I. PURPOSE
The purpose of this directive is to establish a policy and procedure for notifying the Director of Campus Safety of serious crimes or major incidents which have occurred or are anticipated.

II. POLICY
When a serious offense or major incident occurs within the Shasta-Tehama-Trinity Joint Community College District, the Campus Safety Director or designee shall be immediately notified. The Director of Campus Safety or designee shall then immediately notify the Vice President of Administrative Services or designee. Notification may be by telephone, email, text message, or similar means providing the means used confirms the notification has been received.

III. DEFINITIONS

Serious Offense - Any felony offense as defined by the California Penal Code.

Major Incident – Any event, criminal or otherwise, which has the potential to be or already is a focus of media attention; which requires the mobilization or deployment of police resources; which has been or will be communicated to the institution president.

IV. PROCEDURES

A. The Director of Campus Safety shall be notified immediately should one of the following events (or criminal attempts) occur:

1. Homicide
2. Sexual Assault
3. Robbery
4. Aggravated assault
5. Assaults on Public Servants
6. Significant Breach of Computer Security
7. Theft or burglary involving a value over $1,000 (including auto thefts)
8. Any offense in which a college employee is a suspect
9. Campus disruption or demonstration
10. Natural disasters such as a fire, flood, earthquake, or severe snow storm
11. Any report dealing with an officer’s use of force
12. Any reports of deaths occurring on campus
13. Any serious injury, serious medical, call or serious property damage
14. Any noteworthy incident involving college personnel
15. Any other major incident or major felony
16. Significant media coverage (actual or anticipated) of a college event or incident that is St. Shasta College-related or associated with controversy that has law enforcement implications
17. The presence of law enforcement on campus, on official business
18. A planned, anticipated, promoted, marketed or scheduled special event associated with the college that the Campus Safety Department, through its due diligence, has determined has the potential for violence; a criminal nexus; or criminal enterprise; the threat of disruption or a threat against the event itself
19. Attempted Suicide/Suicide
20. Emergency Mental Health referral/commitment

B. In the absence of the Director of Campus Safety, the Vice President of Administrative Services and the Campus Safety Officer II shall be notified.

C. The on-duty Campus Safety Officer II, or on duty Campus Safety Officer is responsible for notifying the Director of Campus Safety or designee.

D. The Director of Campus Safety or designee shall be notified on all CLERY Emergency Notifications or Timely Warnings.

E. The mode of emergency notification will be the choice of the notifying institution and can include land line telephone, cellular telephone, electronic mail or text messaging; the responsibility for ensuring the emergency notification is complete and timely rests with the notifying institution.

 Lonnie Seay  
Director of Campus Safety  
Amended March 19, 2015