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Last Reviewed: 09/15/2019

**CSU FULLERTON POLICE DEPARTMENT
GENERAL ORDER NUMBER 7-9**

**DEPARTMENT FORMS AND
THE FORWARDING OF LIABILITY REPORTS**

SUBJECT: Authorization of Department forms and proper handling of reports involving damage to campus property, personal injury and/or University liability.

PURPOSE: To ensure that all forms created for this Department are duly approved and authorized for use. To ensure all damage reports and/or claims reference to University liability or the probability that a claim for damages may be filed against the State of California are directed to the appropriate divisions and persons.

POLICY: It is the policy of this Department to regulate and approve all forms that will be used for Department business. It is vital that any possible liability claims against the University be investigated and all reports forwarded to the appropriate divisions and persons without delay.

PROCEDURE:

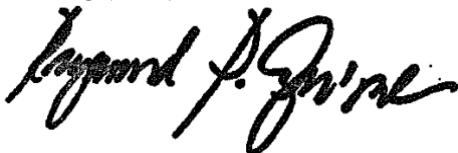
- I. Forms for Department use [CALEA 11.4.2]
 - A. CSUF Police Department requires an accountability and consistency in all Departmental forms including those professionally produced by an outside vendor. A centralized forms control function will be under the direct supervision of the Assistant to the Chief.
 - B. The Assistant to the Chief will maintain lists and master files of all authorized Departmental forms currently in use. The files will contain forms alphabetically categorized by function in each specific area.
 - C. Procedures for the development, modification, approval and review of Department forms include:
 1. Any member of the Department is welcome to submit written recommendations for new forms or possible revisions of existing forms.
 2. The Chief of Police will be responsible for assigning an individual or committee of forms users to design a new form and/or redesign an existing form. Input from the majority of users will help ensure the practicality and usefulness of suggested changes.
 3. All form designs or changes will, whenever possible, attempt to consolidate and simplify, as well as eliminate duplicate information and unnecessary forms.
 4. The Assistant to the Chief will review all forms with the majority of users, prior to any reprinting and not less than annually to ensure their continuing usefulness.

5. The Chief of Police will make all final decisions and approvals on new forms, and discontinuing or changing forms.
 6. All forms to be eliminated will remain in a purge file under the custodial care of the Assistant to the Chief for 2 years from the date of discontinuance.
- II. Distribution of all investigated damage to campus property, investigated personal injury and investigated University liability reports.
- A. Copies of the below described memorandums and reports are to be forwarded to one or more of the following: the Vice President of Administration, the University Risk Manager, Facilities Operations, and Environmental Health and Safety by the Records Supervisor.
1. Reports of damage to University property are to be forwarded to Facilities Operations, and the University Risk Manager.
 2. Reports of personal property damages to individuals while on University grounds where there exists the possibility of liability or claim being filed against the University are to be sent to the University Risk Manager.
 3. Reports of personal injury to employees or other individuals while on University grounds or at University activities are to be sent to University Risk Manager and Environmental Health and Safety.
 4. Reports of all hazardous and/or unsafe conditions or unusual odors which may result in University liability if not corrected immediately are to be forwarded to the V. P. of Administration, University Risk Manager, Environmental Health and Safety, and Facilities Operations.
 5. Memorandums approved by the Chief or Command Staff of hazardous and/or unsafe conditions on campus, which might or have contributed to crimes against person(s) or property, are to be forwarded to the Vice President of Administration, University Risk Manager, Facilities Operations, and the Environmental Health and Safety.
 6. All traffic accident reports involving state vehicles are to be sent to the University Risk Manager.
- B. All individuals who wish to make a claim against the State of California for injury or damage shall be referred to the University's Risk Manager for the necessary Board of Control forms that are required to be filled out for such claims.

REVIEWED BY:

G.Dack

APPROVED:



Raymund Aguirre
Chief of Police