

Three Rivers Community College

EMERGENCY ACTION PLAN

29. THEFTS AND VANDILISM OF STATE AND PERSONAL PROPERTY

All thefts and vandalism of State and personal property must be reported to Campus Security for the purpose on conducting a preliminary investigation, making the appropriate notifications to College staff members and preparation of a Security Incident Report.

The Security Desk in the main lobby is staffed by a Security Guard whenever the college is open. All calls placed to the Emergency Hotline on extension 55555, the Assistance Line on extension 22222, or the outside Security line on (860) 215-9053 are routed to the Security Desk. All of these numbers can be reached using any internal campus phone or emergency phone strategically placed in the hallways throughout the college to notify the TRCC Security Desk of the nature and location of the incident. All of the campus Emergency Blue Phones located around the campus building perimeter and in the parking lots also have direct communication with the Security Desk. In the event you have reported the event directly to the police, it is very important to notify the Security Desk as soon as possible after the police have been contacted.

The Security Desk will in turn make the appropriate notifications to College staff members by phone or radio depending on the time of day, the nature of the event and the availability of staff members on campus.

Although Security generates and forwards Incident Reports on all incidents occurring on campus to the Dean of Administration for further dissemination; it is important that faculty and staff directly involved with an incident also prepare their own contemporaneous reports of their direct knowledge of the incident on a TRCC Incident Report Form (Appendix B). Copies of these Incident Reports should be immediately provided to Security and forwarded to the Coordinator of Public Safety.

THEFTS AND VANDILISM OF STATE PROPERTY:

All criminal incidents involving the theft or vandalism of State Property will be referred to the Connecticut State Police, Troop E, Montville, CT for investigation.

ALL THEFTS AND VANDILISM OF PERSONAL PROPERTY:

If the property involved is privately owned, then the responsibility for reporting the matter to the police is the responsibility of the owner. All criminal incidents involving the theft or vandalism of personal property will be referred to the Norwich Police Department for investigation. College security will provide assistance in contacting the Police if requested. If a private vehicle is stolen, vandalized, or has items stolen from the car, this matter should be reported and handled as a personal theft loss. In these private ownership cases however, Security must be advised inasmuch as the College needs to have the basic information regarding the crime for its records and compliance with Federal reporting requirements involving campus crimes.