

**Williamsburg Technical College  
PROCEDURE**

**SECTION E – FACILITIES MANAGEMENT**

Title <b>THEFT, DAMAGE, INCIDENT, DISTURBANCE</b>	Number <b>E-8.1</b>
Division of Responsibility <b>Administration and Finance</b>	Approval Date Page <b>1/21/2021 1 of 1</b>
Approval Vice President  _____  President  _____	Supersedes Procedure No. <b>E-8.1</b> Date <b>2/3/14</b>

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**I. THEFT OR DAMAGE**

- A. All theft or damage is to be reported to Security, Associate Vice President (AVP) for Facilities Management, or Vice Presidents.
- B. Complete a "Theft, Damage, Incident, or Disturbance" report and forward to the staff indicated on the form.

**II. INCIDENT OR DISTURBANCE**

- A. If any incident or disturbance occurs between students in the presence of any employee:
  - 1. Contact campus Security.
  - 2. Resolve the problem if possible. If resolved, prepare a written report and discuss it with the Associate Vice President for Student Affairs.
- B. If any incident or disturbance occurs between employees in the presence of any employee, the employee witnessing the incident should contact his/her supervisor and the Director of Human Resources.