

## **4-04/085.00 Reporting Situations**

When an offense or disturbance has occurred, it is the responsibility of security personnel to observe and report. You are required to:

- Report unusual occurrences to a supervisor
  - Write incident reports or citations for infractions as required by Department Policy and Procedures.
  - Testify in court as to what you have seen or heard, and what actions were taken on your part.
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