

## Incident Report Logging Procedure

In order to account for all Incident Reports that are written and distributed by the Campus Safety & Security Patrol (CSSP) Department, each incident report is logged in an Incident Report Log that is kept and maintained by the CSSP Department. An incident report is created every time anything out of the ordinary occurs within the La Sierra University properties and contract areas.

All field officers of the CSSP Department are requested to review the Incident Report log each time they first come on duty in order to see what has happened in their absence.

If a field officer, or dispatcher, fails to log an incident report that took place during their shift into the Incident Report Log and the Director, Assistant Director, Supervisor, or Office Manager finds that an incident report should have been logged, then one of them will log the incident with its corresponding incident report number into the Incident Report Log.

The Incident Report Log has seven areas of information in order to properly log a report. They include:

1. LSU Report Number – Report number assigned to each individual incident report by the CSSP Department.
2. Officer Badge – Badge number information of the reporting officer.
3. Date/Time – Date and Time the incident was reported to the CSSP Department.
4. RPD/RFD – Was the Riverside Police Department and/or the Riverside Fire Department contacted for the incident report getting logged?
5. RPD/RFD Report Number – If RPD/RFD were on scene, what is the report number assigned by the lead off-campus department for the incident report we are logging?
6. PC/VC/HS – What is the Penal Code (PC), Vehicle Code (VC), CA Health and Safety Code (HS) of the incident report getting logged?
7. Location and Brief Description – The field officer will give a location as to where the incident to be reported took place. The field officer will also give a general description of the incident that took place, making sure to exclude any personal identification information.

This information will get logged both in the Incident Report Log binder as well as on the computer log that is kept and maintained by the CSSP Department. At any time any individual may request to view the daily incident report log by visiting the CSSP Department Office.

Once a month, all daily Incident Report Logs are tabulated in order to create our monthly Incident Reporting of Crime Statistics. This information is updated to the CSSP webpage on a monthly basis.