SDSU | University Police

Stakeholder Resource Guide

About

The San Diego State University Police Department (UPD) provides policing services to students, faculty, staff, and individuals visiting within SDSU's jurisdiction. Our police officers and emergency dispatchers are graduates of a California Peace Officer Standards and Training (POST) academy and are empowered by section 830.2 (c) of the California Penal Code. On an average year, UPD officers and dispatchers handle roughly 45,000 incidents. UPD deploys officers on foot, bicycles, and patrol vehicles. Our detectives work quickly to resolve cases and connect victims/survivors with resources. The traffic unit focuses on traffic-related safety, education and enforcement. The K-9 unit supplements our patrol efforts, while our community relations unit focuses on community outreach and engagement.

Other critical units comprising the UPD include records, property and evidence, the social work unit, crime analysis, and key issue & access control. We also proudly hire our own students to serve as our community service officers (CSO) to augment our policing goals.

We pride ourselves on the strength of our working relationships with our community. UPD embodies the principles of community policing. In other words, working collaboratively with our community in order to prevent and solve crime, while building trust and legitimacy.

Divisions & Operations

- Police Operations
- 9-1-1 Communications Center
- Office of Emergency Management
- Crime Analysis
- Property & Evidence Unit
- Access Control / Key Issue Office
- Social Work Unit
- Community Service Officer Program

Reporting Tools

Emergencies

- During emergencies, dial 9-1-1 or use any emergency blue light phone located throughout campus.
- If you are unable to call, text to 9-1-1 is available in San Diego County and Imperial County.

Non-Emergencies

During non-emergencies while on campus, call 619-594-1991 and select 1 to speak with a police dispatcher.

During non-emergencies while in areas adjacent to the SDSU San Diego Campus, contact the San Diego Police Department by calling 619-531-2000.

Report a Tip
- Report a tip by emailing police@sdsu.edu
- You can also report a tip through the SDSU Safe App, a new, free phone-based app designed to address and promote personal safety both on and off campus. You may choose to report a tip anonymously.

Frequently Asked Questions by Topic

When should I call the police?

Dial 9-1-1 or use an emergency blue light phone if you believe there is an immediate threat to life-safety or property. If you are unable to call, text to 9-1-1 is available in San Diego County and Imperial County.

If you are witnessing concerning activity or need non-urgent police services, call 619-594-1991. During non-emergencies while in areas adjacent to the SDSU San Diego Campus, contact the San Diego Police Department by calling 619-531-2000.

What is a threat assessment?

UPD's Threat Management Team is a group of officers, detectives and subject-matter experts who undergo specialized training. The team's goal is to identify individuals who may pose a threat to themselves and/or others. UPD may initiate a threat assessment based on information discovered or provided by a reporting party.

How can I request training for me or my staff?

Please see the training opportunities section.

How can I request a panic button?

For any safety and security concerns related to the state-funded physical infrastructure (i.e., additional electronic access control, cameras, lights, etc.) and for which a college, division, or department would like to seek financial support to address, we would ask that the college, division, or department take the following steps.

1. **CPTED Request** - Submit a request for a Crime Prevention Through Environmental Design (CPTED) review.

2. **Work Request** - Once completed, share the CPTED recommendations with Project Management (PM) and Facilities Services (FS) via a work request, and click on 'Chargeable Services' to create an Opinion of Probable cost (OPC) estimate. We ask that the AVP, Dean and/or Associate Dean are included if they are not making the request directly. This will ensure the division or college leadership is informed of the issue. The request will allow us to add the project to the queue. From there, we will have the opportunity to evaluate the scope of work and share details about the cost and time it will take to perform the work once approved.

3. **SASIAC Request** - If the college, division, or department wants to seek matching funding from the campus, they should submit a Safety and Security Infrastructure Advisory Committee (SASIAC) request form. The SASAIC members will evaluate the needs compared to other campus requests, including our funding balance, and make recommendations for funding up to 50% of the total OPC estimate. The balance of the costs will be the responsibility of the college, division, or department to fund or seek funding from other sources (i.e., division, grant, donor, PBAC, etc.). Once approved by SASIAC, the college, division, or department will have six (6) months to approve the project with their funding match to move forward or the money will revert to the SASIAC pool for other pressing issues. There is the opportunity for an extension being granted if the scope is still actively being pursued.

Once the first two steps are completed, college and division sponsors can fill out the SASIAC request form and return it to the SASIAC co-chairs, AVP Josh Mays and AVP Eric Hansen, to share with the SASIAC membership. We ask that requestors include any copies of CPTED reports and PM/FS estimates during their submission to increase the timeliness of review.

What is the university doing about campus lighting?

Exterior lighting on the San Diego campus is largely managed and maintained by SDSU Facilities Services (FS), with input on safety priorities from University Police (UPD), Parking and Transportation (PATS) and other stakeholders, including the Associated Students Student Safety Committee. A "night walk" is completed annually with stakeholders from these respective groups to assess lighting needs. This group tours the San Diego campus together (typically in the fall semester) with the intention of identifying lights that are not functioning or functioning properly and making recommendations for expanded lighting solutions and systems. The City of San Diego is responsible for and maintains all street level and off-campus exterior lighting in the College Area.

How do University Police officers respond to individuals experiencing a mental health crisis?

UPD police officers are the first responders to mental health crises on campus. They will assess the situation for any imminent safety concerns and can call the Psychiatric Crisis Assessment Support Team (P-CAST) for on-site assistance as needed.

The Psychiatric Crisis Assessment Support Team (P-CAST) is an added service to existing UPD public safety measures to address mental health crises on campus. P-CAST is staffed by mental health clinicians who provide on-site psychiatric assessments, de-escalation, consultation, and connect individuals to appropriate resources. P-CAST clinicians are the primary liaisons between emergency department (ED) psychiatric teams and in-patient psychiatric hospitals. They can help by providing collateral information to ED during a crisis, help in treatment and discharge planning, provide local referrals, and assist students when they are ready to return to campus and the classroom. P-CAST follows up with every student who has been provided services by the team, and others who have been transported to the ED by UPD officers if follow-up is requested by the student.

What should I do if I see an unhoused/homeless individual?

Since SDSU is a public institution, everyone has a right to visit campus and use public resources such as recreation, transportation, retail, food, library access, and events. People who appear homeless have the same right to access the public resources SDSU provides. Penal Code 626.6 authorizes UPD to temporarily remove anyone that interferes or intends to interfere with peaceful campus activities. Removing people from campus because they may appear homeless would be a violation of constitutional rights afforded to everyone.

Being homeless is not a criminal offense. If you see a homeless individual, treat them like you would anyone else unless they are a danger to themselves or others, causing disruption to a peaceful environment, or disrupting the learning environment.

UPD, via its Social Work Unit, provides homeless street outreach to engage the homeless community on campus. The outreach team does their best to connect individuals to county resources. Outreach efforts are delivered with respect, empathy and compassion with the hope of improving the quality of life for those willing to participate in our efforts. The UPD Social Work unit has partnered with the San Diego Regional Task Force on Homelessness and other non-profit organizations to help unhoused folks access various basic needs.

How do I report an incident of sexual violence?

The safety and well-being of our campus communities is a priority for the California State University system. We are committed to ensuring a safe working and learning environment at San Diego State University.

Title IX protects students, educators and school employees against all forms of sex or gender discrimination, including: sexual harassment, sexual misconduct, sexual exploitation, dating and domestic violence, stalking, and retaliation. Students or staff experiencing discrimination based on sex or gender should contact campus Title IX Administrators.

The University offers various methods to report incidents of sexual misconduct. For more information, please visit: https://titleix.sdsu.edu/report-an-incident-landing

Safety Tips

Personal Safety

- Walk with known colleagues.
- Use busier, well-lit walkways when traveling at night.
- Avoid listening to loud music when walking alone.
- Share your location with a trusted friend.
  - SDSU Safe App: "Friend Walk" feature
- Think about your safety wherever you go and avoid situations that could put you in danger.
- When using your phone, remember to pay attention to your surroundings.
- Be familiar with where the emergency blue light phones are located around campus.
- Know multiple ways to get to and leave frequently visited areas of campus.
- Email cro.pd@sdsu.edu to enroll in an upcoming Personal Safety and Awareness workshop.

Safety While Working Alone and During Late Evenings

- Consider using the SDSU Safe App to request a Red & Black Safe Ride.
- Be familiar with the location of any panic switches in your work space.
- Report any unusual or unsafe activity to the University Police Department in a timely manner.

- Be familiar with other colleagues who may be working during late evenings in your building or facility.

- Know multiple routes to and out of your facility, if possible.

- If you have a general safety concern, notify UPD that you are working late and request an extra patrol check. If call volume allows, an officer will be dispatched to check the facility.

Vehicle Burglary Prevention

- Avoid leaving valuable items in your vehicle. If items must be left in the vehicle, secure the items out of sight before arriving at your destination.

- Always leave your vehicle with the windows closed and doors locked, even if you will only be gone for a short time.

- If you can, park in busier areas of parking facilities.
- Always lock your doors and windows.

Catalytic Converter Prevention

- Park in well-lit areas when possible.
- Stay vigilant in parking structures and parking lots and report concerning behavior to UPD by calling 619-594-1991 and selecting 1 to speak with a police dispatcher.
- If you are witnessing a crime in progress and are unable to call 9-1-1, text to 9-1-1 is available in San Diego and Imperial counties.
- If your vehicle is able to, calibrate the alarm to go off when your vehicle vibrates.
- Consider attaching an anti-theft device to the converter so that it is more difficult to steal. You can install a cage clamp to better protect your converter.
- Etch your license plate number or vehicle identification number (VIN) into the converter. If law enforcement officers find the converter, they can quickly identify the vehicle owner.
- If your catalytic converter has been stolen, file a police report. While on campus, contact UPD by calling 619-594-1991 and selecting 1 to speak with a dispatcher.

Bike Theft Prevention

- Always secure your bike when left unattended.
- Use a quality lock to secure your bike.
- Avoid using cable locks.
- Get a free U-Lock when you register your bike with UPD, while supplies last.

Red & Black Safe Ride Program

Beginning Aug. 30, 2023, SDSU students, faculty and staff can utilize the Red & Black Safe Ride program at designated pick-up and drop-off locations. The Red & Black Safe Ride program operates weekdays, from 6 p.m. to midnight. An ADA van will be available to accommodate any requests. Please note: the program does not operate during university holidays.

All riders will be required to present a Red ID.

- *Safe Ride Shuttle Rotation - Weekdays from 6 p.m. to 10 p.m.*
  During weekdays from 6 p.m. to 10 p.m., University Police Department Community Service Officers (CSOs) will drive two shuttle vans on one route, rotating in opposite directions to decrease wait times.
- *On-Demand Safe Ride Requests - Weekdays from 10 p.m. to Midnight*
  During weekdays, from 10 p.m. to midnight, riders can request an on-demand ride from one of the designated pick-up locations to another through the SDSU Safe App.

More information about the Red & Black Safe Ride program's shuttle stops is available on UPD's website.

Crime Prevention Through Environmental Design Assessments

Crime Prevention Through Environmental Design (CPTED) is a strategy that looks at a variety of ways to deter and mitigate crime. This can be performed through access control, barriers, lighting and landscape designs. We understand our campus is located in a metropolitan environment where crimes of opportunity may occur. We are happy to meet with anyone looking at ways potential crime might be decreased. Schedule a CPTED by completing the CPTED Request Form.

Training Opportunities
- Active Shooter Response Safety
  - Email cro.pd@sdsu.edu to schedule a 1-hour active shooter safety presentation for your organization, department or group.
  - Watch the Active Shooter Safety Video:
    https://www.youtube.com/watch?v=13o-qdMgCYI&t=3s
- Personal Safety Training
  - Personal safety is important for you to have a wonderful experience at SDSU. Simple things such as not leaving your cell phones, computers and backpacks

unattended can help in ensuring you are not a victim. SDSU Police offer many opportunities for training for alcohol awareness, sexual assault prevention, personal safety and theft awareness training.
- Custom Training
  - The University Police Department can create custom training for your group or organization based on your needs. UPD is dedicated to the safety of all members of the SDSU community and takes your concerns seriously.

Bike Registration

Parking & Transportation Services (PATS) offers free bicycle registration to our campus community. Upon registering your bicycle, we will provide you with a registration sticker and a free U-lock while supplies last.

Safety and Security Infrastructure Advisory Committee

The safety and security of our campus are of utmost importance and significantly impact our ability to deliver and consume instruction, conduct research and creative activities, and implement our overall mission. In recent years, the university has increased its resources for assessing safety and security infrastructure needs by developing Crime Prevention through Environmental Design (CPTED) analysis and reports managed by the University Police Department. This evaluation has identified items that are in need of repair or have operational implications which the university largely funds. It has also identified recommendations for enhanced safety and security measures (i.e., additional CCTV cameras, electronic access control, lighting, duress phones, IT and infrastructure replacement or upgrades, etc.) without an identified funding source. In the spring of 2021, the President's Budget Advisory Committee (PBAC) allocated $500,000 to support such endeavors. Campus leadership prioritized $250,000 to add additional electronic access control to exterior entrances with the balance to be recommended by a representative campus committee.

As such, the new advisory group is charged with prioritizing and allocating funding to address the most significant needs. The primary purpose of the Safety & Security Infrastructure Advisory Committee (SASIAC) is to make recommendations on all safety and security infrastructure allocations of state-owned University space to the Council of Vice Presidents.

The Safety & Security Infrastructure Advisory Committee:

- Develops a process for receiving and reviewing requests for additional safety and security infrastructure
- Solicits additional CPTED reports from University Police and suggests changes to evaluations when appropriate

- Solicits estimated costs for implementation of safety and security infrastructure requests from appropriate campus departments
- Recommends and prioritizes campus safety and security infrastructure needs via a proposed risk assessment model
- Recommends safety and security-related repair and operational changes when appropriate
- Given safety and security are always a shared responsibility, recommends educational campaigns for faculty, staff, and students to support desired outcomes
- Engages with and is informed by other campus committees such as the Campus Community Commission, Deferred Maintenance Advisory Committee, etc.

Safety Scenario Guide

Medical Emergency	● Call 9-1-1 and describe the nature of your medical problem and campus location. ● If you have been trained, quickly: ○ Control serious bleeding by applying direct pressure on the wound. ○ Begin CPR if the victim is not breathing. ○ If an automated external defibrillator (AED) is available, turn it on and follow the instructions. ○ Remain with the injured person until help arrives.
Fire	● During a fire, ○ Activate the fire alarm using a manual pull station. ○ Evacuate the building using the nearest exit or stairwell. ○ Avoid elevators. ○ Call 9-1-1. *(Do not re-enter the building until instructed by law enforcement and emergency officials).* ● Fire Extinguisher Instructions ○ **P** - Pull the pin on the extinguisher. ○ **A -** Aim the hose or nozzle at the base of the fire.

	○ **S** - Squeeze the handle.
	○ **S** - Sweep the extinguishing agent back and forth at the base of the fire.
Active Shooter	● Exit the building if possible.
	● Call 9-1-1 once it is safe to do so.
	● If you cannot run, go to an enclosed room, turn off the lights, lock the doors, and barricade entry points.
	● If running and hiding are not an option, then fight. Identify items you can use for self-defense and be as aggressive as possible. Work with others if you can.
	● Review UPD's Active Shooter Safety video.
	● Attend an in-person active shooter safety training by emailing cro.pd@sdsu.edu.
Earthquake	● Indoors
	○ Immediately DROP, COVER, and HOLD under a sturdy desk or table.
	○ Position yourself along an interior wall, staying away from glass windows, shelves and heavy equipment that may topple over.
	○ Do not run outside unless your building is believed to be in immediate danger or can possibly collapse.
	● Outdoors
	○ Quickly move away from buildings, utility poles, and other structures.
	○ Stay in an open area.
Hazardous Materials	● If a chemical spill occurs within a campus building, immediately call 9-1-1.
	● Notify UPD if you have been exposed to a chemical.
	● If exposed, avoid contact with others.

	● When evacuating, move to an area upwind and away from the odors.

Personal Emergency Preparedness

1. Make a plan today. Your family may not be together if a disaster strikes, so it is important to know which types of disasters could affect your area. Know how you'll contact one another and reconnect if separated. Establish a family meeting place that's familiar and easy to find

2. After an emergency, you may need to survive on your own for several days. Being prepared means having your own food, water, and other supplies to last for several days. A disaster supplies kit is a collection of basic items your household may need in the event of an emergency. You can access an emergency supply list for a basic disaster kit here.

3. Disability intersects every demographic group—there are people with disabilities of all ages, races, genders, or national origin. Disabilities can impact a person in a variety of ways—both visible and invisible. For people with disabilities and their families, it is important to consider individual circumstances and needs to effectively prepare for emergencies and disasters and know some best practices to do so.

4. Disasters happen everywhere, and every member of the family can prepare. Families and those who work with children can find more information on helping the whole family be better prepared for an emergency.

For additional information on emergency preparedness including disaster tips and developing your personal/family emergency communications plan, visit Ready.gov.

Safety Notifications

SDSU Alert

Ensure your contact is up to date in the event of a campus alert. Instructions are available online at urgent.sdsu.edu. Notifications may be issued via email, SMS text message or voicemail.

SDSU Safe

SDSU Safe App

Be sure to download the SDSU Safe app, a free phone-based app to address and promote personal safety on and off campus. Downloadable for Apple and Android users, the app uses the

latest mobile and GPS technologies and has enhanced features that allow friends to track your movements between locations and allow you to report incidents directly through the app.

Additional Resources

Narcan Upstander Distribution Program
- https://sacd.sdsu.edu/health-promotion/healthier-you/alcohol-and-other-drugs

*Inclusive SDSU Reporting *
- https://sacd.sdsu.edu/diversity-initiatives/inclusive

Parking & Transportation Services
- https://bfa.sdsu.edu/campus/parkingtrans

Sexual Misconduct Response & Prevention
- https://titleix.sdsu.edu/