## VANDALISM PROTOCOL

Queens College takes vandalism, graffiti and the defacing or damaging of college property very seriously.

This type of destruction of college property can come in many forms, and depending upon a number of factors, it may be assessed as a hate crime. It can also be offensive or disruptive to the instructional environment.

## Report a Crime or Incident

## INCIDENT PROTOCOL

In an effort to preserve potential evidence in the event that an internal or law enforcement investigation is warranted, the following protocol is recommended when encountering this destruction of college or other property in the school environment:

- <u>Contact the Office of Public Safety</u> and provide information to be included in an incident report.
- Do not erase or otherwise alter the defaced or damaged property.

## WHAT HAPPENS AFTER A REPORT IS MADE?

• Public Safety will coordinate with all appropriate college officials and other entities to effectuate the prompt removal and restoration of defaced surfaces consistent with incident process steps outlined above.