGHTERS BY NEGLIGENCE OCCURRED IN THIS JURISDICTION DURING THE MONTH.
- NO SUPPLEMENT TO RETURN A REPORT SINCE NO CRIME OFFENSES OR RECOVERY OF PROPERTY REPORTED DURING THE MONTH.
- NO LAW ENFORCEMENT OFFICERS KILLED OR ASSAULTED REPORT SINCE NONE OF THE OFFICERS WERE ASSAULTED OR KILLED DURING THE MONTH.
- NO AGE, SEX, RACE, AND ETHNIC ORIGIN OF PERSONS ARRESTED UNDER 18 YEARS OF AGE REPORT SINCE NO ARRESTS OF PERSONS WITHIN THIS AGE GROUP.
- NO AGE, SEX, RACE, AND ETHNIC ORIGIN OF PERSONS ARRESTED 18 YEARS OF AGE AND OVER REPORT SINCE NO ARRESTS OF PERSONS WITHIN THIS AGE GROUP.
- NO MONTHLY RETURN OF ARSON OFFENSES KNOWN TO LAW ENFORCEMENT REPORT SINCE NO ARSONS OCCURRED.

January - December
 MONTH AND YEAR OF REPORT

AGENCY IDENTIFIER

POPULATION

DATE

AGENCY AND STATE

PREPARED BY

TITLE

CHIEF, COMMISSIONER, SHERIFF OR SUPERINTENDENT

CALIFORNIA STATE UNIVERSITY STATISTICAL REPORT

OTHER OFFENSES

Calendar Year _____

TOTALS

Misdemeanor Vehicle Code Violations - 14601 VC, 12500 VC, etc.		
Traffic Accidents	On Campus	
	Off Campus	
Property Loss	State	
	Personal	
	Total Property Loss	
Property Recovered	State	
	Personal	
	Total Property Recovered	
Medical Assists	Alcohol and Drug Related	
	Other Medical Assists	
Suicide	Attempts	
	Suicide	
Hate Incidents		
Hate Crimes	Race	
	Gender	
	Religion	
	Sexual Orientation	
	Ethnicity	
	Disability	
TOTAL CRIMES REPORTED	Part I	
	Part II	
	Total Crimes Reported	
ADULT ARRESTS/CITATIONS	Part I	
	Part II	
	Other Arrests (Local Code/Warrants)	
	Total Adult Arrests	
JUVENILE ARRESTS/CITATIONS	Part I	
	Part II	
	Other Arrests (Local Code/Warrants)	
	Total Juvenile Arrests	

**CALIFORNIA STATE UNIVERSITY STATISTICAL REPORT
PART II OFFENSES**

Calendar Year _____

TOTALS

Forgery & Counterfeiting 470 PC, 648 PC or appropriate sections	
Fraud - 537 PC, 532 PC or appropriate sections	
Embezzlement - 503 PC or appropriate sections	
Stolen Property: Buying, Receiving, Possessing - 496 PC or appropriate sections	
Vandalism - 594 PC or appropriate sections	
Weapons: Carrying, Possessing, etc. - 12020(a) PC, 626.10 PC or appropriate sections	
Non-Forcible Sex Offense: Incest/Statutory Rape - 261.5 PC or appropriate sections	
Sexual Battery: 243.4 PC	
Sex Offenses: 314 PC, 286 PC, 288 APC, 289 PC or appropriate sections	
Drug Abuse Violation - 11357(a) H&S, 11350 H&S or appropriate sections	
Driving Under Influence - 23152(a) VC	
Liquor Laws - Muni Codes, 25662 B&P, 25620 B&P, 25657 B&P, 25658 B&P or appropriate sections	
Drunkenness 647(f) PC	
Disorderly Conduct 415 PC, 647(d) PC, 415.5 PC or appropriate sections	
All Other Part 2 Offenses	
TOTAL PART II OFFENSES	

BUREAU OF CRIMINAL STATISTICS - PROPERTY STOLEN BY CLASSIFICATION

Attachment C

CLASSIFICATION	DATA ENTRY CODE	NUMBER OF ACTUAL OFFENSES	VALUE OF PROPERTY STOLEN (DOLLARS)
1. MURDER AND NONNEGLIGENT MANSLAUGHTER	12		
2. FORCIBLE RAPE (TOTAL)	20		
3. ROBBERY			
(A) HIGHWAY (STREETS, ALLEYS, ETC.)	31		
(B) COMMERCIAL HOUSE (EXCEPT C,D,& F)	32		
(C) GAS OR SERVICE STATION	33		
(D) CHAIN STORE	34		
(E) RESIDENCE (ANYWHERE ON PREMISES)	35		
(F) BANK	36		
(G) MISCELLANEOUS	37		
TOTAL ROBBERY	30		
4. ASSAULT (NOT APPLICABLE)			
5. BURGLARY - BREAKING OR ENTERING			
(A) RESIDENCE (DWELLING)			
(1) NIGHT (6 P.M. - 6 A.M.)	51		
(2) DAY (6 A.M. - 6 P.M.)	52		
(3) UNKNOWN	53		
(B) NON-RESIDENCE (STORE, OFFICE, ETC.)			
(1) NIGHT (6 P.M. - 6 A.M.)	54		
(2) DAY (6 A.M. - 6 P.M.)	55		
(3) UNKNOWN	56		
TOTAL BURGLARY	50		
6. LARCENY-THEFT (EXCEPT VEHICLE)			
(A) OVER \$400	64		
(B) \$200 THRU \$400	61		
(C) \$50 TO \$200	62		
(D) UNDER \$50	63		
TOTAL LARCENY (SAME AS ITEM 6X)	60		
7. MOTOR VEHICLE THEFT (INCLUDE ALLEGED JOY RIDE)	70		
GRAND TOTAL - ALL ITEMS	77		
ADDITIONAL ANALYSIS OF LARCENY AND MOTOR VEHICLE THEFT (6X AND 7X)			
6X. NATURE OF LARCENIES UNDER ITEM 6			
(A) POCKET-PICKING	81		
(B) PURSE-SNATCHING	82		
(C) SHOPLIFTING	83		
(D) FROM MOTOR VEHICLE (EXCEPT E)	84		
(E) MOTOR VEHICLE PARTS AND ACCESSORIES	85		
(F) BICYCLES	86		
(G) FROM BUILDINGS (EXCEPT C AND H)	87		
(H) FROM ANY COIN-OP. MACHINES (PARKING METERS, ETC.)	88		
(I) ALL OTHER	89		
TOTAL LARCENIES (SAME AS ITEM 6)	80		
7X. MOTOR VEHICLES RECOVERED			
(A) STOLEN LOCALLY AND RECOVERED LOCALLY	91		
(B) STOLEN LOCALLY AND RECOVERED BY OTHER JURISDICTIONS	92		
(C) TOTAL LOCALLY STOLEN MOTOR VEHICLES RECOVERED	90		
(D) STOLEN OUT OF TOWN, RECOVERED LOCALLY	93		

January - December

MONTH AND YEAR OF REPORT

AGENCY IDENTIFIER

POPULATION

AGENCY AND STATE

DATE

PREPARED BY

TITLE

CHIEF, COMMISSIONER, SHERIFF OR SUPERINTENDENT

MONTHLY REPORT OF
DOMESTIC VIOLENCE-RELATED CALLS FOR ASSISTANCE

Attachment D

TYPE OF DATA	NUMBER
TOTAL DOMESTIC VIOLENCE CALLS RECEIVED	
TOTAL CASES IN WHICH WEAPONS WERE INVOLVED	
FIREARM	
KNIFE OR CUTTING INSTRUMENT	
OTHER DANGEROUS WEAPON	
PERSONAL WEAPON (HANDS, FISTS, FEET, ETC.)	

January - December

Month and Year of Report

Agency Identifier

Population

Agency and State

Date

Prepared By

Title

Chief, Commissioner, Sheriff or Superintendent

MONTHLY RETURN OF ARSON OFFENSES KNOWN TO LAW ENFORCEMENT

Attachment E

DO-73 (2-11-82)
Form Approved
OMB No. 1110-0008

This report is authorized by law Title 28, Section 534, United States Code, and the enactment of the fiscal year 1979, Department of Justice Authorization Bill S. 3151. While you are not required to respond, your cooperation in using this form to report all incidents of arson which become known to your department during the month will assist the FBI in compiling comprehensive, accurate data on a timely basis. Instructions appear on the following page.

1		2	3	4	5	6	7	8
PROPERTY CLASSIFICATION		Offenses Reported or Known to Police (Include Unfounded and Attempts)	Unfounded, i.e., False or Baseless Complaints	Number of Actual Offenses (Column 2 Minus Column 3) Include Attempts	Total Offenses Cleared by Arrest or Exceptional Means (Include Column 6)	Number of Clearances Involving Only Persons Under 18 Years of Age	Offenses Where Structures Un-inhabited, Abandoned, or not Normally Used	Estimated Value of Property Damage
STRUCTURAL	A. Single Occupancy Residential: Houses, Townhouses, Duplexes, etc.							\$
	B. Other Residential: Apartments, Tenements, Flats, Hotels, Motels, Inns, Dormitories, Boarding Houses, etc.							\$
	C. Storage: Barns, Garages, Warehouses, etc							\$
	D. Industrial/Manufacturing							\$
	E. Other Commercial: Stores, Restaurants, Offices, etc.							\$
	F. Community/Public: Churches, Jails, Schools, Colleges, Hospitals,							\$
	G. All Other Structure: Out Buildings, Monuments, Buildings Under Construction, etc.							\$
	TOTAL STRUCTURE							\$
MOBILE	H. Motor Vehicles: Automobiles, Trucks, Buses, Motorcycles, etc.: UCR Definition							\$
	I. Other Mobile Property: Trailers, Recreational Vehicles, Airplanes, Boats, etc.							\$
	TOTAL MOBILE							\$
J. TOTAL OTHER Crops, Timber, Fences, Signs, etc.							\$	
GRAND TOTAL								\$

Agency Identifier (ORI) _____ Month and Year January - December

Agency Name _____ State _____

Prepared by _____

Chief, Commissioner, Sheriff, or Superintendent _____

DO NOT WRITE HERE	
Recorded	
Edited	
Entered	
Adjusted	
Corres.	

NUMBER OF VIOLENT CRIMES COMMITTED AGAINST SENIOR CITIZENS

Attachment F

TYPES OF VIOLENT CRIMES	NUMBER OF VICTIMS 60 YEARS OF AGE OR OLDER
1. HOMICIDE	
2. FORCIBLE RAPE	
3. ROBBERY	
4. AGGRAVATED ASSAULT	
<hr/>	
5. TOTAL	

January - December

Month and Year of Report

Agency Identifier

Population

Agency and State

Date

Prepared By

Title

Chief, Commissioner, Sheriff or Superintendent