

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 (e)-1 to provide §0 nertment, as lane (a)-1 l wnt,hy Tc 0.063 (t)-2 (i)-2 (on t)-2

1200.1.2 Release of Information to the News Media

- (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) ~~prima facie case~~ ~~Tw -16.37nnID 6 >>BDC t i (knobk Trdbk T,) (i)-2cal i (kn (ith)2 Td~~

- (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 E b

ad(dess(eb (h6.)s1 Tw T* [(co)1 (ms))1 [(edo.)1.T d)1 (i)-1 (cal)-1 ()-5 .001 Tc

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 which 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 Board of Regents or a designee will develop (om)8 (m)8 (t<</y -5.625 -1.1)8 (t<w)r Ptifignop (om)7

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