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CHAPTER 7: Administrative  
Management  
CODE: Procedure  
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Title: Police Assistance  
Effective Date: 11-24-86  
Authorized By: Library Director  
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Police assistance will normally be sought by library staff in the following situations:

1. When customers display irrational behavior which can be perceived as a public disturbance or as a threat to the safety of the staff or other customers, or may cause injury to the person herself/himself.

Examples of such behavior may include, among others, laughing hysterically; loud, abusive violent talking; threats; reclining on the floor in a fetal position; indecent exposure; indecent sexual advances.

2. When customers request police assistance, this may be as a result of an accident in the street, a mugging in the park or the parking ramp, or as a result of a suspected crime committed on the premises such as theft, or indecent exposure.
3. When staff or customer sustain injury or experience life threatening illness, police and/or medical assistance in the form of an ambulance may be requested in the case of a staff or customer injury or life threatening illness. Examples of such occurrences may include, among others, severe fall, loss of a limb, electrical shock, heart attack, stroke, un-determined loss of consciousness, or severe cut.

Whenever the police are called to the library either by staff or the public to attend to a call within the library premises, the Library Director must receive a written report, signed and dated by the staff person(s) involved with the incident, either the same day immediately after it happens, or if in the evening, by 8:30 AM the next day.