## REALIGNMENT/REENTRY COMMUNICATION PROTOCOL & INSTRUCTIONS

**GOAL:** Centralize the distribution and dissemination of upcoming events or announcements related to reentry/realignment in Alameda County.

**TIMELINE**: Publication will occur monthly within the first week of the month; deadline for submission of information is the 15<sup>th</sup> of each month or next business day, if the 15<sup>th</sup> is a holiday or weekend. Submitted information will be published the following month.

**FORMAT:** Text should not exceed 100 words and can include links to flyers, websites and documents that provide additional detail regarding the event/announcement.

**Instructions**: Email announcements and/or event information to the following: <a href="mailto:reentryinfo@acgov.org">reentryinfo@acgov.org</a>. Note: Information must pertain to reentry or realignment in Alameda County.

**INADMISSIBLE INFORMATION:** Announcements/events that take a position on legislation or other political/legislative positions. The Alameda County Probation Department reserves the right to not post information, if deemed inappropriate.