

Timely Warning Notice Policy & Procedures

Purpose

The purpose of this policy is to establish a process by which the University of California, Riverside (UCR) (hereinafter the “University”) will issue Timely Warning Notices in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 U.S.C. § 1092(f)) (the “Clery Act”).

Policy

The University will issue a “Timely Warning Notice”¹ in the event a situation arises either on or near campus in which, in the judgment of the Timely Warning Designee in consultation with other Senior University Officials, (1) a crime is committed; (2) the perpetrator has not been apprehended; and (3) there is a serious or continuing threat to the community. Such crimes include, but are not limited to, Clery Crimes that are reported to any Campus Security Authority or a local police department.

The University may, in some circumstances, issue a Timely Warning Notice when there is a series or pattern of criminal behaviors against persons or property that may pose a threat to the UCR community. The University may also issue a Timely Warning Notice for an off-campus crime if the crime occurred in a non-University-owned property used and frequented by the University community members.

A Timely Warning Notice will be issued as soon as pertinent information is available. The notice may be issued using any or all of the tools and systems noted in this document.

Definitions

- **Campus Security Authority (CSA)**² is a Clery Act-specific term that encompasses four groups of individuals and organizations associated with an institution who, because of their function for the University, have an obligation to notify the University of alleged Clery Crimes that are reported to them in good faith, or alleged Clery Crimes that they may personally witness.
 - A campus police department or a campus security department of an institution.
 - Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department.
 - Any individual or organization specified in an institution’s statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
 - An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings.
- **Clery Criminal Offenses** are defined by the Clery Act as any of the following:

¹ Timely Warning Notices may also be referred to as “UCPD Crime Alerts”

² Reference: U.S. Department of Education, Office of Postsecondary Education, *The Handbook for Campus Safety and Security Reporting*, 2016 Edition, Washington, D.C., 2016.

- Criminal Homicide, including Murder and Non-negligent Manslaughter, and Manslaughter by Negligence; Sexual Assault³, including Rape, Fondling, Incest and Statutory Rape; Robbery; Aggravated Assault; Burglary; Motor Vehicle Theft; and Arson.
- **Hate Crimes** include any of the above-mentioned criminal offenses, as well as incidents of Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/Vandalism of Property that were motivated by bias.
- **VAWA Offenses** are defined as any incidents of Dating Violence, Domestic Violence, and Stalking.
- **Clery Arrests/Referrals for Disciplinary Action** include arrests and referrals for disciplinary action for Weapons violations, Drug abuse violations, and Liquor law violations.
- **Clery Crimes** include Clery Criminal Offenses, Hate Crimes, VAWA Offenses, and Clery Arrests/Referrals for Disciplinary Action.
- **Timely Warning Designee** is defined as the person or group of persons at each campus responsible for the determination and issuance of Timely Warning Notices for that campus.

Issuing a Timely Warning Notice

A Timely Warning Notice will be issued as soon as pertinent information is available and as soon as reasonably practicable after an incident has been reported to any CSA and/or UCR PD. Decisions about Notices will be made on a case-by-case basis.

Authorized Users of Timely Warning Notices

The Timely Warning Designee shall be responsible for determining whether a Timely Warning Notice should be issued. UCR has identified the following users as Timely Warning Designees:

- UC Riverside Police Department's Chief of Police
- UC Riverside Police Department's Assistant Chief of Police
- UC Riverside Police Department's Lieutenants

Timely Warning Decision Guide

The Timely Warning Designee shall use and complete the "Timely Warning Decision Guide" (See Appendix A) when determining whether to issue a Timely Warning Notice. The decision to issue or not issue a Timely Warning Notice shall be determined on a case-by-case basis. This decision process includes, but is not limited to:

- The nature of the crime;
- The continuing danger to the campus community; and
- The possible risk of compromising law enforcement efforts.⁴

Timely Warning Notice

Timely Warning Notices will provide the UCR community with information that promotes safety and aids in the prevention of similar crimes. This includes:

³ Also referred to as "Sex Offenses."

⁴ Reference: U.S. Department of Education, Office of Postsecondary Education, *The Handbook for Campus Safety and Security Reporting*, 2016 Edition, Washington, D.C., 2016.

- Summary of alleged incident;
- Time and location of occurrence;
- Whether this is a continuing danger to the campus community; and
- Other available pertinent information,⁵ such as physical description of the person(s) involved.

Dissemination of Timely Warning Notices

Timely Warning Notices will be sent via electronic Scotmail (e-mail) to UCR students, faculty and staff subscribers listed on a campus group e-mail. UC Riverside Police Department will electronically post Crime Alerts on the UC Riverside Police Department's website. UCR Departments, staff and faculty can also post these alerts in highly visible areas and lounges.

⁵ In appropriate circumstances, such as emergency situations, Timely Warning Notices may include personally identifiable information.

Appendix A: Timely Warning Decision Guide

Timely Warning Decision Guide



Date/Time of Incident

Date Reported to Police

Incident Case Number

Reporting Party

Summary of Incident

1. Nature of the Crime

Clery Crime?

Criminal Homicide
(includes Murder and
Negligent Manslaughter)

Sexual Assault (includes
Rape, Fondling, Incest,
and Statutory Rape)

Robbery

Aggravated Assault

Motor Vehicle Theft

Burglary

Arson

Other

Hate Crime?

Larceny-Theft

Simple Assault

Intimidation

Destruction/
Damage/

Vandalism of
Property

VAWA Offense?

Dating Violence

Domestic Violence

Stalking

2. Clery Geography

**On campus
Residence Hall
Public
Property
Non-Campus
Property**

Address of the
Crime (as
specifically as
known)

3. Is there a connection to previous incidents?

**Yes
No**

If Yes, provide related cases:

4. Is the perpetrator known to authorities?

**Yes
No
Other**

5. Has the perpetrator been apprehended?

**Yes
No
Other**

6. Is there a serious or continuing threat to the University?

**Yes
No
Other**

Justification/
Additional Information

7. Will issuing a Timely Warning Notice jeopardize the safety/confidentiality of the victim?

**Yes
No
Other**

8. Will issuing a Timely Warning compromise law enforcement efforts?

**Yes
No
Other**

Justification/
Additional Information

Additional Information

**Timely Warning
Issued?**

Yes

No

**No, but will
reconsider at a
later time.**

Prepared By:

Approved By:

**Timely Warning
Issued (date/time):**

Final Notes: