

TIMELY NOTIFICATION STATEMENT

Regional West Health Services (RWHS) believes security and personal safety begins with an informed community. Only through campus community awareness and the combined efforts of the students, staff, faculty, and campus security department can we hope to provide the safest possible environment to work, study, and reside.

The prompt notification of all members who may be affected by crime is an important part of the pro-active crime prevention efforts on campus. The Director of the RWHS Security Department is authorized to notify members of the campus community of any criminal situation, which, in his/her opinion, may present a threat to other students, faculty, staff, or employees in the manner deemed most appropriate under the circumstances. Notification is provided to prevent them from becoming a victim of crime.

Responsibility: Students, Staff, Faculty, Employees, Program Director, Director of Security and Safety

Standard: Environment

PROCEDURE:

1. In situations requiring immediate notification, the Director of Security may use personal contacts, phone systems, and other expedient means, with the cooperation of the Program Director of the School of Radiologic Technology, and employee relations representatives, to disseminate the appropriate information.
2. When situations do not require immediate/or personal contacts, the Director of Security may coordinate efforts with the Program Director of the School of Radiologic Technology, public affairs personnel or employee relations personnel to provide necessary information to the affected group(s) of the campus community of RWHS.

Methods used for this may include but are not limited to the use of hospital e-mail, bulletin boards, campus and city news media, flyers, faculty/staff newsletters, posted notices, individually addressed correspondence, or other announcements/forum.

Personal security and the prevention of crime is a campus community project. All members of the RWHS community must take an active part in order for security or prevention of crime to succeed.

Signature
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Program Director

Signature

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Director of Imaging Services

Reviewed: 5/15/95, 5/28/98, 3/9/00, 3/28/02, 6/28/05, 3/29/07, 07/02/09, 7/14/11, 5/17/12, 5/16/13, 2/21/14,
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