

College Operating Procedures (COP)



Procedure Title: Problem Reports
Procedure Number: 08-0823
Originating Department: Public Safety

Specific Authority:

Board Policy 6Hx6:1.02; 6Hx6:7.03
Florida Statute 1001.65
Florida Administrative Code n/a

Procedure Actions: 01/01/04; 07/01/09

Purpose Statement: To track problems that occur after normal business hours or work that cannot be completed immediately. These problems include lights out, doors that will not lock/unlock, broken sidewalks, tripping and falling hazards, etc.

Guidelines:

To track problems that occur after normal business hours or work that cannot be completed immediately. These problems include lights out, doors that will not lock/unlock, broken sidewalks, tripping and falling hazards, etc.

Procedures:

- I. Problem Reports are written as needed. The Public Safety Officer shall fill out the Problem Report form with his or her name, ID # and a brief description of the problem.
- II. The report is then turned into the Public Safety Dispatch. The problem reports shall be forwarded to the proper person/department for remedy. A Work Order request will be filed as necessary.
- III. After repair work, disposition, etc. the report is returned to Public Safety with an explanation of the action taken and signed off by the person doing the work.
- IV. Reports are filed in the Public Safety Office and kept on file for two years.