


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

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

4 (Rev. 8-7-89)

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 reverse side.

Attachment E

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 Uninhabited Abandoned, or not Normally in Use	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, etc.							\$
	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 _____ Month January - December

Agency _____ 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

5. TOTAL

January - December

Month and Year of Report

Agency Identifier

Population

Agency and State

Date

Prepared By

Title

Chief, Commissioner, Sheriff or Superintendent