



**California State University, Los Angeles**  
**Department of Public Safety**

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NUMBER: IV-33 APPROVED: \_\_\_\_\_  
Gregory D. King, Chief of Police

EFFECTIVE: January 1, 2003

SUPERSEDES: REVISED: \_\_\_\_\_

SUBJECT: VICTIM NOTIFICATION PROCEDURE

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I. PURPOSE:

To establish a procedure for the timely notification to crime victims regarding the status of their investigation, for crimes that they have reported to the California State University, Los Angeles, Police Department.

II. POLICY:

- A. It is the policy of this Department to provide prompt and expeditious notification of case disposition to all victims of crimes that are investigated by this Department.
- B. Victims will be provided written notification regarding the status of their investigation when it is either closed suspended, or anytime an investigation is forwarded to the District Attorney's Office for review for prosecution. Officers will verbally advise victims of the status of their reported crime. However, this verbal notification will not take the place of a formal written notification that will be completed at a later date.

III. PROCEDURES:

A. Report Review.

The Investigative Lieutenant will review a copy of all completed reports on a daily basis. In his absence, the Investigative Sergeant will review all completed reports in the same manner. Should additional investigation be required, it will be determined whether patrol or investigations will conduct the follow-up investigation. The report will then be logged and forwarded to the appropriate investigative body. In the event a case is closed suspended, investigative support staff will complete a written notification apprising the victim of the case status. Appendix (1) applies. Appendix (2) will be used when a case is completed and it is forwarded to the District Attorney's Office for review. Investigative support staff will prepare this written notification.

**B. Record Keeping:**

Any copies of reports that are not investigated will be logged and subsequently destroyed. The CSULA Police Records department is the repository for all completed reports. The investigations will not maintain additional copies of reports, unless these reports are required for an on-going investigation. In those rare instances, the reports will be maintained within the case file that it directly applies to.

**C. Delivery of Notification Letters:**

No photocopies of notification letters will be used. The original letter will possess the signature of the Chief of Police or his designee. All victim notification letters will be delivered via U.S. Mail, unless the victim is personally provided the letter while visiting the CSULA, Police Department. In those cases of personal delivery by CSULA police staff, a copy of the letter will be forwarded to the Records department with a comment noting that the letter is to be affixed to the filed report. A copy of the victim notification letter will be affixed to the closed report.

**IV. APPENDICES:**

- (1) Notification letter to victim on suspended investigations.
- (2) Notification letter to victim on cases forwarded to the District Attorney.

SAMPLE

August 16, 2002

Mr. John R. Cavanaugh  
1234 Main Street  
El Monte, California 92234

RE: DR# 021040

Dear Mr. Cavanaugh,

The California State University, Los Angeles, Police Department, has concluded its investigation into the theft that you reported on June 15, 2002.

Based on the results of our investigation, we have referred this case to the District Attorney's Office for prosecution. If you have any questions concerning this matter, please contact the District Attorney's Office at (213) 974-3844.

Sincerely,

**GREGORY D. KING**  
**CHIEF OF POLICE**

By:  
Mark P. DeRosia  
Lieutenant  
University Police Investigations

GK/md

cc: File

SAMPLE

August 16, 2002

Mr. John R. Cavanaugh  
1234 Main Street  
El Monte, California 92234

RE: DR# 021040

Dear Mr. Cavanaugh,

The California State University, Los Angeles, Police Department, has concluded its investigation into the theft that you reported on June 15, 2002.

We have been unable to gather enough evidence to refer this case to the District Attorney's Office for prosecution. Pending receipt of additional investigative leads, this case will remain suspended.

If you have any information concerning this crime, please call our office at (323) 343-3700.

Sincerely,

**GREGORY D. KING**  
**CHIEF OF POLICE**

By:  
Mark P. DeRosia  
Lieutenant  
University Police Investigations

GK/md

cc: File