

# SUPERCEDED BY HR 2005-19

THE CALIFORNIA STATE UNIVERSITY  
Office of the Chancellor  
401 Golden Shore  
Long Beach, CA 90802-4210  
(562) 951-4411

**Date:** February 3, 2004

**Code:** HR 2004-03

**To:** CSU Presidents

**Supersedes:** HR 2002-14

**From:** Jackie R. McClain  
Vice Chancellor  
Human Resources



Policy update provides contact information for current systemwide CSU Police Coordinator.

**Subject:** Major Incident Reporting Requirements

In addition to the normal presidential notice to the Chancellor of major incidents, presidents need to ensure their campus police chiefs and/or appropriate staff report as soon as possible all serious and/or fatal injuries and emergency incidents to General Counsel and Risk Management at the Chancellor's Office. Additionally, the systemwide CSU Police Coordinator needs to be notified. The procedure for reporting a Major Incident is attached.

A Major Incident is any incident involving the campus and its students, faculty, or staff which may be newsworthy or potentially sensitive. Major incidents include serious 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 where there is a significant campus impact.

If you have any questions, please contact me or the CSU Police Coordinator at (562) 951-4418 or (619) 594-6905. This memorandum is also available on the Human Resources Administration's Web site at: <http://www.calstate.edu/HRAdm/memos.shtml>.

JRMCC/cr

Attachment

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## **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 – John Carpenter, Chief  
Office of the Chancellor  
401 Golden Shore, 4<sup>th</sup> Floor  
Long Beach, CA 90802-4210  
Phone: (562) 951-4418 / (619) 594-6905  
Fax: (562) 951-4890 / (619) 594-6653  
Email: [carpenter@sdsu.edu](mailto:carpenter@sdsu.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.

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## 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:			