



San Diego Community College District Police Department Policy and Procedures

2.09 ADMINISTRATIVE NOTIFICATIONS

EFF. 10/01/19

I. PURPOSE

This Department procedure establishes a protocol and procedure to ensure that proper notification is made to all appropriate members of the College Community when officers are advised of, or respond to, any Priority 1 call, or any call involving staff, students, and property that may affect the District.

II. SCOPE

This procedure applies to all members of the Department.

III. BACKGROUND

In order to operate in a manner that is transparent to District Administrators, and ensure timely notification of calls that may affect the District and/or the learning environment, it is critical that accurate, brief, and concise messaging and notification is made.

IV. PROCEDURES

- A. In the event of a major incident on property owned or controlled by the San Diego Community College District, in addition to dispatching College Police personnel, it is the responsibility of the College Police Communication Center to notify appropriate emergency agencies and selected District personnel.
 1. The on duty dispatcher will, as soon as pertinent information is available and/or at the request of the incident supervisor, draft an email containing the synopsis of the reported incident and the actions taken/being taken by the College Police Department, and forward it to the appropriate Administrative Notification e-mail group, as established in the dispatch e-mail contacts.
 2. In the event of a major incident on property owned or controlled by the San Diego Community College District, in addition to dispatching College personnel, it is the responsibility of the College Police Communication Center to notify appropriate emergency agencies and selected District personnel. In all cases the

on duty dispatcher will make notification to the Chief of Police or his designee, and confirm that notification has been/ will be made to the Chancellor.

3. Copies of all correspondence will be attached to the RIMS incident.