



University Police Standard Operating Procedure (SOP)

External RIMS Notifications

**I. Purpose:**

RIMS notifications are sent to support the greater University with mission centered decision making, service delivery, and situational awareness. This SOP was prepared to guide University Police Department (UPD) employees with the following:

1. When to prepare a RIMS notification
2. Who should receive a RIMS notification
3. How to prepare and send a RIMS notification

Note: This SOP does not address the UPD internal use of RIMS notifications.

**II. Definitions:**

RIMS notification: Information relevant to police service or activity, delivered via RIMS to the greater University Community to support mission centered decision making, service delivery, and situational awareness. Notifications are delivered via email and/or cell phone text messages in preformatted groups.

RIMS: Automated and digital Records Information Management System

**III. Employee Responsibilities:**

1. This SOP applies to all University Police staff.
2. The primary officer assigned an incident is responsible for sending out the RIMS notifications as required by this procedure. The primary officer can delegate the task, but that does not relieve him/her of their responsibility. The primary officer may use Mobile RIMS or RIMS at the Station to send these notices. Delegation for sending the notice should only occur to ensure timeliness of the notice. Delegation should be the exception, not the rule.
3. All other staff are required to support the primary officer as necessary in compliance with this SOP.
4. The RIMS notification shall be completed in the format listed below and consistent with the instruction included for each heading. Never send notifications with the provided instructions included.
5. The RIMS notification formats shall be accessed consistent with the menu options listed below. There are only two formats.

**IV. Supervisor Responsibilities:**

1. On duty supervisors or officer in charge shall ensure RIMS notifications required by this SOP are sent in a timely manner and in support of the purpose stated above.
2. The Support Services Supervisor at the Direction of the Chief of Police, must ensure the recipient groups listed below are current and updated as necessary.

5/7/19



# California State University, San Bernardino UNIVERSITY POLICE

SOP#: 205-001

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#### V. When to Notify:

When UPD possessed information may help persons and entities within the greater University in their mission centered decision making, service delivery, and situational awareness.

There are two types of RIMS notifications:

1. Auto generated RIMS notifications: No input is required by the primary officer or Dispatch to generate these notices.
2. Manually generated RIMS notifications: These notices are the primary focus of this SOP. Manually generated RIMS notifications must be prepared by UPD staff and sent as necessary in support of the above stated Purpose. UPD Staff shall send manual notifications for incidents that include but are not limited to the following:
  - A. Priority 1 calls for service
  - B. Serious crime
  - C. Pursuits
  - D. Incidents involving fire alarms and/or fire
  - E. Incidents requiring Timely Warning
  - F. Clery reportable incidents
  - G. Title IX incidents
  - H. All traffic collisions
  - I. Incidents involving personal injury and or medical aid.
  - J. Incidents impacting use of University facilities or roadways
  - K. Incidents involving serious damage to University property
  - L. Threats/Heightened Risks to University Facilities, Students, Staff, Faculty or Visitors

#### VI. Who to Notify:

1. Auto generated RIMS notice: No input is required by the primary officer or Dispatch to generate these notices. These are completely automated as determined by the Chief of Police.
2. There are two recipient groups for manual notifications. They are identified in RIMS by the following Group IDs and Names:

| <u>Group ID:</u> | <u>Name:</u>          |
|------------------|-----------------------|
| INC_NOTIF        | Incident Notification |
| Title 9-NOT      | Title IX Notification |

Written by: Support Services Supervisor Kovach

Page 2 of 4

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

5/7/19



University Police Standard Operating Procedure (SOP)

External RIMS Notifications

The recipients in each of the above groups are preselected as indicated below, and requires no officer input beyond selecting the proper group. The recipients in these groups shall not be modified without Chief of Police approval.

A. **INC\_NOTIF Incident Notification:** Use this group for General notifications excluding Title IX incidents.

- i. Chief of Police
- ii. Lieutenant
- iii. UPD Supervisors
- iv. CARE Team
- v. Risk Management Director and/or designee(s)
- i. Administration & Finance Vice President and/or designee(s)
- ii. EOC Manager

B. **Title 9-NOT Title IX Notification:** Use this Group when the incident includes sexual misconduct, domestic violence, dating violence, stalking or gender-based discrimination as defined under CSU Executive Orders 1096R and 1097R.

- i. Chief of Police
- ii. Lieutenant
- iii. UPD Supervisors
- iv. Administration & Finance Vice President and/or designee(s)
- v. Title IX & Gender Equity Director and/or designee(s)

**VII. How to Notify:**

1. Log into RIMS and access the approved Notification Format through the following menu options: **Other/Ready Reference**
2. From the **Ready Reference** menu select: **NOT Notification**
3. Select/Copy the NOT Notification text from "University Police Notification" through "Primary Officer". Do not copy the content below the Primary Officer heading. The format content below this point is instructional only and provided for the author's quick reference.
4. Access the RIMS Paging feature through the following Menu options: **Other/Send Text Message**
5. Paste the notification format into the **message** box and write a concise narrative consistent with the format instructions below. Be sure to proof read your content.
6. Select **INC\_NOTIF Incident Notification** or **Title 9-NOT Title IX Notification** from the Paging Groups in the same window, and as appropriate for the content of your notification.
7. Click Send

5/9/19





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External RIMS Notifications

**VIII. RIMS Notification Format & Instructions:**

**Source:** All RIMS notices will indicate the source as (University Police Notification)

**Crime/Incident:** List the crime or incident in layman's terms. No codes or abbreviations.

**Case Number:** In the event there is no Case Number, use the Incident Number.

**Date Reported:** Mo/Day/Year, this is the date the incident was reported to UPD.

**Time Reported:** Use standard time format with am/pm. This is the time the incident was reported to UPD.

**Location of Occurrence:** List sufficient detail for recipient to locate the scene. For example, the specific Campus, Building and Room or location within large area or parking lot.

**Involved Individuals:** List all persons directly involved or impacted by the incident. Indicated if the person is CSUSB affiliated or non-affiliated. Do not list the names for victims who have exercised their right to confidentiality pursuant to 293(a) PC. The minimum information listed shall include:

*Last name, First name, DOB, Coyote ID and phone number*

**Details:** Brief/Concise description of the incident. Provide enough detail that the recipients understand how our campus and/or University employee(s) or student(s) were impacted. Include the extent of injuries or property damage, medical facility transported to, etc. Do not include details that would compromise the ability to conduct further police investigation.

**Disposition:** Include information like suspect arrested, EPO obtained, Shelter placement, continued to UPD Detective for further investigation, property recovered, etc.

**Primary Officer:** This is the case agent for the incident and not necessarily the author of the notice.

References:

CSUSB Mission Statement

Written by: Support Services Supervisor Kovach

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_