

UCR Policies and Procedures

Policy Title: Timely Warnings – Proposed Revisions

Policy Number: 850-70

Responsible Officer:	Clery Act Coordinator
Responsible Office:	Chief Compliance Office
Origination Date:	10/18/2018
Date of Revision:	__/__/2023
Date of Last Review:	[9/1]/2023

I. Policy Summary and Scope

The purpose of this policy is to establish a process by which the University of California, Riverside (UCR) will issue Timely Warnings 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”). This Policy conforms with and helps implement the systemwide [UC Clery Act Policy](#).

II. Definitions

Note: many of these definitions are found in the UC Clery Act Policy, replicated here for the convenience of the reader. In the event of any conflict between this policy and the UC Clery Act Policy, the UC Clery Act Policy shall govern.

Campus Security Authority (CSA) – A Clery Act-specific term that encompasses four groups of individuals and organizations associated with UCR:

1. UCR’s Policy Department (UCRPD) or a campus security department of UCR. All individuals who work for these departments are CSAs.
2. Any individual(s) who have responsibility for campus security but who do not constitute a campus police department or a campus security department under paragraph (1) of this definition, such as an individual who is responsible for monitoring entrance into UCR property.
3. Any individual or organization specified in UCR’s Annual Security and Fire Safety Report (See Appendix) as an individual or organization to which students and employees should report criminal offenses.
4. An official of UCR who has significant responsibility for student and campus

activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. If such an official is a Pastoral or Professional Counselor as defined below, the official is not considered a campus security authority when acting as a Pastoral or Professional Counselor.

Clery Crimes: The Clery Act requires that certain crimes occurring on Clery Geography (as defined below) be collected and reported annually to the U.S. Department of Education and reported in the Annual Security and Fire Safety Report. The following offenses are Clery Crimes and include attempts of the same: criminal homicide (murder and nonnegligent manslaughter and manslaughter by negligence), sexual assault (rape, fondling, incest and statutory rape), robbery, aggravated assault, arson, burglary, motor vehicle theft, domestic violence, dating violence, stalking, hate crimes, and arrests or referrals for disciplinary action for liquor law violations, drug law violations, and/or illegal weapons possession.¹

Clery Geography: For the purposes of collecting statistics on Clery Crimes, Clery Geography includes:

1. On-Campus –

- (i) Any building or property owned or controlled by UCR within the same reasonably contiguous geographic area and used by UCR in direct support of, or in a manner related to, UCR's educational purposes, including On-Campus Student Housing Facilities; and
- (ii) Any building or property that is within or reasonably contiguous to the area identified in paragraph (i) of this definition, that is owned by UCR but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

2. On-Campus Student Housing Facility – any student housing facility that is owned or controlled by UCR, or is located on property that is owned or controlled by UCR, and is within the reasonably contiguous geographic area of On-Campus Property.

3. Public Property – All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the On-Campus Property.

4. Non-Campus Building or Property –

- (i) Any building or property owned or controlled by a student organization that is officially recognized by UCR; or
- (ii) Any building or property owned or controlled by UCR that is used in direct support of, or in relation to, the Location's educational purposes, is frequently used by students, and is not within the same reasonable contiguous geographic area of the On-Campus Property.

For purposes of maintaining the crime log required by the Clery Act, Clery Geography also includes the areas within the patrol jurisdiction of UCRPD.

¹ 20 U.S. Code § 1092(f), 34 C.F.R. § 668.46, 20 U.S. Code § 1092(i), 34 C.F.R. § 668.49

Timely Warning: A notification issued by UCRPD that is timely and that withholds as confidential the names and other identifying information of victims, regarding crimes that occur within Clery Geography, that are:

1. Clery Crimes
2. Reported to CSAs or local police agencies; and
3. Considered by UCR to represent a serious or continuing threat to students and employees.

III. Policy and Procedures

A. Policy

UCR will issue a Timely Warning in the event a Clery crime is reported to have occurred on UCR's Clery geography (or observed by a CSA occurring on UCR's Clery geography) and, in the judgment of the Timely Warning Designee in consultation with other university officials, there is a serious or continuing threat to the community. Such crimes include, but are not limited to, Clery Crimes that are reported to a local police department.

B. Procedures

1. Timely Warning Designees. UCRPD shall be responsible for determining whether a Timely Warning should be issued. UCR has identified the following positions as Timely Warning Designees:
 - UC Riverside Police Department's Chief of Police
 - UC Riverside Police Department's Lieutenants.
2. Timely Warning Decision. When a Clery Crime is reported to UCRPD, and is reported to have occurred within UCR's Clery Geography, UCRPD shall decide whether to issue a Timely Warning on a case-by-case basis. This decision process includes consideration of factors such as:
 - The nature of the reported crime;
 - Whether the report is suspected to be part of a series of related incidents;
 - The continuing threat to the campus community (including whether the suspected perpetrator has been apprehended); and
 - The possible risk of compromising law enforcement efforts.

The Designee may consult with the Clery Coordinator, Legal Affairs, or other university officials as needed. UCRPD shall record the notice and the reasons for issuance in appropriate records management systems.

UCR is not required to issue a Timely Warning with respect to crimes reported to a pastoral or professional counselor.

3. Timely Warning Content. Timely Warnings will provide the UCR community with information that promotes safety and aids in the prevention of similar crimes. This includes, to the extent available and when disclosure will not compromise law enforcement efforts or the safety and privacy of any victim:
 - Summary of alleged incident;
 - Time and location of occurrence;
 - The nature of the threat to the campus community; and
 - Other available pertinent information, such as physical description of the person(s) involved.
4. Dissemination of Timely Warning. A Timely Warning will be issued as soon as pertinent information is available and as soon as reasonably practicable after an incident has been reported to any Campus Security Authority, including the UCR Police Department.

Timely Warning Notices will be sent via 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 [UCR Police Department's website](#). UCR Departments, staff and faculty can also post these alerts in highly visible areas and lounges.

C. Other Safety-Related Communications

1. Emergency Notifications. Emergency notifications are notices issued by UCR upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees on campus. It is possible for a reported Clery Crime to result in both a Timely Warning and an Emergency Notification (such as, for example, arson that results in a serious fire on campus); more commonly, Emergency Notifications are made for situations that do not constitute Clery Crimes such as a chemical release, weather emergency, or natural disaster. Emergency Notifications are made through the Emergency Notification System, which may include text/SMS messaging, verbal broadcasts from the UCR Bell Tower, messaging displayed on University computer screens, email, voicemail to campus phones, UCR websites, and Official UCR social media sites.
2. Safety Notices. The University may, in some circumstances, issue a Safety Notice if one or more criteria for Timely Warning Notice have not been met. Examples may include a series or a pattern of non-Clery reportable criminal behaviors against persons or property, an off-campus crime if a crime occurred in a non-University-owned property used and frequented by the University community members.

IV. References

- [UC Clery Act Policy](#)
- [UC Clery Act website](#)
- [UCR Clery Act Compliance Website](#) (including information regarding CSAs, Clery Act

V. Approval and Revision History

The policy was first published in October 2018. This policy was revised to (A) update and conform definitions to the UC Clery Act Policy as revised in August 2023, (B) update the list of Timely Warning Designees, (C) clarify and improve the procedures, (D) describe emergency notifications and other safety communications, and (D) re-format to align with UCR's standard policy format, and approved by Chief Compliance Officer on [____], 2023, after consultation with the Clery Compliance Committee.

Appendix - Reporting Crimes and Other Emergencies

UC Riverside has established a number of ways for campus community members and visitors to report crimes, public safety-related incidents, and other emergencies to law enforcement and appropriate University officials.

Office	Types of Crimes to Report	Campus Address	Phone Number	Website/Email
UC Riverside Police Department	All crimes	3500 Canyon Crest Drive	(951) 827-5222 Emergency: 911	police.ucr.edu
Human Resources- Employee and Labor Relations	Crimes relating to Employees	University Village, Suite 208	(951) 827-3641	hr.ucr.edu
Title IX, Equal Opportunity and Affirmative Action	Crimes relating to dating or domestic violence, stalking, and/or sexual assault involving UCR affiliates*	349 Skye Hall	(951) 827-7070	titleix.ucr.edu
Clery Coordinator	All Clery reportable crimes	349 Skye Hall	(951) 827-5747	clery@ucr.edu
Student Conduct and Academic Integrity Programs (SCAIP)	Crimes involving students	119 Costo Hall	(951) 827-4208	conduct.ucr.edu
Residential Life & Housing Services	Crimes occurring in UCR housing and residence halls	Resident Services Offices; 3595 Canyon Crest Drive	Various; (951) 827-6350	housing.ucr.edu
Palm Desert Center	Crimes occurring at the UCR Palm Desert Center	Facilities & Administration 75080 Frank Sinatra Drive, Palm Desert, CA 92211	(760) 834-0800	palmdesert.ucr.edu

*UCR faculty, students, staff or others participating in UCR programs or activities or seeking to do so.

Members of the community are helpful when they immediately report crimes or emergencies to the University of California, Riverside Police Department and/or other CSAs for purposes of including them in the annual statistical disclosure and assessing them for issuing a Timely Warning Notices, when deemed necessary. A complete list of designated CSA can be provided upon request to clery@ucr.edu. Among Campus Security Authorities to whom a student or an employee can report incidents are deans of colleges and schools, divisional deans, department chairs, student advisors, residence and housing staff, athletics coaches, police department staff, the dean of students office, and the Title IX and chief compliance office team.