

Responsible Official (Title):	Chief of Police
Responsible Office:	Police Department
Responsible Division:	Administration and Finance

REPORTING CRIMES

1. Policy Statement

This policy provides procedures for reporting criminal activity and other emergencies occurring on campus to the University Police Department and other law enforcement agencies.

2. Authority

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC 1092) (“Clery Act”).

3. Scope/Applicability

This policy applies to all individuals who are designated as Campus Security Authorities (CSA’s) or have a requirement in their position to report crimes to the appropriate authority (also known as mandatory reporters). This is in addition to all students and employees who become aware of criminal activity.

4. Exclusions – N/A

5. Supersedes – N/A

6. Definitions

- 6.1. Criminal Activity: A prohibited act for which someone can be punished by the government.
- 6.2. Victim: A person harmed, injured, or killed as a result of a crime, accident, or other event or action.
- 6.3. Witness: A person who sees an event or action, typically a crime or accident, take place.
- 6.4. Campus Security Authority: An individual, who by virtue of their University responsibilities and under the Clery Act, is designated to receive and report criminal incidents to the Fresno State Police Department so that they may be included and published in the University’s Annual Security Report.
- 6.5. Mandatory Reporter: People who are legally required to ensure a report is made when abuse is observed or suspected.

7. Policy Procedures

- 7.1. The University strongly encourages all members of the campus community who believe they are victims or witnesses of a crime to immediately report the incident to any member of the University Police Department including, but not limited to, dispatch, police officers, community service specialists, community service officers, or the police agency of jurisdiction where the crime occurred.

- 7.2. The Fresno State Police Department is located on campus at 2311 E. Barstow Avenue; Fresno, CA 93740.
- 7.3. The University Police Dispatch Center is the public safety answering point for emergency calls on the Fresno State campus. If you are making an emergency call while on campus and using a cell phone, it is advisable to call Dispatch directly using the following methods:
 - 7.3.1 Campus phone, **dial 911 or 88400**
 - 7.3.2 Cell phone, dial **559.278.8400**
 - 7.3.3 Emergency Blue Light Phones, **press red button**. Emergency phones are strategically located throughout the campus, clearly marked with blue lights and linked directly to the University Police Department for quick response.
- 7.4. When placing an emergency call, individuals should be prepared to provide their name, location, and a telephone number; as well as any pertinent information (e.g., suspect, vehicle description, direction of travel, etc.). Always stay on the line until the dispatcher ends the call.
- 7.5. The Fresno State Police Department has an anonymous tip line for reporting crime or providing information anonymously. Information provided via the methods listed below are routed through an outside vendor before the tip is sent to the Police Department. The Police Department may send back questions via the alias that is generated through the outside vendor. Information on crimes received through this service will be included in the Annual Security Report statistics.
 - 7.5.1. **Call** and leave a voicemail at **559.664.3204**
 - 7.5.2. **Text** tip (text only, no pictures) at **559.664.3204**
 - 7.5.3. **Email** tip, send a picture to **fresnostate@tipnow.org**. Do not include your name or number with the message (i.e., delete your email signature prior to sending the tip).
- 7.6. Crimes occurring off campus should be immediately reported to the appropriate law enforcement agency of jurisdiction:
 - 7.6.1. City of Fresno Police Department at 559.621.7000
 - 7.6.2. City of Clovis Police Department at 559.324.2800
 - 7.6.3. California Highway Patrol at 559.705.2200
 - 7.6.4. Fresno County Sheriff's Department at 559.600.3111
 - 7.6.5. College of Sequoias District Police Department at 559.730.3999

8. Related Policies, Procedures, Information, Forms

- 8.1. Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC 1092) ("Clery Act").
- 8.2. Executive Order 1107, Implementation of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the "Clery Act")
- 8.3. Executive Order 1083, Mandatory Reporting of Child Abuse and Neglect

9. Contact Information

Fresno State Police Department at 559.278.8400

10. Key Search Words

Reporting, Crime, Emergency, Emergencies, Police, Witness, Violence, Victim, Clery, CSA, ASR

11. History/Revision Dates:

Approved: September 3, 2019

12. Next Evaluation Date or Sunset Date: August 2022

13. Consultative Review by the Academic Senate: Yes No

Purpose: This policy is established to be in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC 1092) ("Clery Act").

The official version of this information is maintained only on the University Policies Manual (UPM) website. Please make certain to review the material on the website before placing reliance on any printed version or any other online source.
