
Electronic Media Reports

321.1 PURPOSE AND SCOPE

The Fresno State Police Department has established procedures for reporting all electronic media thefts. Because there is often sensitive information contained in electronic media devices, University Information Technology Services (ITS) and the Vice President for Administration (VPA) must be given prompt notification when a theft of electronic media, that is University owned, occurs.

321.1.1 DEFINITIONS

Electronic media may include, but is not limited to:

- Laptops
- Computers
- Personal Digital Assistants (PDA's)
- Smartphones/Cell phones
- Thumb Drives
- DVD's
- CD's
- Memory Chips
- Any other device that stores digital data

321.1.2 REPORTING

When any theft of electronic media is reported to the Fresno State Police Department, *that is University owned or leased*, an officer shall take a report. The officer will also complete an Electronic Media Theft Report form and give dispatch the original to disseminate and attach to the report. Dispatch will email the report to mediatheftreport@csufresno.edu, which delivers the report to the required personnel on campus.

Dispatch will enter the stolen item(s) into the daily bulletin (ex. Stolen laptop computer - PHS 200) for proper dissemination.