**Theft and Robbery Reporting Procedures**

**ROBBERY:**

Never resist any robbery attempt.  Should a robbery occur, the staff member should try to remain as calm as possible, be cooperative and observe the general appearance of the robber for later identification.  The following steps should be taken immediately following the robbery:

* FIRST                  if required, call an AMBULANCE
* SECOND            call POLICE
* THIRD                 call COLLEGE SECURITY
* FOURTH             call MANAGER, ACCOUNTING OPERATIONS
* FIFTH                  complete a Report of Theft, Loss or Damage form

**BREAK IN:**

DO NOT ENTER the area.  The suspect may still be in the area or evidence may be disturbed.  The following steps should be taken as soon as it appears a break in has occurred:

* FIRST                    LEAVE the area
* SECOND              call the POLICE from a safe distance
* THIRD                    call COLLEGE SECURITY
* FOURTH                call MANAGER, ACCOUNTING OPERATIONS
* FIFTH                     complete a Report of Theft, Loss or Damage form

**THEFT OR LOSS OF COLLEGE ASSETS:**

If it appears that cash or items are missing, the following steps should be taken:

* FIRST                    recount cash and check area in case items are misplaced
* SECOND              call MANAGER, ACCOUNTING OPERATIONS for advice
* THIRD                    document all information relating to the loss
* FOURTH                complete a Report of Theft, Loss or Damage form

DO NOT DELAY contacting the Accounting Department if a shortage is suspected.

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For additional information, please contact: Mark Morden