



EFFECTIVE: July 1, 2011
SUBJECT: Crime Reporting via Chancellor’s Office
ISSUED BY: Fernando Solorzano

I. PURPOSE

To establish general reporting and case number assignment protocols which support the CSU Chancellor’s Office sworn personnel, and the necessity to record observed or reported criminal behaviors.

II. POLICY

It shall be the policy of the CSU Long Beach Police Department to assign a case number to any case reported for such purposes by the Chief Law Enforcement Officer (“CLEO”) of the CSU Chancellor’s Office. This numbering shall be sequential and consistent with the cases filed by CSU Long Beach Police personnel, and will receive case numbers when the Chief Law Enforcement Officer of the Chancellor’s Office or his designee notifies this Department.

All standard storing, copying and distribution protocols of all other cases of this Department shall apply and be followed, and any case requiring a presentation to the City Prosecutor or the District Attorney shall be handled in the same manner.

Any cases and paperwork in need of transport to our agency shall be coordinated by the on duty Watch Commander as calls for service allow or when an investigator is responding to or from the Court.

APPROVED