Reporting a Crime

Policy Statement

If you are the victim of a crime, including sexual assault, domestic violence, dating violence, or stalking you are encouraged to report the crime to public safety or the police. If you do not want to pursue action within the University system or the criminal justice system you may still want, and are encouraged, to consider making a confidential report.

Reason for Policy

To provide a procedure for reporting a crime to public safety and / or the police.

Who is Governed by this Policy

Faculty, Staff, and Students

Policy

Reporting Procedures

Community members, students, faculty, staff and visitors who may be a victim of a crime, observe a crime or a suspicious incident, an incident of domestic violence, dating violence or stalking, or if you see what you believe to be a security problem or other emergency on the Garden City campus, you are encouraged to notify the Department of Public Safety and Transportation immediately by dialing 5 or ext. 3507 or 3511 from any in-house telephone, utilize any blue light emergency call box, pick up any red phone, contact any public safety officer or respond to the Public Safety Command Center located in Levermore Hall, Suite 113. To contact Public Safety via a cell phone, please call 516.877.3511. When calling, stay on the line until told to hang up and as accurately as possible, tell the dispatcher everything you can remember about the incident (e.g., sex of suspect, the suspect’s clothing, vehicle, direction of travel, etc.). The Adelphi community is encouraged to program the Public Safety telephone number into their phones in case of an emergency.
Below are contact instructions for reporting an incident if you are one of the Center locations.

<table>
<thead>
<tr>
<th>Location</th>
<th>On Campus</th>
<th>Off Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hauppauge Center</td>
<td>Call 631.300.4367 or 516.237.8605 or contact the public safety officer located in the lobby</td>
<td>Call 911</td>
</tr>
<tr>
<td>Manhattan Center</td>
<td>Call 212.965.8340 or contact the contract security officer located at the main entry to the Adelphi area on the second floor</td>
<td>Call 911</td>
</tr>
<tr>
<td>Hudson Valley Center</td>
<td>Call 845.471.3348 or contact the contract officer at the main entry to the Adelphi area located on the fourth floor</td>
<td>Call 911</td>
</tr>
</tbody>
</table>

One may choose to call 911 to report emergencies that require immediate response from police, fire, medical or other emergency units at any location. Be specific relative to your location. Specify that you are at Adelphi University with a specific building location (e.g., Blodgett Hall room 201).

While the Department of Public Safety and Transportation and its personnel are responsible for ensuring that our campuses remain as safe as possible, the primary responsibility for crime prevention and personal safety rests with each individual. Each of us must take personal responsibility for our own safety, as well as for the safety of those around us. Adelphi University encourages accurate and prompt reporting of all crimes to the campus public safety and the appropriate police agencies, when the victim of a crime elects to, or is unable to, make such a report.

**Response to Reports**

Professionally trained and licensed public safety officers accept written reports of any incidents that occur at all Adelphi locations (the Garden City campus and center locations). Copies of all reports are kept on file in the office of the Department of Public Safety and Transportation on the Garden City Campus and distributed to the appropriate people (departments) at each location. Follow-up investigations are performed and the local police department is notified when appropriate.

**Reporting a Crime Confidentially**

Persons wanting to report a crime or incident can do so confidentially by contacting the Executive Director of Public Safety and Transportation in the office located in Levermore Hall, Suite 113 or by calling the Department of Public Safety at ext. 3500.
COUNSELORS and Confidential Crime Reporting

Campus pastoral COUNSELORS and campus professional counselors when acting as such are not to be considered a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. Under the Clery Act, institutions are not required to provide a timely warning with respect to crimes reported to a pastoral or professional counselor. The University policy is one that encourages these counselors when they deem appropriate to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual statistics.

Any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the University to provide accommodations or protective measures will be maintained. Persons are further encouraged to report crimes to any campus authority whereby the reporter will remain confidential as requested, but the crime will be included as a statistic for the annual security report.

Definitions

Counselors are defined as:

Pastoral Counselor: An employee of an institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

Professional Counselor: Employees of an institution whose official responsibilities include providing psychological counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification.

Procedures

This policy does not have procedures associated with it at this time. Upon periodic policy review this area will be evaluated to determine if additional information is needed to supplement the policy.

Forms
This policy does not have forms associated with it at this time. Upon periodic policy review this area will be evaluated to determine if additional information is needed to supplement the policy.

**Related Information**

Public Safety:

http://safety.adelphi.edu/prevention-reporting/reporting-procedures/

Public Safety:

http://safety.adelphi.edu/prevention-reporting/confidential/

Garden City Police Department

http://www.gardencityny.net/index.asp?Type=B_BASIC&SEC=%7B93D2D01D-3313-4B66-B849-61BDFF91C48B%7D

New York City Police Department

https://www1.nyc.gov/site/nypd/services/victim-services/how-to-report-a-crime.page

Suffolk County Police Department:

http://suffolkpd.org/Home/852COPS.aspx

Town of Poughkeepsie Police Department:

http://www.townpolice.net/contact-us/phone-directory

Nassau County Police Department:

https://www.pdcn.org/

Victim Services, Crime & Crisis Prevention

https://www.nassaucountyny.gov/3430/Victim-Services-Crime-Crisis-Prevention
Policy Owner

Name: Robert F. Hughes  
Title: Executive Director  
Office: Levermore Hall  
Phone Number: 516 877-3500  
Email: rfhughes@adelphi.edu

Secondary Contacts

<table>
<thead>
<tr>
<th>Contact</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tom Siracusa</td>
<td>516 877-3500</td>
<td><a href="mailto:siracusa@adelphi.edu">siracusa@adelphi.edu</a></td>
</tr>
<tr>
<td>Ray Hughes</td>
<td>516 877-3500</td>
<td><a href="mailto:rhughes@adelphi.edu">rhughes@adelphi.edu</a></td>
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Document History

This section must contain the following dates or placeholders for future dates:

- Last Reviewed Date: December 18, 2017
- Last Revised Date: December 18, 2017
- Policy Origination Date: Not known

Who Approved This Policy

Gene Palma, Chief Administrative Officer and Associate Vice President

Tags

Operations and Safety, Faculty, Staff, Students

Additional Information for Policy Library

- The entire internal community (anyone with an Adelphi account can view)