

Reporting Incidents of Problem Behavior

The police, (State Police, 494-3201 or Warren County Sheriff, 911) should be called immediately if any library staff member or patron is involved in a threatening situation. Quick action is important. Any staff member witnessing such an incident (i.e. public lewdness, aggression or the threat of aggression) should proceed with caution to the nearest phone and call the police. The police should be informed of the nature of the incident, the location of the offender in the library, and that their immediate response to the scene is required. Do not alert the offender; otherwise he/she may leave the building before the police arrive. After phoning the police, notify your immediate supervisor or the appropriate person in charge.

Incidents of a less serious nature should be reported by the staff member(s) witnessing the incident to their supervisor or person in charge, who will take the appropriate action. Be sure to get a description of the offender and note his/her location in the building. Any suspicious behavior should be reported.