



California State University, Los Angeles
Department of Public Safety

NUMBER: I-37 **APPROVED:** _____
Joseph Curreri, Chief of Police
EFFECTIVE: December 11, 2012
SUPERSEDES: May 1, 2010 **Reviewed/Revised:** December 11, 2012
SUBJECT: **Major Incident Reporting to the Chancellor’s Office and Notification of the Chief of Police**

I. PURPOSE:

To clearly define the procedures for reporting major incidents and occurrences to the Chief of Police and the Chancellor’s Office.

II. POLICY:

The CSULA Police Department and the California State University system require that all incidents of significance that would attract media attention, or may result in heightened community interest, be reported directly and timely to the Chief of Police and the Chancellor’s Office. Additionally, all incidents that could bring into question the liability of the department must be reported to the Chief of Police without delay.

III. DEFINITIONS:

- A. Major Incident: 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.
- B. Coded Memorandum HR-2005-19: Provides that 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.

IV. PROCEDURES:

- A. All Watch Commanders are required by this directive to notify the Lieutenant and the Chief of Police either telephonically or via email. A Major Incident Report (MIR) shall be completed and emailed to the Chief of Police on incidents described below prior to the end of their shift on the day the serious incident occurs.

- B. The information contained in the MIR is considered confidential and no member of this department will release a copy of the MIR to anyone other than the Chief of Police and/or command staff, without prior approval,
 - C. A copy of the MIR may be used to brief the on-coming patrol shift and investigations personnel.
 - D. Incidents in which a MIR will be completed:
 - Homicide
 - Rape
 - Robbery
 - Kidnapping, to include child abductions
 - Carjacking
 - Disasters and emergencies
 - Shootings/stabbings
 - Assaults where substantial injury has been received
 - Major crime arrests or major crime attempts
 - Other incidents where there may be an interest to the University or off-campus community
 - Incidents that generate requests for information from the media
 - E. A sample completed copy of the MIR, as well as a blank form is attached to this directive. When making notifications to the on-duty command officer or the Chief of Police on incidents not specifically listed above, the Watch Commander will seek direction from the contacts made regarding whether the completion of the MIR is required.
- V. APPENDICES:
- A. Major Incident Report Form;
 - B. Major Incident Report SAMPLE.

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

To: CSU Police Coordinator

From: Joe Curreri, Chief of Police

Campus: _____

Incident Details

Date of Incident:

Time of Incident:

Reported to CSU Police:

Type of Incident:

Synopsis:

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

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

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

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

To: CSU Police Coordinator

From: Joe Curreri, Chief of Police
Los Angeles
Campus

Incident Details

Date of Incident: 3/7/2007 Time of Incident: 5:20 p.m.
Reported to CSU Police: same date & time [approximately]

Type of Incident: ROBBERY / CARJACKING BY FORCE

Synopsis:

On Monday, March 7, 2007, at 5:20 PM, victim parked and locked his blue 1989 Toyota Truck, license plate CA 4z71027, in parking lot F. As the victim began to walk away from his truck he was approached by two suspects. Suspect #1 demanded the victim's car keys and the victim refused. Suspects began to physically attack the victim until the car keys fell to the ground. The suspects retrieved the car keys and then the suspects drove off in the victim's truck. Victim was treated for his minor injuries at the scene by the Los Angeles Fire Department and he was released.

Detectives are in the process of arranging with the Los Angeles County Sheriff's Department to obtain a composite sketch of the suspects. The composite sketch will be posted on the Cal State LA University's Website upon completion.

Victim Information: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Name: Mejia, Francisco		<input checked="" type="checkbox"/>	<input type="checkbox"/> Other
Injurv: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Description: Minor facial and hand scrapes, emergency medical on scene, released – not transported.	
Age: 32	Sex: M	Status/Location: N/A	
<p>Additional Information:</p> <p>On 03/07/07, at approximately 2230 hours, CSULA Officer _____, ID #4452 took a stolen vehicle report that occurred in Parking Lot F row F-8 sometime between 1100 hours and, 2200 hours, on 03/06/06. The vehicle was described as a Tan, 1985, Toyota truck (Ca License of 7R98653). See CSULA Police DR #06-00215 for details.</p> <p>On 03/07/07 at approximately 2125 hours, LAPD Hollenbeck Division took a carjacking report that occurred at 119 Bailey Street in the City of Los Angeles. The suspects and M/O was similar to my carjacking information. See LAPD CLETS broadcast attached.</p>			