

County of Cumberland Board of Chosen Freeholders	Policy Number: 4.15	Pages: 1 of 1
Chapter: General Procedures	Effective Date: August 11, 1994	
Subject: Reporting of Crimes		

I. POLICY:

County employees shall immediately report crimes that occur on County property so that investigative and medical services can be administered and so that preventative measures, if necessary, can be initiated.

II. DEFINITIONS: NONE

III. PROCEDURE:

Department Heads shall require and enforce that:

1. Crimes be immediately reported to the local police department.
2. A written report detailing the pertinent information about the crime be submitted to the County Administrator within 24 hours of the crime.
3. A copy of the report be forwarded to the Cumberland County Sheriff.