



UNIVERSITY POLICE

University Police Standard Operating Procedure (SOP)

Timely Warnings

I. Purpose:

This SOP establishes the University Police Department (UPD) procedure for the assessment, production and dissemination of Timely Warnings, consistent with the Jeanne Clery Act, CSU Executive Order 1107 and UPD Policy 808.

II. Definition(s):

Timely Warning: A warning delivered to the CSUSB campus community regarding a reported Clery crime, within the Clery geography. The warning must be delivered as soon as practical after a Clery crime is reported. The warning must provide enough information to support crime prevention and safety related decision making.

III. Employee Responsibilities:

The Primary Officer assigned to investigate a Clery crime shall perform an assessment of the need for a Timely Warning. The primary officer may delegate the associated tasks, but not the responsibility.

IV. Supervisor Responsibilities:

The On-Duty supervisor or the Officer-in-Charge shall ensure Timely Warning assessments are completed for all reported Clery crimes and that Timely Warnings are sent in a manner consistent with the spirit of the Jeanne Clery Act.

The UPD Clery Coordinator shall retain copies of all Timely Warnings consistent with the approved CSU Records Retention Schedule.

The UPD Clery Coordinator shall conduct a monthly reconciliation of Timely Warning Assessment Forms and reported Clery crimes. The Clery Coordinator shall work with the UPD Lieutenant and Supervisors to ensure an assessment form exists for every Clery crime incident. The reconciliation record shall be retained with the Timely Warning Assessment Forms.

V. Timely Warning Assessment Procedure:

1. Primary Officers assigned to investigate a Clery crime shall, during the preliminary stages of the investigation and prior to closing the call, assess the need for a Timely Warning to the Campus community.
 - a. The officer's assessment shall be recorded on the Timely Warning Assessment form (see attached form).
 - b. The officer's assessment shall consider the totality of the circumstances including historical and indirectly-related information.
2. The Officer's assessment shall answer the following three questions: 1) Was a Clery crime reported? 2) Did the Clery crime occur within the University Clery Geography? 3) Does the Clery crime represent a serious or ongoing threat to the campus community?
 - a. Consult the attached maps for Clery Geography boundaries.
 - b. Generally, crimes listed in California Penal Code sections 1192.7 or 1192.8 shall be considered serious, unless mitigated by other circumstances. A Clery crime could be considered serious even though it is not listed in Penal Code section 1192.7 or 1192.8.
 - c. No Timely Warning shall be issued unless all three assessment questions listed above are answered in the affirmative.



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- d. In cases where a Timely Warning is not issued, it may be prudent to send an "Information" or "Crime" Bulletin to the campus community. However, such a Bulletin shall not be titled "Timely Warning".
- e. The Officer shall present the completed assessment form to an on-duty Sergeant for review prior to the end of the shift.
- f. The Sergeant shall submit the completed and reviewed assessment form to the Lieutenant prior to the end of the shift.
- g. The Lieutenant shall finalize the form and submit it to the Clery Coordinator for final review and filing in support of an audit.

VI. Timely Warning Notification Procedure:

- 1. When all three assessment questions are answered in the affirmative, the primary officer shall immediately notify the On-Duty Sergeant or Officer-in-Charge.
- 2. The On-Duty Sergeant or Officer-in-Charge shall immediately notify the On-Duty or On-Call Lieutenant.
- 3. The Primary Officer shall, as soon as practical, draft a Timely Warning and email it to the On-Call Lieutenant for review.
 - a. The draft Timely Warning shall be completed consistent with the attached format and the embedded instructions.
 - b. All Timely Warnings shall include three "Safety Reminders" to aid the community in crime prevention and safety related decision making. See the attached List of "Safety Reminder" examples.
 - c. All three "Safety Reminders" shall be relevant to the circumstances that prompted the Timely Warning.
 - d. When the Primary Officer's time is prioritized elsewhere, a secondary officer, a supervisor or the Lieutenant shall prepare the draft Timely Warning.
- 4. When practical, the Timely Warning Consultation Group shall review and finalize the Timely Warning.
- 5. Where appropriate, the victim shall be notified of the Timely Warning prior to it being disseminated.
- 6. The Chief of Police or designee shall email the approved Timely Warning to the campus community.
 - a. The Text of the Timely Warning shall be written into the body of the Email to ensure ADA compliance. This can be accomplished by copying and pasting a Word document text into the body of the email. A PDF Document of the Warning suitable for printing and dissemination/posting shall also be attached to the email.
 - b. The Timely Warning email shall come "From" the "University Police Department" via University Outlook email account. The sender must select the email address UniversityPolice-noreply@csusb.edu from the "From" dropdown menu.
 - c. The Timely Warning Email shall be addressed to the email List Serves: colleagues@groups.csusb.edu and students@groups.csusb.edu.
- 7. The UPD management team shall evaluate the need for additional forms of notification as specified in UPD Policy Section 808.4.
- 8. The Support Services Supervisor or designee shall post the Timely Warning to the University Police Department Web Page.
- 9. Updates to the Timely Warning shall be disseminated as necessary.



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10. The Clery Coordinator shall retain a copy of the approved Timely Warning in support of Clery audit, for the duration specified in the CSU Records Retention Schedule.

Attachments:

Timely Warning Assessment Form
Timely Warning Format
Maps outlining San Bernardino and Palm Desert Campus Clery Geography
Safety Reminder Examples

References:

CSUSB Policy Section 808
Jeanne Clery Act
CSU Executive Order 1107
California Penal Code sections 1192.7 and 1192.8

CSUSB Police Department

TIMELY WARNING ASSESSMENT FORM



A case by case Timely Warning assessment shall be done for all Clery reportable crimes. The assessment shall answer the following three questions: 1) Was a Clery crime reported? 2) Did it occur within the University Clery Geography? 3) Does the Clery crime represent a serious or ongoing threat to the campus community? No Timely Warning shall be issued unless all three questions are answered in the affirmative.

Date of Incident: _____ Date Reported to a CSA: _____
 Time of Incident: _____ Case Number: _____

<p>1) Clery Reportable Crime: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Classification:</p> <p><input type="checkbox"/> Homicide</p> <p><input type="checkbox"/> Aggravated Assault</p> <p><input type="checkbox"/> Sex Offense</p> <p><input type="checkbox"/> Robbery</p> <p><input type="checkbox"/> Burglary</p> <p><input type="checkbox"/> Motor Vehicle Theft</p> <p><input type="checkbox"/> Arson</p> <p><input type="checkbox"/> Domestic Violence</p> <p><input type="checkbox"/> Dating Violence</p> <p><input type="checkbox"/> Stalking</p> <p><input type="checkbox"/> Hate Crime</p> <p><input type="checkbox"/> Arrest/Referral for: Drug/Liquor/Weapons Law Violation (Exclude PC 647F & DUI)</p>	<p>2) Occurred on Clery Geography: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Category (See definitions on reverse):</p> <p><input type="checkbox"/> On-Campus</p> <p><input type="checkbox"/> On-Campus Residence Halls</p> <p><input type="checkbox"/> Non-Campus Property</p> <p><input type="checkbox"/> Public Property</p> <p><input type="checkbox"/> Other: _____</p> <p>Location Details: _____</p> <p>_____</p>		
<p>3) Poses a serious or ongoing threat to the campus community (An incident will generally be considered serious when the crime is listed under Penal Code Sections 1192.7 or 1192.8):</p> <p><input type="checkbox"/> Yes: Issue a Timely Warning and indicate date/time of issuance: _____</p> <p><input type="checkbox"/> No (Check all that apply):</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none; vertical-align: top;"> <p><input type="checkbox"/> Suspect in custody</p> <p><input type="checkbox"/> Isolated incident with no pattern</p> <p><input type="checkbox"/> Incident targeting specific individual</p> <p><input type="checkbox"/> Did not include violence or threat thereof</p> </td> <td style="width: 50%; border: none; vertical-align: top;"> <p><input type="checkbox"/> Report generalized/lacks pertinent information to determine if threat continues or exists</p> <p><input type="checkbox"/> Significant delay between incident and report date</p> <p><input type="checkbox"/> Other: _____</p> </td> </tr> </table>		<p><input type="checkbox"/> Suspect in custody</p> <p><input type="checkbox"/> Isolated incident with no pattern</p> <p><input type="checkbox"/> Incident targeting specific individual</p> <p><input type="checkbox"/> Did not include violence or threat thereof</p>	<p><input type="checkbox"/> Report generalized/lacks pertinent information to determine if threat continues or exists</p> <p><input type="checkbox"/> Significant delay between incident and report date</p> <p><input type="checkbox"/> Other: _____</p>
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<p>Additional Factors to consider in determining if serious or ongoing threat may exist (Check all that apply):</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none; vertical-align: top;"> <p><input type="checkbox"/> Incident occurred more than 30 days prior to report</p> <p><input type="checkbox"/> Suspect known to victim/relationship between suspect and victim</p> <p><input type="checkbox"/> Suspect not in custody</p> <p><input type="checkbox"/> Suspect has prior arrests/history of violent behavior</p> <p><input type="checkbox"/> No-contact order in place</p> <p><input type="checkbox"/> Suspect has history of noncompliance with law enforcement or institutional directives</p> <p><input type="checkbox"/> Incident involved physical violence</p> <p><input type="checkbox"/> Suspect threatened to commit physical violence</p> <p><input type="checkbox"/> Multiple victims</p> <p><input type="checkbox"/> Appears to be isolated incident with specifically targeted victim</p> </td> <td style="width: 50%; border: none; vertical-align: top;"> <p><input type="checkbox"/> Pattern of behavior around particular group/recurring event/pattern of reported crimes</p> <p><input type="checkbox"/> Suspect used date rape/other similar drugs/intoxicants</p> <p><input type="checkbox"/> Victim under 18 years of age</p> <p><input type="checkbox"/> Other aggravated circumstances or signs of predatory behavior that may constitute a serious or ongoing threat</p> <p><input type="checkbox"/> Lack of available facts to determine threat/no threat (explain): _____</p> <p><input type="checkbox"/> Other: _____</p> <p>_____</p> </td> </tr> </table>		<p><input type="checkbox"/> Incident occurred more than 30 days prior to report</p> <p><input type="checkbox"/> Suspect known to victim/relationship between suspect and victim</p> <p><input type="checkbox"/> Suspect not in custody</p> <p><input type="checkbox"/> Suspect has prior arrests/history of violent behavior</p> <p><input type="checkbox"/> No-contact order in place</p> <p><input type="checkbox"/> Suspect has history of noncompliance with law enforcement or institutional directives</p> <p><input type="checkbox"/> Incident involved physical violence</p> <p><input type="checkbox"/> Suspect threatened to commit physical violence</p> <p><input type="checkbox"/> Multiple victims</p> <p><input type="checkbox"/> Appears to be isolated incident with specifically targeted victim</p>	<p><input type="checkbox"/> Pattern of behavior around particular group/recurring event/pattern of reported crimes</p> <p><input type="checkbox"/> Suspect used date rape/other similar drugs/intoxicants</p> <p><input type="checkbox"/> Victim under 18 years of age</p> <p><input type="checkbox"/> Other aggravated circumstances or signs of predatory behavior that may constitute a serious or ongoing threat</p> <p><input type="checkbox"/> Lack of available facts to determine threat/no threat (explain): _____</p> <p><input type="checkbox"/> Other: _____</p> <p>_____</p>
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Could a Timely Warning present a risk of compromising law enforcement efforts? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, was there a request for specific information withheld from the Timely Warning? Explain: _____ _____	
Completed by: _____	Date: _____
Next Section to be Completed by Management	
Timely Warning Sent: <input type="checkbox"/> Yes <input type="checkbox"/> No Date Issued: _____ Time Issued: _____ Issued by: _____ Title: _____	
Victim Notified: <input type="checkbox"/> Yes <input type="checkbox"/> No Date Notified: _____ Time Notified: _____ Notified by: _____ Title: _____	
Chief Of Police: _____	Date: _____
Authorized Personnel (Print): _____	Title: _____
Authorized Personnel (Signature): _____	Date: _____

Clery Geography Definitions:

On-Campus: Any building or property owned or controlled by the institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes **OR** that is frequently owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (i.e. a food or other retail vendor).

On-Campus Residence Halls: Any building or property owned or controlled by the institution within the same reasonably contiguous geographic area (within one mile) and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, *including residence halls*.

Non-Campus Property: Any building or property owned or controlled by a student organization that is officially recognized by the institution; **OR** any building or property owned or controlled by the institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area (within one mile) of the institution.

Public Property: All public property (property owned by a public entity, such as a city or state government), including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus (*sidewalk-street-sidewalk*).

California "Serious" Felony Offenses relevant to Clery and Timely warning analysis:

PC 1192.7: Includes murder or voluntary manslaughter; rape; sodomy by force, violence, duress, menace, threat of great bodily injury, or fear of immediate and unlawful bodily injury on the victim or another person; oral copulation by force, violence, duress, menace, threat of great bodily injury, or fear of immediate and unlawful bodily injury on the victim or another person; lewd or lascivious act on a child under 14 years of age; any felony punishable by death or imprisonment in the state prison for life; any felony in which the defendant personally inflicts great bodily injury on any person, other than an accomplice, or any felony in which the defendant personally uses a firearm; assault with intent to commit rape or robbery; assault with a deadly weapon or instrument on a peace officer; arson; exploding a destructive device or any explosive with intent to injure; exploding a destructive device or any explosive causing bodily injury, great bodily injury, or mayhem; exploding a destructive device or any explosive with intent to murder; any burglary of the first degree; robbery; kidnapping; attempt to commit a felony punishable by death or imprisonment in the state prison for life; any felony in which the defendant personally used a dangerous or deadly weapon; selling, furnishing, administering, giving, or offering to sell, furnish, administer, or give to a minor any heroin, cocaine, phencyclidine (PCP), or any methamphetamine-related drug, as described in paragraph (2) of subdivision (d) of Section 11055 of the Health and Safety Code, or any of the precursors of methamphetamines, as described in subparagraph (A) of paragraph (1) of subdivision (f) of Section 11055 or subdivision (a) of Section 11100 of the Health and Safety Code; any violation of subdivision (a) of Section 289 where the act is accomplished against the victim's will by force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the victim or another person; any felony offense, which would also constitute a felony violation of Section 186.22; assault with the intent to commit mayhem, rape, sodomy, or oral copulation, in violation of Section 220; throwing acid or flammable substances, in violation of Section 244; assault with a deadly weapon, firearm, machinegun, assault weapon, or semiautomatic firearm or assault on a peace officer or firefighter, in violation of Section 245; assault with a deadly weapon against a public transit employee, custodial officer, or school employee, in violation of Sections 245.2, 245.3, or 245.5; commission of rape or sexual penetration in concert with another person, in violation of Section 264.1; continuous sexual abuse of a child, in violation of Section 288.5; any attempt to commit a crime listed in this subdivision other than an assault; any violation of Section 12022.53; a violation of subdivision (b) or (c) of Section 11418; and any conspiracy to commit an offense described in this subdivision

PC 1192.8: When any of these offenses involve the personal infliction of great bodily injury on any person other than an accomplice, or the personal use of a dangerous or deadly weapon.

California State University, San Bernardino Police Department

TIMELY WARNING CRIME BULLETIN



Possible Threat to the Campus Community

CLERY CRIME:

UPD Case #

Date: *(Date of Warning)*

This Timely Warning Bulletin is being issued in compliance with the Jeanne Clery Act and the purpose is to provide preventative information to the campus community to aid members from becoming the victim of a similar crime.

Date & Time of Occurrence:

Clery Crime: *(List Crime Section)*

Summary: *(List enough detail to support individual and collective public safety decision making, but do not list information that compromises further investigation or prosecution.)*

Suspect: *(List all known suspect information that may assist the campus community in protecting themselves.)*

Safety Reminders: *(List specific Information Points that promote safety and the prevention relevant to the reported crime.)*

- 1
- 2
- 3

CSUSB encourages community members to report all information about crimes to UPD at 909-537-5165, anonymously at 909-537-7786, We Tip Hotline 800-782-7463, reportcrime@csusb.edu, or via the LiveSafe App.

"If you See Something, Say Something."

Nina Jamsen, Chief of Police

CA0361400

5500 University Pkwy., San Bernardino, CA 92407 (909) 537-5165 or (909) 537-7777 / Fax (909) 537-7022

For Internal Law Enforcement Use Only



Google

The Campus Clay Geography Border is delineated in Red. It extends from the campus border to the edge of the sidewalk on the opposite roadway edge.

- Child Care
- Department of Water Resources
- Devils Canyon Rd
- Yasuda Center for Extended Learning
- Lot A
- Lot F
- Wiggin Percolation Basin
- Goyote Bookstore
- Lot C
- esu san bernardino
- GSUSB
- Lot D
- San Bernardino University
- Northpark Blvd
- Call State University San Bernardino
- GameStop
- CVS
- Gold Stone Creamery
- El Pollo Loco
- Paco's Tacos
- California State University San Bernardino
- 5500 University Parkway
- San Bernardino Community Park
- Serrano Village
- Lot E
- Acacia Park Apartments
- Lot H
- CSUSB Student Recreation and Fitness
- CSUSB Arena Entrance
- Goussouls
- Murillo Family Observatory
- West Badger Percolation Basin
- North Badger Basin
- Badger Percolation Basin
- Northpark Blvd
- Cajon High School
- Hillcrest Gate
- The Church of Jesus Christ of Latter-day Saints
- Sunrise Apartments



Clery Geography Delineated in RED

California State University, San Bernardino
Palm Desert Campus
37500 Cook St. Palm Desert, CA. 92211

Student Fitness Center
36-901 Cook St. Palm Desert, CA 92211

Rock Church

AudioMissions

Pueblo Viejo Grill

Gerald Ford Dr

Vanner Rd

Frank Sinatra Dr

Avondale Golf

Stuff-A-Burger

Epic

Paseo Dr

Cook St

Google

Christdeb Investments

Club Maintenance

Desert Falls Dr

UC Riverside-Palm Desert

California State University, San Bernardino

Newwood Suites by Hilton Palm Desert

Timely Warning Personal Safety Reminders
Include for all Clery Crimes where TW's issued

Generic

- Stay alert to your surroundings.
- If on campus after dark, use the University Police escort services. Dial (909) 537-5165 or 7777.
- IMMEDIATELY report suspicious activities, persons, and vehicles to the University Police.
- Walk with friends or in a group.
- Use well-traveled, well-lit routes.
- Don't listen to music or text while walking.
- Be aware of the CSUSB Blue-Light Emergency Phones and where they are on your route.
- Walk confidently, with a purpose, and at a steady pace.
- If you do find yourself in trouble, attract attention to yourself in any way you can.
- Don't be predictable. This can prevent someone from learning your routines and using them against you.
- Send UPD real-time, anonymous tips that can include audio, pictures, text, and or video via the LiveSafe App.

Robbery

- Stay alert to your surroundings.
- Activate SafeWalk through the LiveSafe App during your trip so that friends or family can view your step-by-step progress on a map. Deactivate SafeWalk after your trip.
- Walk with friends or in a group.
- Use well-traveled, well-lit routes.
- Don't listen to music or text while walking (or running).
- Don't be predictable. This can prevent someone from learning your routines and using them against you.

Burglary

- Always keep your doors and windows locked.
- Always lock up your car.
- Do not leave valuables in your car in plain view.
- Do not leave valuables unattended/out in the open.
- Do not let others follow you into your housing complex.
- Do not advertise that you will not be in your room for an extended period of time.
- Don't be predictable. This can prevent someone from learning your routines and using them against you.

Motor Vehicle Theft

- Always lock your car, even if you are away only for a moment.
- Do not leave valuable in your car in plain view.
- Never leave your car running while unattended.

Aggravated Assault

- Stay alert to your surroundings.
- IMMEDIATELY report suspicious activities, persons, and vehicles to the University Police.

- Report incidents of violence (including coercion) to law enforcement and campus authorities.
- No one deserves to be assaulted or victimized in any way.

Arson

- Stay alert to your surroundings, especially during heightened fire alerts.
- IMMEDIATELY report suspicious activities, persons, and vehicles to the University Police.

Sex Offenses (Rape, Fondling, Incest, & Statutory Rape)

- No one deserves to be assaulted or victimized in any way.
- You have the right to feel safe and say “NO” and not feel guilty.
- Be assertive and direct with someone who is sexually pressuring you.
- Never leave a party with someone you don’t know well and trust.
- Trust your feelings; if it feels wrong, it probably is.
- Clearly communicate limits to partners, friends, and acquaintances.
- Don’t mistake submission or silence for Affirmative Consent.
- Call Victim Connect at 1-855-4VICTIM (1-855-484-2846), the National Domestic Violence Hotline at 1-800-799-7233 or the National Sexual Assault Hotline at 1-800-656-HOPE (1-800-656-4673).

Domestic Violence

- Report incidents of violence (including coercion) to law enforcement and campus authorities.
- Discuss Sexual Misconduct, Domestic Violence, and Stalking with friends – speak out against non-consensual sex or violence and clear up misconceptions.
- Call Victim Connect at 1-855-4VICTIM (1-855-484-2846), the National Domestic Violence Hotline at 1-800-799-7233, or the National Sexual Assault Hotline at 1-800-656-HOPE (1-800-656-4673).

Dating Violence

- No one deserves to be assaulted or victimized in any way.
- Report incidents of violence (including coercion) to law enforcement and campus authorities.
- Call Victim Connect at 1-855-4VICTIM (1-855-484-2846), the National Domestic Violence Hotline at 1-800-799-7233, or the National Sexual Assault Hotline at 1-800-656-HOPE (1-800-656-4673).

Hate Crimes (Federal Definition)

- No one deserves to be assaulted or victimized in any way.
- IMMEDIATELY report suspicious activities, persons, and vehicles to the University Police.
- Report incidents of discrimination or hate crimes to UPD or any campus authority.
- Set a good example to others by showing respect through your words, actions, and attitudes.
- Offer your support to a classmate or co-worker who has been the victim of a bias-motivated crime.

Stalking

- Any acts of criminal activity, including stalking, can be reported by dialing 911 or contacting UPD at 909-537-7777.
- No one deserves to be stalked or victimized in any way.
- Trust your instincts. Don’t feel pressured by friends or family to downplay the stalker’s behavior; stalking poses a real threat. Your safety is of utmost importance!

- Discuss Sexual Misconduct, Domestic Violence, and Stalking with friends – speak out against non-consensual sex or violence and clear up misconceptions.
- Keep a record or log of each contact, no matter how small.
- Save all emails, text messages, photos, and postings on social media; this is evidence of the stalking behavior.
- Call Victim Connect at 1-855-4VICTIM (1-855-484-2846), the National Domestic Violence Hotline at 1-800-799-7233, or the National Sexual Assault Hotline at 1-800-656-HOPE (1-800-656-4673).
- Further resources can be found at <https://www.stalkingawareness.org/what-to-do-if-you-are-being-stalked/>.

Murder/Non-Negligent Manslaughter

- Call Victim Connect at 1-855-4VICTIM (1-855-484-2846), the National Domestic Violence Hotline at 1-800-799-7233, or the National Sexual Assault Hotline at 1-800-656-HOPE (1-800-656-4673).

Manslaughter by Negligence

- Call Victim Connect at 1-855-4VICTIM (1-855-484-2846), the National Domestic Violence Hotline at 1-800-799-7233, or the National Sexual Assault Hotline at 1-800-656-HOPE (1-800-656-4673)