



**ADMINISTRATIVE REGULATION  
AND PROCEDURE**

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Title: DISORDERLY OR ILLEGAL ACTS	Code: GG0305
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Policy Reference: G0404, Employee Environmental Health and Safety

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Employees and students of the Milwaukee Area Technical College who are victims of, or witnesses to, disorderly or illegal acts on the premises of the Milwaukee Area Technical College shall report such incidents to the Public Safety Department.

Milwaukee Campus

1. Disorderly or illegal incidents should be immediately reported to the Public Safety Department, Room M276, extension 76588.
2. As soon as possible after the incident has occurred, the witness and/or victim should complete an Incident Report, and submit it to the Public Safety Department. This form can be obtained from the Public Safety Office, Room M276, or the Emergency Response Center, Room M274 of the Main building.

Regional and Evening Centers

1. Any disorderly or illegal incident should be immediately reported to the person "in charge" in the office.
2. As soon as possible after the incident has occurred, the person "in charge" should notify the Public Safety Department at the Milwaukee Campus, 297-6516.
3. As soon as possible after the incident has occurred, the witness and/or victim should complete an Incident Report, and submit it to the person "in charge" in the office. This form can be obtained in the office of the regional campuses or evening centers.

Disorderly or Illegal Acts by Students

If it is determined that the accused individual is a student of the Milwaukee Area Technical College, the incident should also be reported to the director of Student Life.

Office of Responsibility: Public Safety Department