HARTNELL COMMUNITY COLLEGE DISTRICT
Operational Memorandum #106

Hate Speech Vandalism Protocol

Purpose: To create an Operational Memorandum (OM) to address hate speech vandalism, a protocol for employees to follow, and to provide an effective, timely, and systematic response to the presence of hate speech vandalism at all district locations.

Background: The district has no protocol established to address hate speech vandalism. The development of an OM is an effective, timely, and systematic way to respond to the presence of hate speech vandalism at all district locations.

Process

1. Employee who found vandalism will immediately notify campus security.
2. Employee will submit an incident report using the Advocate system, identifying the location of the vandalism and the time found.
3. Campus security will immediately notify the Director of Operations and Maintenance (831-755-6950), who will then notify the Vice President of Administrative Services (831-755-6995).
4. The Vice President of Administrative Services or Director of Operations and Maintenance will notify the Director of Marketing and Communications and the Superintendent/President.
5. Custodial staff will secure location or cover markings to ensure that no one else will see the vandalism until campus security takes pictures and performs their investigation. Maintenance can take their own photos, but campus security must also take their own photos for investigative purposes.
6. Campus security will take pictures for their records.
7. Campus security will notify the Director of Operations and Maintenance or custodial supervisor on duty when they are cleared to remove vandalism.
8. Custodial staff will clean off vandalism after pictures are taken by campus security. The campus will be notified of the incident by the Director of Marketing and Communications, as appropriate.

Approved: