Martinelli, Robert

From: Sharpe, Jon
Sent: Friday, September 29, 2006 7:53 AM
To: Jones, Rick; Cox, Valerie; Day, Chris; Sears, Cheryl; Crow, Scott; Hamilton, Amanda; Peithman, Stephen; West, Christina; Kams, Bill; Karns, Bill; Lorimer, Sue; Owings, Colleen; Travis, Deborah; Esposito-Noy, Celia; Nolden, Denise; Poindexter, Michael; Blanchard, Barbara; Brown, Chris; Kirschenmann; Williams, Susie; Scott-Skillman, Thelma
Cc: Tyler, Arthur; Harris, Brice; Vier, David; Rodriguez, Francisco; Sharpe, Jon; Smith, Marie; Sandy

Subject: Communications Protocol

As we enter another academic year we thought it would be useful to once again review our emergency communications and notification protocol. Attached are two flow charts outlining our processes.

While the official notification process starts with the Police Department, in reality the process starts much earlier with the initial communication to Police of the incident. Many times Police are the first to know of on campus situations, but often Deans or other managers are the initial point of contact. When notified of a potential crime or significant incident, managers should report the situation (as required under the Clery Act) to campus or district Police who can then initiate the outlined process. For this reason, you may want to review these processes with those managers that could potentially be that point of contact.

One thing we have learned is that we cannot always prevent campus crimes or incidents, but we can facilitate good communications to help coordinate and control the situation.

Thank you in advance for your attention to this important matter.

Jon
Los Rios Community College District
Crime Bulletin Dissemination

Police Captain prepares draft Crime Bulletin

Sends to the PIO for review and editing

PIO and Captain confer as necessary (PIO and Captain must approve Crime Bulletin jointly)

Police Captain posts Crime Bulletin at campus of occurrence*

*Posting on other campuses shall be the direction of the Chief of Police with campus coordination

2/24/2006
Los Rios Community College District
Emergency Notification Protocol

Police Captain,
(Original Point of Contact)

Police Captain
Notifies Police Chief, VPA,
and PIO

VPA Notifies College President
(as needed)

PIO Notifies Assoc. Vice
Chancellor, Communications

Deputy Chancellor
Notifies Chancellor
(as needed)

Chancellor / Designee
Notifies Board
(As Needed)

In Deputy Chancellor's Absence

Police Chief Notifies Deputy
Chancellor

Assoc. Vice Chancellor,
Communications
Notifies Chancellor
(as needed)

Chancellor / Designee
Notifies Board
(As Needed)

2/24/2006