

**Williamsburg Technical College
PROCEDURE**

SECTION E – FACILITIES MANAGEMENT

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

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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.