

**MISCELLANEOUS**

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## **1200.1 Media Relations**

It is the policy of this Department to cooperate fully and impartially with authorized news media representatives in their efforts to gather factual, public information pertaining to activities of the Department, as long as these activities do not unduly interfere with departmental operations, infringe upon individual rights or violate the law. Release of information will comply with Government Code §6254.

### **1200.1.1 Definitions**

**Public Information** - Information that may be of interest to the general public regarding policy, procedures or events involving the Department or other newsworthy information that is not legally protected; which does not unduly interfere with the mission of the Department; does not infringe upon the rights of a defendant; or does not compromise the legitimate safety and privacy interests of officers, victims, witnesses or others.

**Authorized News Media Representatives** - Those individuals directly employed by news reporting agencies of the electronic and print media, such as radio, television and newspapers. These individuals will be in possession of press credentials issued by a public safety agency or the individual's employing agency.

Other authorized media representatives include those students who are assigned as reporters for a University newspaper in the CSU system. These reporters will have identification issued by their publisher and will be afforded the same privileges as credentialed press at the scene of newsworthy events.

**Public Information Officer** - Serves as a central source of information for release by the Department and responds to requests for information by the news media and the community. In this Department, this is a responsibility shared by the Chief of Police and the University's Public Affairs Officer.

- (a) The Chief of Police shall serve as the Department's Public Information Officer and will have the responsibility for the release of information on a daily basis to media representatives about the operations of the Department. The Chief will:
  - (1) Coordinate and authorize the release of information concerning confidential agency investigations and operations.
  - (2) Work with the Public Affairs Officer in the preparation of news releases.
  - (3) Keep University's Public Affairs Officer informed of any incidents that may attract media attention.
- (b) The University's Public Affairs Officer will serve as the Public Information Officer with responsibility for the release of information at major events affecting the University community. The Public Affairs Officer will:
  - (1) Have responsibility for preparing and distributing news releases, with assistance from the Chief.
  - (2) Have responsibility for coordinating any news conferences.
  - (3) Be available for on-call response to assist the Department in providing information to the news media.

**1200.1.2 Release of Information to the News Media**

On a weekly basis, the Records Unit will prepare a media log for release to the media. This log will contain a written summary of all calls for service, all arrests and other items of interest to the media. Information contained in the media log is subject to the restrictions as stated in the section of this order entitled, "Information Which May Not Be Released to the Media".

- (a) All telephone inquiries received from the media will be directed to the Chief of Police or, in the Chief's absence, the appropriate Division Commander.

**1200.1.3 Information Which May be Released to the Media**

- (a) The description of an occurrence, including a brief summary of the events.
- (b) The date, general location and time of the occurrence.
- (c) Injuries sustained and/or damage resulting from an incident.
- (d) Identification of the victim(s), other than sex crimes victims or where reprisals or intimidation may be employed, which may include name, age, occupation and residence.
- (e) Type and quantity of property taken.
- (f) Requests for aid in locating evidence, a complainant or suspect.
- (g) When a suspect other than a juvenile, has been arrested, it is permissible to release the suspect's full name, age, residence, occupation, marital status and other similar information. The same applies to suspects for whom a warrant of arrest has been issued.
- (h) Criminal history of a fugitive who may pose a serious threat to the public safety.
- (i) How an incident was reported, i.e., officer observation, citizen complaint, etc.
- (j) The time and location of any arrests and the exact charges.
- (k) Facts and circumstances surrounding the arrest, i.e., resistance, weapons, pursuits, etc.
- (l) Duration of the investigation.
- (m) The various dates scheduled for the stages of the judicial process, i.e., arraignments and the amount of bail for the defendant.
- (n) The name of a deceased when the next-of-kin has been notified.

**1200.1.4 Information Which **May not** be released to the Media**

- (a) Identification of suspects not arrested and for whom no warrant has been issued.
- (b) The identity of victims and witnesses where release could cause extreme embarrassment.
- (c) The identity of sex crime victims. Release of general descriptions only.
- (d) The exact address of a sex crime offense if it could lead to the victim's identification.
- (e) The exact identifying information of a weapon or other tangible evidence.
- (f) Any information known only to the guilty party and/or critical investigative leads.
- (g) The identity of any juvenile who is a suspect or defendant in a case subject to jurisdiction of the juvenile court.

- (h) The identity of any critically injured or deceased person prior to notification of the next-of-kin.
- (i) The results of any investigative procedure, such as lineups, polygraph examination, fingerprint comparison, ballistics test or other procedures. The fact that these tests have been performed may be revealed without further comment.
- (j) Information that if prematurely released may interfere with the investigation or apprehension of the suspect(s), such as the nature of leads, specifics of an "MO", details of the crime known only to the perpetrator and police or information that may cause the suspect to flee or more effectively avoid apprehension.
- (k) Information that may be of evidentiary value in criminal proceedings.
- (l) Specific cause of death, unless officially determined by the medical examiner.
- (m) Prior criminal conviction record, character or reputation of a defendant.
- (n) Existence or contents of a confession, admission or statement of a defendant or his/her failure or willingness to make a statement.
- (o) Identity, statements or expected testimony of any witness or victim.
- (p) Any opinion about the guilt or innocence of a defendant or the merits of a case.

#### **1200.1.5 Access to Records**

Media representatives shall be denied access to the contents of investigative or incident reports and records where releases of the information would:

- (a) Interfere with law enforcement proceedings, including pending investigations.
- (b) Deprive a person of the right to a fair trial or an impartial adjudication, or give one party to a controversy an undue advantage by exclusive access to such information.
- (c) Constitute an unwarranted invasion of the personal privacy rights of another person.
- (d) Reveal the identity of an individual who has furnished information to the Department under confidential circumstances.
- (e) Disclose investigative techniques and procedures, thereby impairing future effectiveness of the Department; or
- (f) Endanger the life or physical safety of any other person.

#### **1200.1.6 Cooperation with the Media**

- (a) Authorized news media representatives shall have reasonable access to the Public Affairs Officer, the Chief of Police and the operations of this Department as governed by this policy. When information must be denied to a media representative, the basis for that denial shall be fully and courteously explained.
- (b) Public information shall be released to the media as promptly as circumstances will allow, without partiality and in as objective a manner as possible.
- (c) Public information may be provided to media representatives by telephone if the identity of the representative is known or can be authenticated.

- (d) Written press statements shall be released only following approval of the Chief of Police and the University's Public Affairs Officer.
- (e) Dispatchers will notify the shift supervisor as soon as possible upon receipt of information about events or activities that may have media interest.
- (f) The shift supervisor will notify the Division Commanders, the Chief of Police and the Public Affairs Officer of any events that are likely to attract media attention.

**1200.1.7 Individuals Authorized to Release Information**

- (a) At the scene of incidents, supervisors at the scene may release factual information to authorized members of the media, with the understanding that no information may be released that may potentially damage investigative efforts. Any information that is released must comply with the restrictions established in this order.
- (b) An investigator may release information on active or completed cases at the investigator's discretion, following the above guidelines.
- (c) The Support Services Division Commander may respond to any inquiries about any crime prevention programs being offered by the Department without prior approval.
- (d) The Emergency Services Coordinator may respond to any inquiries about emergency preparedness without proper approval.
- (e) Any employee who receives an inquiry from a member of the news media will notify their Division Commander and/or the Chief of Police of the nature of the information requested and provided.

**1200.1.8 Access of Media at Crime Scenes**

- (a) Media representatives may be allowed closer access of personnel and equipment at crime scenes than available to the general public to the degree that it does not interfere with the police mission or the movement of traffic. The news media shall not be allowed access to any area or scene of an incident or crime where there is a possibility that evidence may be damaged, altered, destroyed or otherwise prejudiced by its existence being published or portrayed.
- (b) Once evidence has been processed, removed and secured by the Department, the media may be allowed to enter by permission of the commanding officer at the scene. This action should be deferred to the University's Public Affairs Officer when a representative is at the scene.
- (c) Suspects or accused persons in custody shall not be posed or arrangements made for photographs, telecasts or interviews, nor shall Department personnel pose with suspects or accused persons in custody.
- (d) When an individual is charged with a criminal offense and is sought by law enforcement authorities, photographs or mug shots may be released to the media to help locate the individual. No other Department photographs of individuals in custody shall otherwise be released to the media unless authorized by the Chief of Police.
- (e) At the scene of major crimes, the officer in charge shall designate a preliminary press area as early as possible and as close to the scene as safety and operational requirements allow. The officer in charge will coordinate all

media interaction with representatives at the scene from the University's Public Affairs Office.

- (f) The fact that a suicide or suspected suicide has occurred may be reported to the media together with factual information describing how it happened. The fact that suicide note exists may be acknowledged, without further comment. The content may not be released except as provided by law.

**1200.1.9** Special Considerations - Non-criminal Matters

- (a) At the scene of significant events, man-made or natural disasters or other catastrophic event, the principles of media cooperation shall be maintained to the degree that they do not interfere with the mission of the police, fire, medical and other emergency rescue workers. Where the University's Emergency Operations Plan has been activated, media relations shall become the responsibility of the University's Public Affairs Officer, per the Emergency Operations Plan.
- (b) Media access to and movement within fire lines shall be controlled by the fire officer in charge. In consultation with the fire officer in charge, the ranking police officer at the scene shall establish an observation point from which the media may observe and photograph the incident.
- (c) All scenes will have a designated inner perimeter and outer perimeter. At the discretion of the officer in charge, a location within the inner perimeter may be established where the media may observe and photograph the incident.
- (d) News media representatives shall not be prevented from accessing any area solely because of the possibility of their injury or death. If this is the only consideration, the media representative should be advised of the danger and allowed to enter the area on his/her own volition. The University may opt to impose additional requirements, such as requiring a signed, liability waiver.
- (e) Sensitive information relating to internal investigations of police officers shall not be released without express permission of the Chief of Police.

**1200.1.10** Release of Information During Mutual Efforts

The University Police Department is frequently involved in mutual efforts with other public service agencies, e.g., Long Beach Police Department.

- (a) The agency having primary jurisdiction shall be responsible for releasing and coordinating the release of related information.
- (b) All public inquiries for the release of information pertaining to the Department's involvement in mutual efforts shall be referred to the Chief of Police.
- (c) The Public Affairs Officer shall refer media inquiries to the primary jurisdiction responsible for the mutual effort.
- (d) As mandated by the National Incident Management System (NIMS), the release of information shall follow Joint Information System rules when the Department is part of the Joint Information Center operation.

## **1200.2 Civil Disputes**

Police officers are frequently called to the scene of civil disputes where no crime has been committed. The presence of police at such scenes is primarily to preserve the peace and to prevent a crime from occurring; it is not to give legal advice. Police officers shall avoid becoming unnecessarily involved in civil disputes and may advise the parties to seek the advice of legal counsel.

**1200.2.1** Officers will not accept and serve civil papers (summons, subpoenas, etc.) on third persons, unless authorized to do so by a supervisor. Officers may assist process servers in locating areas of the University and in following court procedures.

## **1200.3 Civil Action - Institution of**

Employees shall not institute any civil action arising out of their official duties without first notifying the Chief of Police.

## **1200.4 Civil Cases - Personal Injury Settlements**

Employees shall not accept or agree to accept anything as payment for personal injury incurred in the line of duty without notifying the Chief of Police, except State approved Workers' Compensation.

## **1200.5 Victims of Crime Program Notifications**

Chapter 5, Article 1 of the California Government Code, §13968(c) states:

“. . . it shall be the duty of every local law enforcement agency to inform victims of crimes of the provisions of this chapter, of the existence of local victim centers, and in counties where no local victim center exists, to provide applications forms to victims who desire to seek assistance pursuant to this article.:

In compliance with this requirement, officers who have contact with a victim who appears to be in need of financial assistance as a result of injuries sustained from a crime, the officer shall inform the victim of the potential for compensation through the Victims of Crime Program. The victim should be referred to the State Board of Control for additional information and the location of the closest Victim/Witness Center or may be provided a direct application packet.

## **1200.6 LiveScan Operations**

The University Police Department shall staff, utilize and maintain its LiveScan terminal, connections and fee receipts in accord with all statutes prescribed by the Department of Justice and all other relevant sections regarding its use, information, data storage and transmissions and licensing and leasing.

## **1200.7 Kristen Smart Security Act**

The CSU Long Beach Police Department and the City of Long Beach Police Department maintain agreements that specifically address the response to and investigation of crimes that occur on the grounds, holdings, and/or within the facilities of the California State University Long Beach.

A current copy of the Memorandum of Understanding between the CSU Long Beach Police and City of Long Beach Police is on file in the CSU Long Beach Police Department Office of the Chief.



**1200.7.1** Protocol for response to, and investigation of, crimes reported on campus will be as follows:

- a. The University Police will investigate all crimes reported on the campus;
- b. The Long Beach Police Department will provide assistance on investigations upon request. However, the lead investigator and responsibility will remain with the CSU Long Beach Police Department.
- c. The Long Beach Police will investigate all Part 1 crimes occurring on all property and roadways adjacent to, but exclusive of the property under the control of CSU Long Beach.

### **1200.8 Jeanne Clery Act**

The federal *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (herein after referred to as the Clery Act) mandates that all universities and colleges receiving federal funds produce, publish and disseminate an annual crime statistics report and have in place specified policies. This section is intended to document how this department will comply with the law.

**1200.8.1** The CSU Long Beach Police Crime Prevention Sergeant is responsible for serving as the Clery Compliance Officer in order to assist the University in meeting full compliance with the Clery Act. All personnel are required to cooperate with the Clery Compliance Officer to assist in meeting all compliance standards. The Clery Compliance Officer will make every effort to gain cooperation from members of the University community and to obtain all required information.

**1200.8.2** The CSU Long Beach Records Manager is responsible for ensuring the integrity and accuracy of data entered into the Department's automated records system. The Records Manager is responsible for performing a random sample of reports will be audited by the Records manager prior to the compilation of the Clery statistics. The number of records to be audited will be determined by using well established statistical methodology for determining a sample size for a finite population with a confidence level of 1.96 (95%) and a confidence interval not to exceed .04. Reports selected by a random number or pseudo-random number generator will be reviewed so as to ensure accuracy of UCR and Clery location category coding.

Furthermore, to ensure the accuracy of statistics published in the Annual Report and the US Department of Education on-line reporting, all data shall be checked by not less than two (2) personnel to minimize the risk of data entry or transposition error.

**1200.8.3** In order to avoid the over reporting of crimes, only those crimes that meet the location requirements as defined in the most current Department of Education Handbook will be included in the Annual Report.

**1200.8.4** At the start of each calendar year, the Clery Compliance Officer will make a written request to all campus security authorities and the Long Beach Police Department (LBPD) requesting crime statistics as defined in the Clery Act. The request will include clear instructions on what data is necessary to be included. A copy of the re-

quest and response, even if nothing is reported, will be maintained for a period of seven (7) years.

**1200.8.5** The Clery Compliance Officer will further ensure that the annual report contains all policy disclosure statements as defined in the most current Department of Education Handbook.

**1200.8.6 EMERGENCY RESPONSE INFORMATION**

In the event an emergency is likely to affect, or has affected, the campus community the University Police in conjunction with the Office of Public Affairs will work to provide pertinent information regarding safety to the campus community.

**(a) EMERGENCY NOTIFICATION SYSTEM – ENS**

In the event of an emergency that threatens the University community. The University Police, in concert with University Administration, will evaluate the need to issue an immediate warning to the campus community.

Where a threat to the campus community is deemed immediate or eminent the Department will consider activation of the campus Emergency Notification System (ENS). When deemed appropriate for use, the ENS will be activated without delay to notify the campus community of the emergency.

The ENS will cause an emergency message to be sent to all current campus student, staff, and faculty:

- Cellular Phones
- Home Phones
- Text messaging accounts
- Email accounts

**1200.8.7 TIMELY WARNING INFORMATION**

The CSULB PD Chief or a designee will develop timely warning notices for the University Community. These notices will inform members of the community about serious crimes against people that occur on campus, where it is determined that the incident may pose an ongoing threat to members of the University community.

Timely Warning Notices are usually distributed for the following Uniformed Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: arson, criminal homicide, and robbery. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by CSULB PD.

For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to other University community members, therefore; a Timely Warning Notice would not be distributed. Sexual Assaults are considered on a case by case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the

amount of information known by CSULB PD. Crime Alert Bulletins may be distributed for other crimes as determined necessary by the Chief of Police or his or her designee.

Dissemination of warnings may include, but are not limited to, the following:

- Campus wide e-mail notice
- Posting on University Police website
- Campus wide telephone announcement
- Press release to the Dailey 49er and The Union student newspapers
- Bulletins distributed throughout the campus

**1200.8.8** The Department maintains a telephone line with a number separate from the departmental sequence that is used to allow citizens to record anonymous tips and information on crimes. It is the responsibility of the Investigative Services Unit to maintain this telephone and to ensure it is checked for messages and proper follow-up is performed on the information received. Investigations will maintain a record of calls received and which investigator is assigned to follow-up. Documentation of the actual follow-up will be recorded in the case file.

The availability of this reporting will be included on the Police Department website and in the Annual Clery Report.

### **1200.9 National Incident Management System (NIMS)**

The CSU Long Beach Police Department Rules, Regulations, and General Orders Manual is designed to be compliant with, and to promote the use of, the National Incident Management System (NIMS), the Standardized Emergency Management System (SEMS), and the Incident Command System (ICS).

NIMS is a comprehensive, national approach to incident management that provides a flexible framework for Federal, State, local, and tribal governments; the private-sector; and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. NIMS is applicable at all jurisdictional levels and across functional disciplines. The use of NIMS by all response organizations is mandated by HSPD -5.

SEMS is a comprehensive, statewide approach to emergency management that promotes the effective management and coordination of state and local emergency response personnel and resources during a disaster response. SEMS provides for a multiple level emergency response organization and is intended to structure and facilitate the flow of emergency information and resources within and between the organizational levels: the field response, local government, operational areas, regions and the state management level. The use of SEMS by all State Agencies is mandated CA Government Code §8607.

ICS is a standardized on-scene emergency management system specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed

to aid in the management of resources during incidents. ICS is a core feature of both NIMS and SEMS.

**1200.9.1** It shall be the policy of the Department to follow the rules and regulations regarding the implementation of NIMS, SEMS, and ICS whenever such organizations are established in accordance with University Emergency Operations Policy, Chancellor's Office Executive Order #1013, and Homeland Security Presidential Directive #5 (HSPD-5).

**1200.9.2** All full-time employees of the Department shall be trained, to the appropriate level, in the use of the Incident Command System, the National Incident Management System, and the Standardized Emergency Management System as part of their initial training program. Refresher training shall be offered on an as needed basis