SUBJECT: VIOLENT FELONY INVESTIGATION
PROCEDURES EFFECTIVE DATE: 02/09/2015
AUTHORIZED BY: Director of Public Safety, Kevin Cassidy

PURPOSE

In compliance with New York State Education Law, Article 125, Section 6205 (Sub.15), and City University of New York (CUNY) policy, John Jay College will follow the procedure outlined below when informed of a violent felony 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, Midtown South and 20th Pct.) 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 NYPD (Midtown North, Midtown South and 20th Pct.) as required by law.

INVESTIGATION

Interviews

• Responding officers will conduct interviews to determine if a violent felony 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 NYPD (Midtown North, Midtown South and 20th Pct.).
• 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 occurs on campus:

- NYPD
  - Midtown North, Midtown South and 20th Pct. depending upon the location of offence
- President
- Provost
- Vice President for Finance & Administration
- Vice President for Students Affairs
- University Director of Public Safety
- Human Resources, should the incident involve any staff member
- CUNY Alert, as directed by the Senior Vice President of Finance and Administration

Documentation

- A New York State Division of Criminal Justice Services 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. Report on sexual assault and rape will be kept confidential.

Liaison

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