

Violent Felony and Hate Crime Investigations Protocol

PURPOSE:

In compliance with New York State Education Law, Article 125, Section 6434, and City University of New York (CUNY) policy. John Jay College will follow the procedure outlined below when informed of a violent felony or hate crime offense on campus.

IMPLEMENTATION:

Incidents in Progress:

- ALL available Public Safety Officers/supervisors will be dispatched to the scene immediately in an effort to stop the offense,
- Protect and aid the victim(s),
- Apprehend the perpetrator(s) of the offense,
- NYPD (Midtown North and 20th precinct) will be notified immediately via 911, depending upon where the incident occurred.

Incidents in the past

- Public Safety will respond and gather all available information to determine the validity of the report,
- Upon validation, Public Safety will report the incident to the NYPD (Midtown North and 20th precinct) as required by law.

INVESTIGATION

INTERVIEWS

- Responding officers will conduct interviews to determine if a violent felony or hate crime has occurred,
- The names and contact numbers of witnesses will be recorded.

Crime Scene

- The scene of the offense will be secured as quickly as possible for possible forensic examination by the NYPD (Midtown North and 20th precinct)
- The area will be restricted to only those who must enter
- The names and contact numbers of those entering the crime scene will be recorded

NOTIFICATIONS

The following personnel will be notified anytime a violent felony or hate crime occurs on campus:

- NYPD -Midtown North and 20th precinct depending upon the location of offense,
- College President,
- Provost,
- Vice President for Finance and Administration,
- Vice President for Enrollment Management,
- University Director of Public Safety,
- Director of Compliance & Diversity (hate crimes),
- Human Resources – should the incident involve any staff member,
- CUNY Alert, as directed by the Vice President of Finance and Administration.

***In the case of a sexual offense, the victim shall be informed of the right to report, or not to report, such offence to local law enforcement. The victim of a sexual offense shall be offered the option to be assisted by campus authorities in notifying local law enforcement agencies.**

Documentation

- A New York State Division of Criminal Justice Standardized Incident Report will be prepared and submitted to NYPD and NYS DCJS as required by law
- A copy of the report with all pertinent investigation materials will be kept on file. Reports of sexual assault and rape will be kept confidential.

Liaison

- The Director of Public Safety or his designee will act as a liaison with the NYPD and assist with the investigation if necessary.