



COMMONWEALTH of VIRGINIA

Department of Criminal Justice Services

1100 Bank Street
Richmond, Virginia 23219
(804) 786-4000
TDD (804) 786-8732

April 1, 2010

I am writing to provide additional information and guidance related to contacting the Department of Criminal Justice Services when events occur that require notice to DCJS as a result of the passage of HB2612 and SB1150 (affects the Code of Virginia §§22.1-279.8, 23-9.2:9, 32.1-111.3, 32.1-111.11, 44-146.18, and 44-146.19). Please disseminate this information to appropriate agency personnel and local agencies with whom you work that are directly affected by the Code changes.

DCJS has created an online form that may be used by public schools, state institutions of higher education, the Board of Health, regional emergency medical services councils, the Virginia Department of Emergency Management and local emergency management officials to contact the Department of Criminal Justice Services in the event of an emergency, as defined in the emergency response plan, when there are victims as defined in § 19.2-11.01. This form is located at <http://www.dcjs.virginia.gov/research/reportemergency>

Alternatively, you may contact the designated DCJS personnel (see contact information below) via telephone on a 24/7 basis. Please be prepared to provide the information that is required on the online form. I have also attached a form that may be completed and faxed to 804-225-3853. Please be advised that faxed information may not receive immediate attention if received after normal business hours.

Upon receiving notification, DCJS will assess the incident and determine the appropriate DCJS response. Individuals who submit reports will be notified of that response.

For further information, please contact Karen D. Thomas, Critical Incident Response Coordinator at karen.thomas@dcjs.virginia.gov, 804-225-3456 (office), 804-840-4276 (blackberry) or Mandie M. Patterson, Critical Incident Response Manager, at mandie.patterson@dcjs.virginia.gov, 804-786-3923 (office), 804-840-5276 (blackberry).

I appreciate your cooperation.

A handwritten signature in cursive script that reads "Mandie M. Patterson".

Mandie M. Patterson,
Critical Incident Response Manager

www.dcjs.virginia.gov

Criminal Justice Service Board • Committee on Training • Advisory Committee on Juvenile Justice
Advisory Committee to Court Appointed Special Advocate and Children's Justice Act Programs
Private Security Services Advisory Board • Criminal Justice Information Systems Committee