



## Safety & Security Department Crime Reporting Procedure

### How to Report a Crime and/or Emergency Situation

Hudson County Community College strives to maintain a secure and safe environment for its Students, Faculty and Staff. HCCC encourages all persons to report any criminal or suspicious activity to the Campus Safety & Security Department who will take appropriate action after identifying, evaluating all pertinent information. When the College community, general public, Police Dept. and the Safety & Security Dept. work together, we can reduce crime. A crime can be reported by the victim, witness, third party or even the offender. It does not matter whether the reporting party is involved in the crime or is not part of the College community.

When reporting a crime you should:

- For an immediate response from local law enforcement dial 9-1-1
- Call the Safety & Security Department at (201) 360-4080/4089 (or extension 4080/4089 if using an internal HCCC phone) or come to the Safety & Security Dept. office located on the 1<sup>st</sup> floor of the Student Center at 81 Sip Ave, Jersey City, NJ. For the North Hudson Campus (NHC): Front desk of main lobby 4800 Kennedy Blvd, Union City NJ.
- Provide a clear and distinct description of what the incident was about, who was involved, where it took place, when it took place, and, if you know, how or why it came about. Be as specific as possible and give your own name and those of other witnesses.
- The Safety & Security Dept. will report this crime to the appropriate local authorities if necessary.
- The law enforcement agencies will then gather information and make an official report.
- HCCC will provide a timely warning to the campus community of any occurrences of crime that are reported and are considered to represent a threat to faculty, staff, and students.

- Timely warnings may come in the form of a call and/or email from the college's emergency alert system (Connect-Ed) or a personal visit to the employees' offices and to the classrooms.
- The Safety & Security Dept. maintains a daily log of crimes reported to the police (Incident Log-Book) containing the nature, date, time, and general location of each crime.

This log will be available to the public upon request unless the release of information would jeopardize an on-going criminal investigation or the safety of any individual.

### **Confidential Reporting**

If you are the victim of a crime and do not want to pursue action within the College or the criminal justice system, you may still want to consider making a confidential report. With your permission the Safety & Security Dept. can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking the appropriate steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, employees, and visitors to determine where there is a pattern of crime with regards to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the College.

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