

REPORTING OF THEFTS

Section: Safety and Security

Policy: All incidents of theft occurring in residence halls will be investigated and reported.

Purpose: The purpose of this policy is to provide guidelines through which all incidents of theft occurring in residence halls will be investigated and reported.

Scope: This policy applies to all staff members of University Housing.

Background: This policy has been established to ensure consistency in reporting thefts in the residence halls.

Procedure:

- I. When staff is alerted to a theft, they need to meet with the complainant(s) to learn more about the incident.
- II. Staff should encourage the complainant(s) to contact UGA police concerning the theft.
- III. Staff should document the situation, even if the resident does not wish to notify UGA police.
- IV. Staff should follow-up with the resident as deemed necessary.

Reviewed: December 19, 2017

Revised: April, 2016