



### Procedures for using REACH Alert

\*\* The designated administrator for the Ouray Business REACH Alert program is the **Police Department**. In the event an officer is not available to send out an alert, the back-up administrator is Jennifer Peterson at City Hall. \*\*

If you have important information that you feel needs to be shared with fellow business owners you will need to follow these guidelines:

1. Contact the Police Department by calling **Dispatch** at **970-249-9110**. Dispatch will notify the **officer on duty** that there is a pending message for REACH Alert.
2. The officer on duty will contact you for the information for the message.
3. The officer will then post a message via REACH Alert and a notification will be sent to all members on the alert list.
4. In the event the officer on duty is **NOT** available, please contact **Jennifer Peterson** at City Hall at **970-318-6788 (call or text)** who will post the notification in their absence.

What kind of information should you share with your fellow business owners?

- Suspicious patrons (possible shoplifters)
- Intoxicated and disorderly people
- Anything that might negatively impact businesses or the community

**If the case of a real emergency, such as a known shoplifter, counterfeit currency, or disruptive customer etc. please call 911 – these types of instances should be handled directly by the Police Department.**

