

**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 2004-04

**To:** CSU Presidents

**Supersedes:** HR 2002-24

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



Policy update provides revised  
annual report requirements.

**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 attached CSU Statistical Report must be mailed to the Chancellor's Office to the attention of the Police Coordinator by February of each year.

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**Distribution:**

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

Vice Presidents, Student Affairs  
Associate Vice Presidents/Deans, Faculty Affairs  
Human Resources Directors  
Police Chiefs  
SOSS Director

**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) 951-4418 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

**CALIFORNIA STATE UNIVERSITY STATISTICAL REPORT**

Campus \_\_\_\_\_

Calendar Year \_\_\_\_\_

**PART I OFFENSES**

<b>Violent Crimes</b> (Actuals)	
Homicide	
Rape	
Robbery	
Aggravated Assault	
<b>Property Crimes</b> (Actuals)	
Arson	
Burglary	
Larceny/Theft	
Motor Vehicle Theft	
<b>TOTAL PART I OFFENSES</b>	

**PART II OFFENSES**

Simple Assaults (from Return A, 4E)	
Vandalism – 594 PC or appropriate sections	
Weapons: Carrying, Possessing, etc. – 12020(a) PC, 626.10 PC or appropriate sections	
Other Sex Offenses	
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	
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	
All Other Part II Offenses	
<b>TOTAL PART II OFFENSES</b>	

**CALIFORNIA STATE UNIVERSITY STATISTICAL REPORT  
OTHER OFFENSES**

**Campus \_\_\_\_\_**

**Calendar Year \_\_\_\_\_**

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	

Domestic Violence		
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Hate Incidents		
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Hate Crimes	Race	
	Gender	
	Religion	
	Sexual Orientation	
	Ethnicity	
	Disability	

Total Crimes (Actuals)	Part I (exclude simple assaults; include arsons)	
	Part II (include simple assaults)	
	Total Crimes	

Adult Arrests/Citations	Part I	
	Part II	
	Misdemeanor Vehicle Code	
	Other Arrests (Local Code/Warrants)	
	Total Adult Arrests	

Juvenile Arrests/Citations	Part I	
	Part II	
	Misdemeanor Vehicle Code	
	Other Arrests (Local Code/Warrants)	
	Total Juvenile Arrests	