

Bergen County Technical Schools Adult & Continuing Education

Annual Security Report

In accordance with the *Clery Act*—34 CFR 668.46

September 25, 2018

2017 Crime Statistics

The 2017 Crime Statistics report is contained within this Annual Security Report and can be viewed separately online at the Adult Education section of the Bergen County Technical Schools web site:

<http://bcts.bergen.org/index.php/public-safety-and-security>

Message from the Building Administrator

To Members of the Bergen County Technical Schools Community:

Bergen County Technical Schools (BCTS) Adult & Continuing Education is committed to providing our students, faculty, and employees at each of our Adult Education locations the highest levels of safety and security. We expressly prohibit the crimes of dating violence, domestic violence, sexual assault, and stalking. We believe it is everyone's responsibility to be aware of their surroundings to help keep the school community and environment safe.

To educate students and employees on personal safety and the fostering of a safe environment, information regarding risk reduction, prevention and awareness strategies, and safe and positive bystander options are posted on our web site and can be found throughout this Annual Security Report (ASR). If you hear someone being threatened, see an unusual posting on the Internet, or notice something out of the ordinary, please contact a Campus Security Authority (CSA) or the Bergen County Sheriff's Office (BCSO). They are there for your protection and safety.

Our students and employees are assured that BCTS Adult & Continuing Education will direct them to appropriate resources and apprise them in writing of their rights and options upon the filing of any reports alleging dating violence, sexual assault, domestic violence, or stalking on campus. For reports alleging dating violence, sexual assault, domestic violence, or stalking that occurs off-campus, BCTS Adult & Continuing Education will direct students and employees to appropriate resources and apprise them of their rights and options upon their notification to us of the alleged incident.

Although we do not schedule formal crime prevention programs or classes, the information included in this Annual Security Report provides direction and resources for responding to emergency and/or criminal situations for students and employees. In the event of an emergency, it is important for everyone to be prepared and to act accordingly. Please read the following guidelines and policy statements in order to become familiar with the District's safety procedures. Please refer to specific safety tips, emergency contact information, and other resources listed on our Adult & Continuing Education website at <http://bcts.bergen.org/index.php/adult-education-home> by selecting Safety and Security from our Adult Education Main Menu.

Because this document contains specific directory information for Campus Security Authorities and other important emergency contacts, this report will be updated as needed. This report supersedes any prior edition. All policy statements and procedures in this Annual Security Report are applicable to all campuses and educational sites served by the Adult & Continuing Education Program.

Sincerely,

Victor K Lynch, Building Administrator
Bergen County Technical Schools
Adult & Continuing Education

Community Statement of Rights

As a member of the Adult & Continuing Education Program, I have the right...

...to exist in this community free from sexual, racial, ethnic, or religious discrimination or harassment or bullying of any kind;

...to believe, act or appear in ways I choose as long as I am in accord with the BCTS rules, regulations, and expectations, and so long as I do not infringe on the rights of others;

...to be trusted and treated with respect and with dignity. I understand that any act of theft, lying, cheating, or violence against another will compromise trust and respect and bring serious disciplinary consequences.

Code of Student Conduct

The Board of Education authorizes the Superintendent of the Bergen County Technical Schools to employ a disciplinary process to administer any campus disruption and to restore program function and prevent injury to persons or property. The school reserves the right to suspend or dismiss any student for justifiable cause. All students are governed by the school's rules and regulations as presented in our Board of Education Policies, student handbooks, agreements, contracts and publications. Each student is expected to exercise discretion, and act within the limits of decorum and propriety at all times and in all places. All disciplinary proceedings in use by the Bergen County Technical School District relating to dating violence, domestic violence, sexual assault, and stalking, as well as other violations, can be found on our web site, <http://bcts.bergen.org/index.php/boe-home> under District Board Policies.

Prevention and Awareness for Students and Staff

The District makes available workshops for students and staff on safety topics and mental and behavioral health issues during the school year. Additionally, the Annual Security Report lists community and web site resources dealing with alcohol and substance abuse, health issues, domestic violence, stalking, sexual abuse, and dating violence. Our web site, as well as this Annual Security Report, provides information on crime prevention and awareness; visit Adult & Continuing Education at <http://bcts.bergen.org/index.php/adult-education-home> and select Safety and Security from our Adult Education Main Menu to access the instructional documents "Safety Tips" and "Bystander Intervention and Risk Reduction" which are also included within this report.

Statement of Enforcement Authority on Campus

The Main Campus in Hackensack is staffed during all day and evening classes. Public Safety Officers provide assistance and protection to persons and property for the school. They maintain orderly conditions and take measures required to assure observance of the law. Its employees utilize foot and vehicle patrols to observe, report, and respond to situations or activities with potential to pose a danger to persons or property. **PUBLIC SAFETY OFFICERS ARE UNARMED AND DO NOT HAVE POLICE POWERS.** Police-related incidents are handled by the **Bergen County Sheriff's Office** at our school. Police can be reached immediately at **(201)-336-7700**.

The Paramus Campus including the EMS program is staffed by Public Safety Officers during daytime classes. They provide assistance and protection to persons and property for the school. During evening classes, the Bergen County Sheriff's Office (BCSO) will provide patrols of the campus. In the event of an emergency during evening classes, the **BCSO** is available at all times at **(201)-336-7700**.

Our Non-Campus Teterboro Property is used for evening classes only. During this time, the Bergen County Sheriff's Office (BCSO) will provide patrols of the campus. In the event of an emergency during evening classes, the **BCSO** is available at all times at **(201)-336-7700**.

Our Non-Campus Mahwah Property is used for day, evening and weekend classes. During these times, the Bergen County Sheriff's Office (BCSO) will provide scheduled patrols of the campus. In the event of an emergency, the **BCSO** is available at all times at **(201)-336-7700**.

Our Non-Campus ESL/HSE Property at the Lodi High School location is delivered through an agreement for the use of classroom space at this school. In the event of an emergency, the **Lodi Police (973)-473-7600** should be contacted.

Bergen County Technical Schools Adult & Continuing Education does not have any student residences or off-campus student housing, does not have any officially recognized student organizations with off-campus locations, and does not sponsor or provide space for student organizations. Adult & Continuing Education cannot offer changes to academic situations; programs are specific to each campus and are not duplicated on other campuses. BCTS does not provide transportation services. Requesting changes to or assistance with working situations for employees is handled in conjunction with the BCTS Employee representative. Adult & Continuing Education does not provide students with on-site work opportunities.

Security and Access

The Main Campus in Hackensack will be open to students, parents, employees, contractors, guests, and invitees from 8:00am until 9:30pm (Monday-Thursday), and 8:00am until 4:00pm (Fridays). Saturday classes may also be held from 8:30am until 4:30pm at different times and subject to change. This excludes the Bergen County Academies (BCA) High School building which is used for weekday evening classes. The BCA building will be accessible from 5:30pm until 9:30pm (Monday-Thursday). The Paramus Campus EMS building is accessible to all parties listed above from 8:00am until 10:30pm (Monday-Thursday). Class schedules vary so these hours of access are subject to change. The EMS building will also be accessible from 8:00am until 4:00pm (Saturday-Sunday) when classes are

scheduled. The BCTS Paramus Campus High School building as well as the Non-Campus BCTS Teterboro High School property are utilized for evening classes only and will be accessible from 6:00pm until 9:30pm (Monday-Thursday, Paramus) and 6:00pm until 10:00pm (Monday-Thursday, Teterboro).

Non-Campus ESL/HSE Property at Lodi and Mahwah EMS are under an agreement for use of those spaces for specific times and dates and are subject to change. Generally, the Lodi location is utilized from 6:00pm until 9:30pm (Monday-Thursday) and the Mahwah EMS location is utilized from 6:30pm until 9:30pm (Monday-Tuesday, and every other Sunday from 8:00am until 4:00pm). For specific schedules please contact our ESL/HSE Program at (201)-343-6000 ext. 4639, our EMS Program at (201)-343-3407, or our Day/Evening Program at (201)-343-6000 ext. 2288 or 2289. As always, emergencies may necessitate changes or alterations to any posted schedules.

The Bergen County Sheriff's Office (BCSO)/Public Safety Department

The BCSO is staffed twenty-four hours a day, seven days a week, 365 days a year. BCSO officers provide assistance and protection to persons and property on the Bergen County Technical Schools campuses. They maintain orderly conditions and take measures required to assure observance of the law, utilizing foot and vehicle patrols to observe, report, and respond to situations or activities which may pose a danger to persons or property.

PUBLIC SAFETY OFFICERS ARE UNARMED AND DO NOT HAVE POLICE POWERS. Public Safety Officers respond to all complaints as promptly as possible. Public Safety Officers have received First Aid and CPR training in addition to instruction in campus security procedures. The Bergen County Technical Schools enjoy an excellent working relationship with the Bergen County Sheriff's Office.

This relationship is memorialized through a Memorandum of Understanding (MOU) that is reviewed annually and revised as needed to best serve both the Bergen County Technical Schools and the Bergen County Sheriff's Office.

Security Tips: For a complete list of Safety and Security Tips, please return to the main page and select "Safety Tips" from the Menu

1. Be aware of your surroundings at all times; pay attention to what other people are doing.
2. Always lock your vehicle. Keep valuables out of sight.
3. Acknowledge that excessive alcohol consumption decreases your personal safety because your judgment is impaired. Do not compromise your own security.
4. Do not use shortcuts; stay on the lighted walkways. Walk with a friend or in a group.
5. Look out for one another at all times.
6. Vacate all buildings immediately when a fire alarm sounds.
7. Recognize that school crimes are committed both by members of the school community and by outsiders.
8. Make prudent judgments in all your interactions with others and report suspicious persons or activities.

Call 911 in case of emergency.

Numbers to Call for Help:

Bergen County Technical Schools Numbers:

Victor K Lynch, Building Administrator, Adult Education ext. 2274	(201)-343-6000
Jim Karpowich, Lead Teacher, Adult Education	(201)-343-6000 ext. 4625
Anthony Mongilia, Counselor, Adult Education	(201)-343-6000 ext. 2047
Nancy Sytsma, Counselor, Bergen Academies	(201)-343-6000 ext. 3316
Tara Bohan, Affirmative Action (Title IX) Officer and 504 Coordinator	(201)-343-6000 ext. 4079
Tarla Broadnax, Secretary, Adult Education	(201)-343-6000 ext. 2288
Patricia Field, Secretary, Adult Education	(201)-343-6000 ext. 2289

Outside Numbers:

Police, Fire, or Medical Emergency	911
Bergen County Sheriff's Office	(201)-336-7700
Bergen County Victim Witness Advocacy Unit	(201)-646-2057
Bergen County Rape Crisis Center Hotline	(201)-487-2227
Alternatives to Domestic Violence	(201)-336-7575
Bergen County Prosecutor's Office	(201)-646-2300 Mon.-Fri. (201)-646-2700 After Hours

Campus Security Authorities (CSAs):

ALL CAMPUSES/PROPERTIES

Tara Bohan, Affirmative Action (Title IX) Officer & 504 Coordinator, 540 Farview Avenue, Paramus NJ,
(201) 343-6000 ext. 4079, tarboh@bergen.org
Victor K Lynch, Building Administrator, BCTS Adult Education, 190 Hackensack Avenue, Hackensack,
NJ, (201)-343-6000 ext. 2274, viclyn@bergen.org

MAIN CAMPUS – HACKENSACK (BCTS Adult Education, 190 Hackensack Avenue, Hackensack, NJ) (BCTS Academies, 200 Hackensack Avenue, Hackensack, NJ) (BCTS District Offices/HVAC, 11 Carol Court, Hackensack, NJ)

Raymond Bath, Vice Principal, Academies, (201)-343-6000 ext. 2276, raybat@bergen.org
Jim Karpowich, Lead Teacher, Adult Education, (201)-343-6000 ext. 4625, jamkar@bergen.org
Nancy Joa, Curriculum and Instruction specialist, (201)-343-6000 ext. 2280, nanjoa@bergen.org
Nancy Sytsma, Counselor/Affirmative Action, (201)-343-6000 ext. 3316, nansyt@bergen.org
Lisa Alessandrino, Counselor, Adult Education, (201)-343-6000 ext. 5503, lisale@bergen.org

Ghazala Nomani, Program Manager, Adult Education, (201)-343-6000 ext. 4638, ghanom@bergen.org
Carol Cochi, Program Facilitator, Adult Education, (201)-343-6000 ext. 4610, carcoc@bergen.org
Silvia Carmichael, Secretary, Adult Education, (201)-343-6000 ext. 4639, silcar@bergen.org
Anthony Mongilia, Counselor, Adult Education, (201)-343-6000 ext. 2047, antmon@bergen.org
Patricia Field, Secretary, Adult Education, (201)-343-6000 ext. 2289, patfie@bergen.org
Tarla Broadnax, Secretary, Adult Education, (201)-343-6000 ext. 2288, tarbro@bergen.org
Evening Security, Academies, (201)-343-6000 ext. 2282
William Pavlu, Security/Office, Adult Education, (201)-343-6000 ext. 2288, billpav@bergen.org
Peter Guthrie, Security/Office, Adult Education, (201)-343-6000 ext. 2288, petgut@bergen.org
Scott Lang, Security/Office, Adult Education, (201)-343-6000 ext. 2288, slang@bergen.org
Sergei Alshen, Security/Office, Adult Education, (201)-343-6000, ext. 2288, serals@bergen.org
Ralph D'Esposito, Campus Security, Morning/Afternoon, (201)-343-6000 ext. 2282, 2243
rdesposito@co.bergen.nj.us
Hernan Santiago, Campus Security, Morning/Afternoon (201)-343-6000 ext. 2282, 2243
(Rotating Staff), Campus Security, Evening
Bergen County Sheriff's Office, (201)-336-7700, 327 East Ridgewood Avenue, Paramus, NJ,
<http://www.bcsd.us>

PARAMUS CAMPUS (BCTS Paramus HS, 275/285 Pascack Road, Paramus, NJ)
(BCTS EMS Training Center, 281 Pascack Road, Paramus, NJ)
(Bergen County Sheriff's Office, 327 East Ridgewood Avenue, Paramus, NJ)
(BCTS/BCSS Administrative Offices, 540 Farview Avenue, Paramus, NJ)

Jeremy Wertheim, Vice Principal, Paramus HS, (201)-343-6000 ext. 8505, jerwer@bergen.org
Mike Tarantino, Director, EMS Training Center, (201)-343-6000 ext. 8319, mictar@bergen.org
Peter Pecoraro, Coordinator, EMS Training Center, (201)-343-3000 ext. 8322, petpec@bergen.org
Liz Scolpino, Evening Security, Paramus HS, (201)-343-6000 ext. 8424, elisco@bergen.org
Timothy Mongon, Campus Security, Day (201)-343-6000 ext. 8502 timmon@bergen.org
Bergen County Sheriff's Office, (201)-336-7700, 327 East Ridgewood Avenue, Paramus, NJ,
<http://www.bcsd.us>

NON-CAMPUS TETERBORO PROPERTY (BCTS Teterboro HS, 504 Route 46 West, Teterboro, NJ)

Paul Castiglia, Teterboro HS, (201)-343-6000 ext. 7611, pcastiglia@bergen.org
Marietta Thomas, Evening Security, Teterboro HS, (201)-343-6000 ext. 5513, martho@bergen.org
Engjell Kotarja, Campus Security - Day, (201)-343-6000 ext. 7701, 7680, engkot@bergen.org
Bergen County Sheriff's Office, (201)-336-7700, 327 East Ridgewood Avenue, Paramus, NJ,
<http://www.bcsd.us>

NON-CAMPUS ESL/HSE PROPERTY (Lodi HS, 99 Putnam Street, Lodi, NJ)

Ghazala Nomani, Program Manager, Adult Education, (201)-343-6000 ext. 4638, ghanom@bergen.org
Carol Cochi, Program Facilitator, Adult Education, (201)-343-6000 ext. 4610, carcoc@bergen.org
Silvia Carmichael, Secretary, Adult Education, (201)-343-6000 ext. 4639, silcar@bergen.org

NON-CAMPUS EMS PROPERTY (Bergen County Law and Public Safety Institute, 281 Campgaw Road, Mahwah, NJ)

Mike Tarantino, Director, EMS Training Center, (201)-343-6000, ext. 8319, mictar@bergen.org
Peter Pecoraro, Coordinator, EMS Training Center, (201)-343-3000, ext. 8322, petpec@bergen.org

Kathleen Fox, Instructor, EMS Training Center, (201)-343-6000, ext. 8311, katfox@bergen.org
Bergen County Sheriff's Office, (201)-336-7700, 327 East Ridgewood Avenue, Paramus, NJ,
<http://www.bcsd.us>

How to Report a Crime, Emergency Situation, or Violation

1. The policies of the Bergen County Technical School District, which are enforced by the Board of Education, are made known to students, faculty, and staff through District publications, including the student handbook and the District webpage. To access District Board policies, please visit <http://bcts.bergen.org/index.php/boe-home> then select District Board Policies. Relevant Board Policies are listed under 5000 Students and 9000 Community.
2. To report a crime, emergency or violation, contact a Campus Security Authority. CSAs for all Adult & Continuing Education sites are listed on pages 6-8 of this ASR.
3. You may also report any emergency, crime, or violation to the Bergen County Sheriff's Office if a CSA is not immediately available, or in addition to reporting to a CSA.
4. Provide a clear 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.
5. **IF THE EMERGENCY APPEARS TO BE IMMEDIATELY LIFE- OR PUBLIC SAFETY-THREATENING, OR INVOLVES THE COMMISSION OF A SERIOUS CRIME, CALL 911.**

How Threatening Situations are handled by BCTS Personnel

If someone commits an act deemed immediately threatening and/or dangerous, certain school administrators, as well as designated members of the Bergen County Sheriff's Office and on-call administrators, can immediately affect an interim removal from the educational program. When serious violations of the law occur, Adult & Continuing Education alerts the Bergen County Sheriff's Office whose members can affect an arrest. Criminal court charges may then result in addition to District disciplinary proceedings. Students are strongly urged to report crimes and violations of BCTS policy, so they and their fellow students are protected to the maximum extent possible.

Specific Mechanisms for Reporting Crimes

Regular Reporting

Individuals who wish to report a crime or another matter of concern, including violations of school policy, should complete an incident reporting form with help from a CSA. These forms are available in the offices of the Adult Education Building, 190 Hackensack Avenue, Hackensack, NJ and the Bergen County EMS Center at 281 Pascack Road, Paramus, NJ. Persons using this form normally will be asked to provide their name and contact information. All reported violations are investigated either

by administration, by other appropriate staff members, by outside law enforcement agencies, or by all working cooperatively. BCSO personnel also fill out incident reports when they respond to the location of a crime or other event of concern to the safety and security of the campus.

The BCTS District does not have any policy or procedure in place that allows for the inclusion in the Annual Security Report of voluntary, confidential reports by victims or witnesses. In addition, the BCTS District does not have any policy or procedure that allows for the inclusion in the Annual Security Report of instances of pastoral and/or professional counselors informing those they counsel of procedures for reporting crimes voluntarily or confidentially.

Timely Warning Reports

In the event that a situation arises on or in the immediate vicinity of BCTS Adult & Continuing Education Program or site which is considered threatening or a potential threat to the school community, a campus-wide TIMELY WARNING will be issued to heighten safety awareness. It will be the judgment of the Principal in collaboration with other school officials to determine the appropriate content of the TIMELY WARNING, and the best method(s) for disseminating the information as quickly as possible in a manner which best protects the campus community. The TIMELY WARNING can be sent out via the school's emergency notification system which includes text messages, e-mail alerts, alerts on the BCTS website, and any other way deemed necessary. The content in the TIMELY WARNING may include a concise statement of the incident and location, any possible connection to previous incidents (if applicable), physical description of the suspect, date and time TIMELY WARNING was released, and any other relevant information needed.

Daily Crime Log – Policies and Access

The *Clery Act* requires that the BCTS District maintain a Daily Public Crime Log covering the most recent 60-day period. At the Adult Education Program, the Crime Log is located in the main office at 190 Hackensack Avenue, Hackensack, NJ and is available for public viewing during business hours. Persons wishing to view it should simply state their desire to do so to the main office personnel and ready access will be provided. Information requested beyond the 60-day window will be provided within two (2) business days. At our BCTS Campus in Paramus, the Crime Log can be viewed at the EMS Training Center, 281 Pascack Road, Paramus, NJ. Crime Log entries for our Non-Campus Mahwah location are also included here. Crime Log entries for our Non-Campus Lodi and Teterboro locations are listed in our Crime Log at our Main Campus site at 190 Hackensack Avenue, Hackensack, NJ. The Crime Log contains information about the nature of the reported crime, the date and time reported, the date and time it occurred, the general location, and the disposition of the matter by the school. All crimes (not just Clery-reportable crimes) are entered into the Crime Log. Entries must be made within two business days of the report being made to the Principal or other CSA. There are two exceptions when entries are permanently excluded from the Crime Log. One is when the disclosure is prohibited by law, and the other is if the disclosure would jeopardize the confidentiality of the victim. In addition, there are four instances when information may be temporarily withheld from the Crime Log. This withholding can only take place when there is clear and convincing evidence that the release of information would (1) jeopardize an ongoing investigation; or (2) jeopardize the safety of an individual; or (3) cause a suspect to flee or evade detection; or (4) result in the destruction of evidence. Once the release of the information is deemed

unlikely to cause one of these adverse effects, it will be placed in the Crime Log. Only law enforcement personnel (not school personnel) can determine following an investigation that a crime is unfounded (i.e. did not occur). Unfounded crimes, which are very rare, are not included in the Annual Security Report.

Immediate Notification

In the event of a confirmed immediate and/or imminent threat to the health and safety of the Bergen County Technical School community (i.e. active shooter, tornado, hazardous material spill, etc.), an IMMEDIATE NOTIFICATION shall be made. The IMMEDIATE NOTIFICATION will be made without delay to the Bergen County Technical School community via the school's Emergency Notification System which includes text messages, email alerts, alerts on district web site, and recorded messages on cell/home phones, along with messages through classroom/office phones. The BCSO, in collaboration with other school officials, will determine the appropriate content of the IMMEDIATE NOTIFICATION, the best method(s) for disseminating the information as quickly as possible, and to whom the notification should be made. The Superintendent (or designee) and authorized school personnel have the responsibility for issuing notifications through the District Emergency Notification System. An IMMEDIATE NOTIFICATION would not be made if in the professional judgement of the above authorities it would compromise efforts to assist a victim or contain, respond to, or otherwise mitigate the emergency.

The Bergen County Technical School District maintains institutional policies that address Emergency Response and Evacuation Procedures in situations involving Emergency and Crisis situations, Fires and Fire Drills, Bomb Threats, Natural and Man-made Disasters, Kidnapping, Toxic Hazards, Accidents and Illnesses, Violence, and Missing or Potentially Missing Children, among other scenarios. The District has also prepared procedures for emergency lockdowns, and a chain of command for emergency contacts has also been established. Board of Education policies that reference Emergency Response and Evacuation Procedures may be found on the District web site, <http://bcts.bergen.org/index.php/boe-home>: Policy #s 8420M through R8431, 8451M, R8451M, 8467M, and R8467M.

Alcohol and Drug Use Policy

BCTS prohibits the unlawful possession, use, sale, or distribution of illicit drugs and alcohol on school property or as part of any of its students' and employees' activities. BCTS further prohibits the possession or consumption of alcohol on the school campus. Violators may be subject to suspension or dismissal. Intoxication and/or disorderly conduct resulting from consumption of alcoholic beverages will be considered a serious violation of campus regulations and may result in disciplinary action.

Local, state, and federal laws that apply to unlawful possession, use, sale, or distribution of illicit drugs and alcohol will be enforced. Individuals and organizations in violation of school policy and regulations are subject to disciplinary sanctions. These policies apply to all Bergen County Technical School employees and students as well as visitors to the school campus.

The possession, use, sale, or distribution of illicit drugs is a violation of the law. Bergen County

Technical Schools will uphold the law and render assistance and support to law enforcement agencies, while at the same time rendering assistance to employees and students when needed or necessary. Our mission is to provide and maintain a safe and secure atmosphere for all members of the school community.

Board of Education policies regarding procedures associated with drug and alcohol possession, use, sale, or distribution may be found on the District's web site, <http://bcts.bergen.org/index.php/boe-home>: Policy#s 5530M, R5530, and R5530.1 pertain to students, and Policy#s 3218M, R3218M, and R4218M pertain to staff members.

Safety Procedures & Practices – Informing Students & Employees

All students who attend Adult Education classes are made aware of BCTS safety and security practices. Instructors teaching on a BCTS property will review the District's Rapid Action Guidelines. These are also posted in every BCTS classroom or shop area. This procedure is repeated at the start of each new class and any time a new student enters an existing class. Students who attend classes at an off-site location will be asked to follow the procedures and protocols set forth by the location being used. This procedure is repeated at the start of each new class and any time a new student enters an existing class.

All staff members will receive information training regarding the BCTS Rapid Action Guidelines at the beginning of each school year, and whenever a new staff member is hired.

Information to help assist students and employees to be responsible for their own safety as well as the safety of others is provided in the Annual Security Report, available online at: <http://bcts.bergen.org/index.php/public-safety-and-security>

Definitions & Terms: VAWA Amendments to Clery

1. Sexual Assault: An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's UCR program.

2. Sex Offenses: Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- **Rape-** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **Fondling** – The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- **Incest** – Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape** – Sexual intercourse with a person who is under the statutory age of consent.

For the purposes of this definition:

Consent means voluntary, positive agreement between the participants to engage in specific sexual activity.

Age of consent in New Jersey is 16 years of age.

3. Domestic Violence: A felony or misdemeanor crime of violence committed

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
- By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

4. Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

5. Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others or suffer substantial emotional distress.

For the purposes of this definition:

Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.

Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

If you are a Victim of Sexual Assault, Rape, Dating Violence, Domestic Violence or Stalking

Who to Call:

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Bergen County Technical Schools..... (201)-343-6000
Nancy Systma, Student Assistance Counselor..... (201)-343-6000 ext. 3316

Bergen County Rape Crisis Center (24 hour hotline)..... (201)-487-2227

Bergen Regional Medical Center Emergency Room..... (201)-967-4141

Bergen County Sex Crimes Unit, BCSO..... (201)-336-7700

Bergen County Domestic Violence Hotline..... (201)-336-7575

Hackensack University Medical Center (551)-996-2300

What to do first:

Sexual Assault Action Plan for Students

Obtain immediate medical attention *and* emotional support.

Contact a victim's rights advocate from the Rape Crisis Center who is **always** available to meet a survivor anyplace (on campus, at a medical facility, at home, the police station.).
Call **Rape Crisis 24-hour Hotline at (201)-487-2227.**

Seek confidential, safe and free emotional support from:

1. A **Bergen County Technical School Counselor (201)-343-6000 ext. 3316**, who can provide support, referrals to a medical facility, or make telephone calls for you. They can also assist you with academic concerns (i.e.: missed classes).
2. Seek medical assistance from your own doctor, the **Bergen Regional Medical Center (Emergency number (201)-967-4141, or Hackensack University Medical Center (551)-996-2300.**

*If it was an on-campus sexual assault, consider filing a campus disciplinary charge through the office of the **Building Administrator, Mr. Victor K Lynch (201)-343-6000 ext. 2274.***

The Importance of Preserving and Collecting Forensic Evidence

In the immediate aftermath of a sexual assault, the most important thing is for the victim to get to a safe place. Whether it be the victim's home, a friend's home or with a family member, immediate safety is what matters most. When a feeling of safety has been achieved, it is vital for the victim to receive medical attention, and strongly recommended for the victim to receive a forensic examination.

Preserving DNA evidence can be key to identifying the perpetrator in a sexual assault case, especially those in which the offender is a stranger. DNA evidence is an integral part of a law enforcement investigation that can build a strong case to show that a sexual assault occurred and to show that the defendant is the source of biological material left on the victim's body.¹

Victims should make every effort to save anything that might contain the perpetrator's DNA. Therefore, victims should not:

- Bathe or shower
- Use the restroom
- Change clothes
- Comb hair

- Clean up the crime scene
- Move anything the offender may have touched

Even if the victim has not yet decided to report the crime, receiving a forensic medical exam and keeping the evidence safe from damage will improve the chances that the police can access and test the stored evidence at a later date.

What does a forensic medical exam entail?

A forensic medical exam may be performed at a hospital or other healthcare facility, by a sexual assault nurse examiner (SANE), sexual assault forensic examiner (SAFE) or another medical professional. This exam is complex and on average, takes 3-4 hours. While this may seem lengthy, medical and forensic exams are comprehensive because the victim deserves and needs special attention to ensure that they are medically safe and protected. In addition, it is important to collect evidence so that if the victim chooses to report the crime to the police, they can access the stored evidence.¹

1. To start, the medical professional will write down the victim's detailed history.

This sets a clear picture of existing health status, including medications being taken and preexisting conditions unrelated to the assault.

- Next there is a head-to-toe, detailed examination and assessment of the entire body (including an internal examination).

This may include collection of blood, urine, hair and other body secretion samples, photo documentation of injuries (such as bruises, cuts and scraped skin), collection of clothing (especially undergarments).

- Finally, the medical professional will speak about treatment for sexually transmitted infections (STIs) that may have been exposed during the assault.

Depending on the hospital and state, the victim may receive prophylaxis as well as referrals for follow-up counseling, community resources and medical care.

NOTE: The victim has the right to accept or decline any or all parts of the exam. However, it is important to remember that critical evidence may be missed if not collected or analyzed.

After the forensic medical exam is performed and the evidence is collected and stored in the kit, the victim will be able to take a shower, brush their teeth, etc. — all while knowing that the evidence has been preserved to aid in a criminal prosecution if so desired.

What is a "rape kit?"

The sexual assault forensic exam kit (commonly referred to as a "rape kit") is the collection of DNA and other forensic evidence, which is then kept by the SANE or medical provider until picked up by law enforcement or the crime lab. It is then stored until the victim determines whether or not to

pursue a case. The kit itself is generally a large envelope or cardboard box, which can safely store evidence collected from your body or clothing. While the contents of a sexual assault forensic exam may vary by state and jurisdiction, it may include items, such as:

- Instructions
- Bags and sheets for evidence collection
- Swabs
- Comb
- Envelopes for hair and fibers
- Blood collection devices
- Documentation forms

Under the “Violence against Women and Department of Justice Reauthorization Act of 2005,” states may not “require a victim of sexual assault to participate in the criminal justice system or cooperate with law enforcement in order to be provided with a forensic medical exam, reimbursement for charges incurred on account of such an exam, or both.”

Under this law, a state must ensure that victims have access to an exam free of charge or with a full reimbursement, even if the victim decides not to cooperate with law enforcement investigators. (Previously, states were required to ensure access to exams free of charge, but could put conditions on the exam, such as cooperating with law enforcement officials.)²

Essentially, this law allows victims time to decide whether to pursue their case. A sexual assault is a traumatic event and some victims are unable to decide in the immediate aftermath. Because forensic evidence can be lost as time progresses, a “Jane Doe Rape Kit” enables a victim to have forensic evidence collected without revealing identifying information. For instance, in some states, victims are given a code number they can use to identify themselves if they choose to report the crime at a later date.¹

Each state has determined different time frames for the storage of a kit. The victim should be informed at the time of the exam as to the length of time the kit will be retained, as well as the disposition of the kit. A local crisis center can help explain all of the options moving forward.

Processing the evidence collected may take only a few weeks, but many areas of the country have significant backlogs. So the wait to have your evidence tested could range from a few weeks to a few months, or even longer.

NOTE: To find a local hospital or healthcare facility that is equipped to collect forensic evidence, contact the National Sexual Assault Hotline (1-800-656-HOPE). The hotline will connect callers to

their local crisis center, which can provide information on the nearest medical facility, and in some instances, send an advocate to accompany victims through the evidence collection process

Your Rights

If you or someone you know is a survivor of a sexual assault, rape, domestic violence, dating violence, or stalking:

- 1. You have the *Right to Privacy*.** All information you share with a counselor, nurse or BCSD officer about the incident **must be kept confidential. They cannot talk about your experience without your permission.** *BCTS has an obligation, however, under the Clery Act to report to the State only the date of the incident.*
- 2. You have the right to make decisions about who can be contacted, and if and how any intervention will proceed.**
- 3. You cannot be forced to report the incident,** or to file a police report, or press charges, or seek medical or psychological assistance.
- 4. You have the right also, to NOT TO REMAIN SILENT.** Assistance from a victim's rights advocate from the **Rape Crisis Center (201)-487-2227** is always available. She will come on campus, to the hospital, or to your home. The advocate will maintain your confidentiality and answer your questions about all of your medical care and legal options.

Getting the Help You Need

- 1. Get to a safe place!**
 - 2. Get HELP** from a victim's rights advocate from the Rape Crisis Center. Advocates are **always** available, anytime, anyplace to offer support and information. They will also provide companionship through any medical and/or legal procedures and/or emotional support to victims wishing to report the crime. **Rape Crisis 24-hour Hotline (201)-487-2227**
- * Get immediate medical attention to:**
- Identify external and internal injuries which may require treatment.
 - Be tested and receive preventative treatment for a sexually transmitted disease. Receive treatment to prevent unwanted pregnancy.
 - Obtain and preserve evidence if you are considering reporting the crime. (Don't change your clothes, bathe, shower, douche, eat, drink, smoke or urinate, if possible, as these acts may destroy potential evidence.)

3. Medical attention: Planned Parenthood (800)-230-PLAN; Hackensack University Medical Center (201)-996-2300; Holy Name Hospital (201)-833-3210; Valley Hospital, (201)-447-

8000 #42; Bergen Regional Medical Center, 1 (BRMC) (201)-967-4141; Pascack Valley Hospital (201)-383-1035; Englewood Hospital (201)-894-3440

4. Utilize Available Services:

Bergen County Sheriff's Office (201)-336-7700 to report the assault, for assistance in reporting the incident to the local police, for transportation to a medical facilities or assistance.

Health Services (201)-343-6000 ext. 2254, 9a.m. to 4 p.m., Monday – Friday.
CONFIDENTIAL SERVICE - offers treatment of minor injuries, information and referral related to your specific medical needs.

Counseling Service (201) -343-6000 ext. 3316, 9 a.m. to 4 p.m., Monday – Friday
CONFIDENTIAL SERVICE - offers short-term counseling, information and referrals related to your specific emotional needs. Counselors are also available to serve as student advocates within the campus community.

Principal (201) -343-6000 ext. 2274, 8 a.m. to 4 p.m., Monday – Friday.
To file disciplinary charges against your assailant, to discuss options regarding limiting on-campus contact with your assailant, to discuss specific academic accommodations.

Why Getting Help is So Important

Rape is a Sexual Assault and a Crime of Violence

- 1. Rape is sex without consent. It is one of the most UNDER REPORTED crimes.**
- 2. Rape is a major trauma** and a life-threatening situation that affects the victim's sense of safety, and well-being.
- 3. The motive is to degrade, control, and humiliate the victim. It is not for sexual gratification.**
- 4. No person "asks for" or causes a sexual assault.**
- 5. In 84% of the cases, the assailant was known to the victim.**
- 6. Some victims will seek help immediately following an assault while others may wait days, years, and decades to disclose the incident.**

Why Intervention is important: The Rape Trauma Syndrome

Rape is a major trauma. The symptoms and reactions commonly experienced are part of *The Rape Trauma Syndrome*. Victims may have a mixture of feelings, delayed reactions or one or several primary reactions:

1. *Emotional shock - numbness, disbelief*
2. *Fear – afraid of being alone, of men, crowds, the dark*
3. *Helplessness – life seems out of control, unpredictable*
4. *Anxiety – edgy, restless,*
5. *Physical distress – vague pain, sleep/sleeping problems, nightmares,*
6. *Guilty thoughts - “I did something to cause it, to make it happen...if only I didn’t...”*
7. *Shame – “I feel so dirty....what will people think....I can’t tell anyone, ever....”*
8. *Depression – Crying spells, extreme fatigue, inability to concentrate*
9. *Disorientation – overwhelmed, uncertain*
10. *Isolation - “I feel different...I can’t trust anyone...I do not want to be touched...”*
11. *Anger - “How could he/they do this to me...I want to hurt him.....”*

Although women, children and adolescents are more vulnerable, men and boys can also be victims of sexual assault. **Male sexual victimization** is considered by some experts to be one of the most under-reported crimes in our society.

New Jersey Campus Sexual Assault Victim’s Bill of Rights

The following rights shall be accorded to victims of sexual assaults that occur on the campus of any public or independent institution of higher education in the State and where the victim or alleged perpetrator is a student at the institution or when the victim is a student involved in an off-campus sexual assault.

- a. The right to have any allegation of sexual assault treated seriously; the right to be treated with dignity; and the right to be notified of existing medical, counseling, mental health or student services for victims of sexual assault, both on campus and in the community whether or not the crime is reported to campus or civil authorities. Campus authorities as used in this act shall mean any individuals or organizations specified in an institution’s statement of campus security policy as the individuals or organizations to whom students and employees should report criminal offenses.
- b. The right to have any allegation of sexual assault investigated and adjudicated by the appropriate criminal and civil authorities of the jurisdiction in which the crime occurred, and the right to the full and prompt cooperation and assistance of campus personnel in notifying the proper authorities. The provisions of this subsection shall be in addition to any campus disciplinary proceedings which may take place.
- c. The right to be free from pressure from campus personnel to refrain from reporting crimes, or to report crimes as lesser offenses than the victims perceive the crimes to be, or to report crimes if the victim does not wish to do so.

- d. The right to be free from any suggestion that victims are responsible for the commission of crimes against them; to be free from any suggestion that victims were contributorily negligent or assumed that risk of being assaulted; to be free from any suggestion that victims must report the crimes to be assured of any right guaranteed under this policy; and to be free from any suggestion that victims should refrain from reporting crimes in order to avoid unwanted personal publicity.
- e. The same right to legal assistance and the right to have others present, in any campus disciplinary proceeding that the institution permits to the accused; and the right to be notified of the outcome of any disciplinary proceeding against the accused.
- f. The right to full, prompt, and victim-sensitive cooperation of campus personnel in obtaining, securing, and maintaining evidence, including a medical examination if it is necessary to preserve evidence of the assault.
- g. The right to be informed of, and assisted in exercising, any rights to be confidentially or anonymously tested for sexually transmitted diseases or human immunodeficiency virus; the right to be informed of, and assisted in exercising, any rights that may be provided by law to compel and disclose the results of testing of sexual assault suspects for communicable diseases.
- h. The right to have access to counseling under the same terms and conditions as apply to other students seeking such counseling from appropriate campus counseling services.
- i. The right to require campus personnel to take reasonable and necessary action to prevent further unwanted contact of victims with their alleged assailants, including but not limited to, notifying the victim of options for and available assistance in changing academic and living situations after an alleged sexual assault incident if so requested by the victim and if such changes are reasonable and available.

ANONYMOUS SEXUAL ASSAULT INCIDENT REPORT

This form is designed to collect relevant information about a sexual assault that affects members of our community. This is an anonymous report form to be completed by any individual who has been a survivor of a sexual assault. A general location description is acceptable, e.g., Parking lot rather than a specific lot number.

1. Date of Report _____ 2. Date of Assault _____
3. Location of Assault _____

Information on the Victim:

4. Sex: Female Male

5. Affiliation to BCTS: Student Faculty
 Staff Other
 Not Affiliated

6. Location: Off Campus/ _____
 On Campus _____

Information on the Assailant(s):

7. Assailant(s): _____ Acquaintance Stranger
How many were there

8. Sex: Female Male

9. Affiliation to BCTS: Student Faculty
 Staff Other
 Not Affiliated

The Assault:

10. Type: Sexual Assault
 Sexual Contact (non-penetration)

11. Reported to Police? Yes No Do not know

12. Reported to another? Yes No Do not know

Who if known: _____

Report submitted by (*optional*): _____

Date: _____

Phone/contact number (*optional*): _____

Please send this form to: BCTS Counseling Center (200 Hackensack Avenue, Hackensack, NJ 07601
ATTN: Personal Counseling “CONFIDENTIAL”

How to Help a Friend

Providing Emotional Support

Although it may be uncomfortable listening to the details of a sexual assault it is important to remember that *the victim has chosen to tell you about the incident. They have probably done so because they trust you.* You can assist the victim by being a good listener and by helping the victim obtain the information needed to make informed decisions about how to proceed.

Victims may struggle with many concerns related to self-disclosure. Some victims seek out help immediately following an assault while others may wait months or years to break the silence. When an individual has been sexually assaulted, their sense of control over their life and very own body have been taken away. In order to regain this sense of control it is imperative that the victim be allowed to make decisions on how to proceed, including who to tell, whether or not to report the incident to the school and/or the police, and if and where to obtain medical and/or psychological treatment.

24-Hour Free and Confidential Assistance

The Bergen County Rape Crisis Center offers a number of free and confidential services for victims of sexual assault and their significant others. The **Rape Crisis Hotline (201)-487-2227** is staffed 24 hours a day by trained professionals. The Center handles hundreds of telephone calls a year and the **staff can provide a wealth of information on personal safety, medical concerns, police procedures, legal issues and community referrals.** They are available to speak directly to victims or to answer the questions of faculty and staff. In addition, advocates of the Center are available 24 hours a day to meet victims on campus or at the medical facility of their choice to provide emotional support and information. Rape Crisis Center staff will also accompany victims wishing to report the crime to the police department and provide support through criminal and/or justice procedures. Whether the sexual assault occurred recently or years in the past, the Center is a valuable resource for both victims and concerned others.

Safety First

It is important that the victim of a sexual assault receive immediate information for their safety. All victims should be questioned to make sure that they have a safe place to stay. If the victim does not have a safe place to stay, they should be referred to the school nurse, the principal, or to the student assistance counselor.

To Report or Not to Report

The decision of whether or not to report a sexual assault to BCSO (if it was an on-campus sexual assault) or the local police (if it was an on- or off-campus sexual assault) is a complicated issue. **It is the victim's decision.** If the individual wants to pursue campus disciplinary and/or criminal charges, filing a report is the first step in the investigation/judicial process. It is important to note, however, that **reports of sexual assault made to the principal may not remain totally confidential.**

Information about the incident will be reported both internally to specific BCTS staff with a “need to know” and externally to the local police. Once a report is filed with BCSO the investigation process is set in motion and the local police will be contacted and will come to campus to also investigate the incident. BCTS also has an obligation under the *Clery Act* to report the date of the incident to the State.

Individuals who decide *not* to pursue external criminal charges against their assailant will be required to sign a waiver form by local police. Public safety officers can help the victim contact the local police. Students may also contact local police on their own whether the assault occurred on or off campus. Bergen County Rape Crisis Center can send an advocate to accompany victims who have decided to report the assault to the school principal or local police.

Victims choosing **not to pursue charges** through the county court system may still file charges through the **Principal’s office** for disciplinary procedures. For more information, call **(201)-343-6000 ext. 2274.**

Medical Issues

The physical health of the victim is critical. A rape is a medical emergency and the individual must obtain immediate medical care and treatment from the closest medical emergency facility.

If the sexual assault was recent, occurring within the last 5 days/or 120 hours, the victim might consider having an examination for evidence collection. This examination can be performed at a local emergency room. An evaluation for evidence collection is typically not performed until the police are notified about the assault. Police are notified only at the request of the victim.

At the hospital the victim can also be tested for sexually transmitted diseases. Immediate treatment may be prescribed to prevent STDs and unwanted pregnancy. Follow-up care will be recommended as STDs testing must be repeated at some later date. It is recommended that victims contact the Bergen County Rape Crisis Center (201)-487-2227 to learn about options. Victims who decline assessment and treatment at the hospital can obtain information on alternative treatment options through the school nurse’s office.

Psychological Issues

The Rape Crisis Center reports that nationally, an estimated **1 out of 3** American women are raped at least once in her lifetime. Although the rapist is typically depicted as a creepy stranger with a knife, most rapists are considered friends or friendly acquaintances. A study conducted on 32 college campuses (Koss, 1987) revealed that **one in four** women who **had been a victim of rape or attempted rape knew their attacker 84% of the time.**

Emotional reactions following a sexual assault vary but may include emotional shock, fear, anxiety, shame, guilt, depression, and/or anger. Although victims of both stranger and acquaintance rape may fear for their safety during the assault, victims of acquaintance rape are often more confused about what has happened and who is responsible. They often blame themselves and feel they will not be believed. It is not surprising that they are less likely to tell anyone and therefore less likely to receive appropriate information, support and treatment.

Often, rape-related symptoms persist months to years following a sexual assault. These symptoms may include intrusive memories related to the incident (e.g., flashbacks, nightmares, intense psychological

distress), an avoidance of situations, people or thoughts that are reminders of the assault, and increased emotional arousal (e.g., trouble concentrating and sleeping, hyper-alertness and irritability). These symptoms may have a negative impact on many aspects of a student's life including his/her academic performance.

Counseling and/or therapy help to reduce or eliminate the symptoms by teaching victims' strategies for dealing with and overcoming the distressing symptoms. It is, therefore, important that victims receive appropriate information on rape-related symptoms and their treatment. Information on treatment options may be obtained by contacting **Counseling Service (201) 343-6000 ext. 3316** or the **Bergen County Rape Crisis Center (201)-487-2227**.

Your reaction to a victim's self-disclosure may also impact his/her recovery process. Research has suggested that negative social reactions towards victims are associated with an increase in the victim's psychological symptoms! Negative social reactions include comments suggesting the victim caused it, by taking away control or making decisions for the victim, by dismissing the event, attempting to distract the victim from her worries, or by saying— just get on with your life.

It is important that employees and faculty respond to victims in a non-judgmental manner. This is not only important for a victim's well-being, but is considered every student's right as stated in the *New Jersey Campus Sexual Assault Victim's Bill of Rights*. Included in this bill is —the right to be free from any suggestion that victims are responsible for the commission of crimes against them, and to be free from any suggestion that victims were contributorily negligent or assumed the risk of being assaulted. If you have any questions about handling a situation feel free to consult with a **personal counselor (201) 343-6000 ext. 3316**.

Legal Issues

All sexual assault cases in Bergen County are handled by the special Sex Crimes Unit investigation team. Sexual assault is considered a crime against the laws of the State. The victim does not need to retain an attorney. The Prosecutor's office assigns an attorney; the victim is considered a witness for the state.

Victims may pursue action against their attacker on-campus or through the county court system. They may choose either of these venues or both. Sexual assault and sexual abuse are violations of District standards as stated in the Code of Student Rights, Responsibilities and Conduct. Victims who want information on filing campus disciplinary charges should be encouraged to contact the **Adult & Continuing Education Principal (201)-343-6000 ext. 2274**.

Sexual assault is also considered a crime against the laws of the State of New Jersey. When a victim reports an assault to the local police, the police will notify authorities at the **Bergen County Sex Crimes Unit (201)-646-2300**.

Since the victim is considered a witness for the State, an attorney from the **Prosecutor's Office (201)-646-2300** will be assigned to handle the case. Therefore, a victim does not need to retain a lawyer. The Prosecutor will review the case and decide whether or not there is enough evidence to pursue criminal charges. If so, the case will be presented to the Grand Jury. The Grand Jury, which consists of 23 citizens, decides whether or not the suspect will be formally charged with the offense of sexual assault. If charged the defendant will enter a plea before a judge. A sentencing date is set for defendants' pleading

guilty. For others, the outcome of the case is determined by a trial or through a plea bargaining agreement between the prosecution, the defendant and the defense attorney. These legal proceedings may take months to years. A victim may also file a civil suit, to sue his/her attacker for damages.

Bergen County Technical Schools – Sexual Assault Action Plan Resources

Mental Health

Bergen County Rape Crisis Center 24 Hour Hotline	(201)-487-2227
Bergen Family Center	(201)-342-9200
Rape, Abuse, Incest National Network	1-(800)-656-HOPE
Suicide Hotline	1-(800)-273-8255 (201)-262 HELP
Survivors of Rape Mutual Support Group	(201)-487-2227

Legal

Bergen County Sex Crimes Unit	(201)-646-2300
Bergen County Sheriff's Office	(201)-336-7700
Bergen County Prosecutor's Office	(201)-646-2300
Division of Child Protection and Permanency 24 Hour Hotline	1-(877)-652-2873

Medical

Herpes Hotline	1-(919)-361-8488
CDC Sexually Transmitted Disease Hotline	1-(800)-227-8922

Free and Confidential Testing

Englewood Hospital	(201)-894-3440
Hackensack University Medical Center	(551)-996-2000
Paterson Board of Health	(973)-321-1277
Planned Parenthood	1-(800)-230-PLAN

Websites

Adult Survivors of Child Abuse	www.ascasupport.org
American Social Health Association	www.ashasexualhealth.org
Bergen County Health	www.bergenhealth.org
Center for Disease Control/STD Information	www.cdc.gov
Male Recovery	www.malesurvivor.org
Planned Parenthood	www.plannedparenthood.org
Rape, Abuse, Incest National Network	www.rainn.org
National Council on Alcohol and Drug Dependence, Inc.	www.ncadd.org

Alcohol and Drugs: Facts and Statistics

<http://www.drugfreeworld.org/drugfacts.html>

County and State Agencies Providing Direct Assistance

SHELTER OUR SISTERS

Available 24 hours, seven days a week
Numero de emergencia las 24 horas
Hotline: 201-944-9600
Telephone: 201-498-9247
TTY: 201-836-3071
Email: safeline@shelteroursisters.org
www.shelteroursisters.org

PSYCHIATRIC EMERGENCY SCREENING PROGRAM

Division of Care Plus NJ, Inc.
Available 24 hours, seven days a week
Numero de emergencia las 24 horas
Hotline: 201-262-HELP (4357)
Telephone: 201-262-7108
www.careplusnj.org

YWCA RAPE CRISIS CENTER

Available 24 hours, seven days a week
Numero de emergencia las 24 horas
Hotline: 201-487-2227
Telephone: 201-881-1700
www.ywcabergencounty.org

ALTERNATIVES TO DOMESTIC VIOLENCE (ADV)

Available 24 hours, seven days a week
Numero de emergencia las 24 horas
Hotline: 201-336-7575
One Bergen County Plaza 2nd Floor
Hackensack, NJ 07601
Telephone: 201-336-7575

BERGEN FAMILY CENTER

Englewood: 201-568-0817
Hackensack: 201-342-9200
Email: [Ana Macias @ bergenfamilycenter.org](mailto:Ana.Macias@bergenfamilycenter.org)
www.bergenfamilycenter.org

NEW JERSEY DOMESTIC VIOLENCE HOTLINE

24 hours a day - 7 days a week
Numero de emergencia las 24 horas
Telephone: 1-800-572-SAFE (1-800-572-7233)

NEW JERSEY COALITION FOR BATTERED WOMEN

1670 Whitehouse-Hamilton Square Road
Trenton, NJ 08690
Telephone: 1-609-584-8107
www.njcedv.org

NEW JERSEY COALITION AGAINST SEXUAL ASSAULT

2333 Whitehouse Mercerville Rd., Suite B
Trenton, NJ 08619
Telephone: 1-609-631-4450
Hotline: 1-800-601-7200
www.njcasa.org

NEW JERSEY CRIME VICTIM'S LAW CENTER

61 Spring Street, 4th Floor
Newton, NJ 07860
Telephone: 1-973-903-9848
Hotline: 1-800-601-7200
Email: RPompelio@yahoo.com
www.njcvlc.org

Resources**The following resources were used in developing the Bergen County Technical Schools Adult and Continuing Education Division Crisis Protocols:**

Crisis Intervention Protocols: Fairleigh Dickinson University and the Manual of Practice. Seton Hall University.

Mahan Gary, Juneau (1994) The Campus Community Confronts Sexual Assault: Institutional Issues and Campus Awareness. Holmes Beach, FL: Learning Publications, Inc.

Recovery Brochure, Bergen County Rape Crisis Center.

University Response to Sexual Assault: Protocol Manual, A Policy and Procedures Handbook for Faculty, Students and Staff of Rutgers, the State University of New Jersey.

Obtaining Information on Registered Sex Offenders

For information contact the **Bergen County Sheriff's Office at (201)-336-7700** or the **Bergen County Prosecutor's Office at (201)-646-2300**. Information regarding registered sex offenders living within the State of New Jersey is available at <http://www.njsp.org/sex-offender-registry/index.shtml>. The National Sex Offender Registry is available at www.nsopw.gov.

If you experience technical problems or have inquiries about the Sex Offender Registry, please e-mail the NJ Department of Law & Public Safety's Citizen Services at lpaciti@lps.state.nj.us.

How the Annual Disclosure of Crime Statistics is Compiled

The Principal and Assistant Superintendent communicate to verify to the best of their ability the accuracy of the written report necessary to comply with the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act*. All Completed Incident Reports are scrutinized by the principal and assistant superintendent to ensure that crimes and referrals required by the *Clery Act* are properly reported. A representative of the Bergen County Sheriff's Office communicates with appropriate BCTS Public Safety officials to ensure that all crimes reported to either agency are known to both. Each year, as required by law, crime statistics are disclosed on the school's website at <http://bcts.bergen.org/index.php/&public-safety-and-security>. Crime statistics on a national basis are published by the Federal Government at <http://ope.ed.gov/security/search.asp>. The Bergen County Technical Schools Policies and Practices are available at <http://bcts.bergen.org/index.php/boe-home>.

School Rules, Disciplinary Procedures, and Expectations

In order that a community of people may live and work together in harmony, there must be a commitment to its policies and procedures including behavioral expectations. A community has the right to expect of its members certain standards of achievement and of social behavior, and to this end, BCTS has established a framework of rules and academic expectations. Above all else, personal honesty and academic integrity are the fundamental ingredients for success at Adult & Continuing Education.

It is the school's expectation that all members of the Bergen County Technical Schools community will, at all times conduct themselves in a manner which evidences respect for self, for others (faculty, students, staff, guests and visitors) and for the school; the quality of interpersonal relationships among people committed to a common goal is the cornerstone upon which all else is built. Continuance at BCTS Adult & Continuing Education will be predicated upon students having met this expectation. The granting of a BCTS certificate of completion will presume the same. In cases where the principal determines that these expectations have not been met, BCTS may opt not to allow a student who has been asked to leave to return and this can preclude the granting of a BCTS certificate of completion.

BCTS Adult & Continuing Education will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the school

district against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, BCTS Adult & Continuing Education will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

Bystander Intervention and Risk Reduction

Steps You Can Take to Prevent Sexual Assault

Everyone has a role to play in preventing sexual assault. There are many different ways that you can step in or make a difference if you see someone at risk. This approach to preventing sexual assault is referred to as "bystander intervention."

The key to keeping your friends safe is learning how to intervene in a way that fits the situation and your comfort level. Having this knowledge on hand can give you the confidence to step in when something isn't right. Stepping in can make all the difference, but it should never put your own safety at risk.

A good friend knows how to CARE:

Create a distraction; Ask directly; Refer to an authority; Enlist others

Create a distraction.

Do what you can to interrupt the situation. A distraction can give the person at risk a chance to get to a safe place.

- Cut off the conversation with a diversion like, "Let's get pizza, I'm starving," or "This party is lame. Let's try somewhere else."
- Bring out fresh food or drinks and offer them to everyone at the party, including the people you are concerned about.
- Start an activity that draws other people in, like a game, a debate, or a dance party.

Ask directly.

- Talk directly to the person who might be in trouble.
- Ask questions like, "Who did you come here with?" or "Would you like me to stay with you?"

Refer to an authority.

Sometimes the safest way to intervene is to refer to a neutral party with the authority to change the situation, like an RA or security guard.

- Talk to a security guard, bartender, or another employee about your concerns. It's in their best interest to ensure that their patrons are safe, and they will usually be willing to step in.
- Don't hesitate to call 911 if you are concerned for someone else's safety.

Enlist others.

It can be intimidating to approach a situation alone. Enlist another person to support you.

- Ask someone to come with you to approach the person at risk. When it comes to expressing concern, sometimes there is power in numbers.
- Ask someone to intervene in your place. For example, you could ask someone who knows the person at risk to escort them to the bathroom.
- Enlist the friend of the person you're concerned about "Your friend looks like they've had a lot to drink. Can you check on them?"

In a Social Situation While you can never completely protect yourself from sexual assault, there are some things you can do to help reduce your risk of being assaulted in social situations.

- When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately.
- Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
- Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
- Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.

Your actions matter. Whether or not you were able to change the outcome, by stepping in you are helping to change the way people think about their role in preventing sexual assault. If you suspect that someone you know has been sexually assaulted, there are steps you can take to support that person. To speak with someone who is trained to help, call the National Sexual Assault Hotline at 1-800-656-HOPE (4673) or chat online at www.rainn.org

Safety Tips for Students and Staff On- and Off-Campus

Tips for Confronting Danger and Staying Safe

- Trust your instincts. If something feels wrong, something is probably wrong.
- Be aware of your surroundings.
- Walk close to the curb, facing oncoming traffic.
- Carry bags close to your body.
- Look confident.
- Tell someone where you are going and when you expect to be back.
- If you are being followed, head for a crowded place.
- If people start milling around you, it could be a setup for a mugging.
- Know yourself. How do you react in a crisis situation? Do you scream? Cry? Freeze? How would you defend yourself?
- Remember, there is no right or wrong approach to dangerous situations.
- Show your anger, not your fear. A furious reaction often may stop an attack. Remember, an attacker is looking for an easy victim. Yelling is always a good deterrent (a good choice is to yell FIRE). This will draw attention to those who do not want to get involved, but may be concerned for their own safety and may come to help.
- If there are other people around, yell loudly enough to get their attention so they'll see what the assailant is doing.
- If you are alone and do not know anyone on the street or nearby, try calling a name out to make the attacker or assailant believe that you may be with someone. This may also help if you are alone at home.
- If someone has a weapon, stay calm and wait for an opportunity. Weapons make the situation more dangerous and difficult, but there still may be something you can do about the situation.
- Non-resistance to prevent physical violence: negotiate, stall for time, distract or divert the assailant, flee, verbal assertiveness, scream, or use a whistle or shriek alarm to attract attention and help.

Street Precautions

- Be alert to your surroundings and the people around you, especially if you are alone or it is dark.
- Whenever possible, travel with a friend. Walk close to the curb. Avoid doorways, bushes, and alleys where someone could hide.
- If you carry a purse, your personal safety might depend on not clinging to it. Although a purse snatcher's intent is to steal the purse, the grabbing and shoving that may take place could result in injury.
- If you carry an item to use as a weapon (e.g. keys, pen whistle, etc.) walk with it in your hand, rather than in your purse or pocket.
- Do not respond to conversation from strangers on the street – continue walking.
- Report all suspicious persons and activities to the local police or Public Safety Department.

On Campus in the Evening

- Walk with a friend.
- Stay in well-lit, well-populated areas. Take the safest route, not the fastest route.

- Be aware of your environment. Don't be afraid to look over your shoulders. It's not rude to maintain a safe distance between yourself and others.
- Avoid blind corners. Take wide turns so that you have room to react to what's ahead.
- Carry your keys in your hands. They may be used as a weapon if necessary.

In the Parking Lots

- Carry your keys in your hands. You'll be able to get into your car faster; the keys may be used as a weapon if necessary.
- Avoid blind corners. Take wide turns so that you have room to react to what's ahead.
- Walk in the center of the aisles when safe to do so. You'll have more reaction time if someone leaps out from behind a car.
- Walk with confidence. Criminals can often sense when you feel vulnerable, and this may entice them.
- Check your back seats before getting into your car.
- Park in well-lit, well-traveled areas of the parking lot.
- Use a "club" and/or car alarm. They make theft more difficult for the criminal, and less enticing.
- Do not keep valuables in your car. If you must, keep these items in the trunk where they are out of sight. If you have an internal trunk lock, use it.

Other Tips

- Know your limit for alcohol. You are more vulnerable when you don't have full use of your senses.
- Always report any suspicious activity to the police. Call 911 for emergencies and Public Safety Dept. for non-emergencies.
- Be aware of your surroundings when using ATMs (Automated Teller Machines). Keep track of who is behind you.
- When running alone in the evenings, do not wear ear-buds, as this eliminates hearing as a defense mechanism. Try to run with a friend in the evenings, or have them watch you as you run.
- Keep your keys in your hand while running, as they can be used as a weapon if necessary.
- Always let someone know where you'll be going and when you can be expected to return.
- Purchase and use a good lock and helmet for your bike and motorcycle.
- Register your bike at the police station.

Crimes against Property

Purse / Backpack / Tote Bag Protections

- Never carry anything you can't afford to lose.
- Carry your purse across the front of your body, with your forearm across the front of the purse and your elbow held tightly against your side.
- Carry your keys, wallet, or other valuables in pockets in your clothes.
- Carry minimum amounts of cash and credit cards. Keep a record of all of your card numbers.
- Don't leave it on the seat of your car or out in the open in a vehicle.
- Keep zippers and flaps secured on backpacks. Do not store wallets and valuables in the backpack.
- Carry totes that zip or have securable flap closures. Do not carry an open tote.

Electronic Equipment

- Electronic equipment has become an integral part of the student's personal property inventory and some items are crucial to their academic success. Document and engrave all personal property and equipment.
- Registration helps to deter theft and aid in returning recovered property. On the registration form, you will list descriptions of valuable items, serial numbers, and owner engraved numbers, markings, etc.
- If an item is stolen and you have the serial number and the item is engraved with your driver's license number, the item can be entered into the state/national law enforcement computer system and can be identified anywhere in the U.S.
- Secure your property within your residence. Lock your door even if you're only leaving for a short while.

Textbook Theft

In recent years, students around the country have been a target for thieves who steal textbooks and sell them. They may also be in search of other valuables students leave in their book bags. Here are some steps you can take to prevent this:

- Always put your name in your book.
- Avoid leaving books unattended in the library, coffee shops, and on the racks by the dining halls.

Protecting Your Vehicle

Vehicles in parking lots always present a target for thieves. Here are some steps you can take to diminish the chance that your car will be broken into or stolen:

- Lock your car whenever it is unattended, both on- and off-campus.
- Do not leave expensive property, such as CD cases, purses, radar detectors, cell phones, and portable stereos in plain view in your car. Lock them in your trunk or take them into your residence. Cover up conspicuous stereo equipment. Remember that thieves target after-market stereo equipment, not factory installed equipment.
- Record the brand, model numbers, and serial numbers of all electronic equipment installed in your car. In the event of theft, give this information to the police. If the equipment is recovered, it can be returned to you. Also engrave your driver's license number on this equipment.
- If you live off-campus, make every attempt to park your car off the street, if possible. If not, park in a well-lit area.
- Use a steering wheel lock when your car is parked. While these devices can be defeated, a thief may decide it's not worth the effort.

Dating and Domestic Violence on Campus

College students experience dating violence at staggering rates and face unique obstacles in accessing services to escape an abusive relationship.

The Facts

- Women between the ages of 16 and 24 experience the highest rate of intimate partner violence.

- Nearly one-third of college students report being physically assaulted by a dating partner in the previous 12 months.
- As many as one quarter of female students experience sexual assault over the course of their college career.
- Approximately 90% of victims of sexual assault on college campuses know their attacker.

Obstacles Facing College Students

Students often have difficulty recognizing verbal and emotional abuse, or do not have enough experience in relationships to know that the abusive behavior is not normal or healthy. College students may feel trapped by the social networks and closed environment of many campuses. Away from home for the first time, students can become isolated from their personal support network and resources for help. Students that seek legal protection may also find themselves with few options if their state does not allow victims who are dating their abuser to obtain civil protection orders (also known as restraining orders).

Sexual Assault on Campus

Young women on college campuses are especially at risk of sexual assault and abuse. Victims of sexual assault face not only the threat of physical injury, unwanted pregnancy, and contraction of sexually transmitted diseases, but also experience emotional and psychological trauma. Feelings of shame, embarrassment, and guilt, as well as confusion of what constitutes “sexual assault,” discourage many female students from reporting the assault and seeking follow-up care.

If You Need Help

If you or someone you know is a victim of dating violence and needs help, call the National Domestic Violence Hotline at 1-800-799-SAFE or the National Sexual Assault Hotline at 1-800-656-HOPE.

Ways to Prevent ID Theft

Minimize Your Risk

In the course of a busy day, you may write a check at the grocery store, charge tickets to a ball game, rent a car, mail your tax returns, call home on your cell phone, order new checks, or apply for a credit card. Everyday transactions that you may never give a second thought to are an identity thief's bread and butter. Each of these transactions requires the sharing of personal information: your bank account and credit card numbers; your income, Social Security number and name, address, and phone numbers, to name a few. While you can't prevent identity theft, you can minimize your risk by managing your personal information wisely.

Catching Identity Theft Early

Sometimes an ID thief can strike even when you've been very careful. One of the best ways to catch identity theft is to regularly check your credit record. Order your credit report from each of the three major credit bureaus each year and make sure all the information is correct. Also, follow up with creditors if your bills do not arrive on time. A missing credit card bill could mean an identity thief has taken over your credit card account and changed your billing address to cover his tracks.

- Before revealing personal identifying information, find out how it will be used and if it will be shared with others. Ask if you have a choice about the use of your information: can you choose to have it kept confidential?
- Pay close attention to your billing cycles. Follow up with creditors if bills do not arrive on time.
- Give your social security number only when absolutely necessary. Ask to use other types of identifiers when possible.
- Minimize the identification information and the number of cards you carry to what you actually need. If your ID or credit cards are lost or stolen, notify the creditors by phone immediately, and call the credit bureaus to ask that a "fraud alert" be placed in your file.
- Order a copy of your credit report from the three credit reporting agencies every year. Make sure it's accurate and includes only those activities you've authorized.
- Keep items with personal information in a safe place; tear them up or shred when you don't need them anymore. Make sure charge receipts, copies of credit applications, insurance forms, bank checks and statements, expired charge cards, and credit offers you get in the mail are disposed of appropriately. Consider purchasing a shredder.

If you're a Victim of Identity Theft

1, 2, 3 - Do these three things immediately!

- Contact the fraud departments of each of the three major credit bureaus (contact information is listed below) and report that your identity has been stolen. Ask that a "fraud alert" be placed on your file and that no new credit be granted without your approval.
- For any accounts that have been fraudulently accessed or opened, contact the security departments of the appropriate creditors or financial institutions. Close these accounts. Put passwords (not your mother's maiden name) on any new accounts you open.
- File a report with your local police or the police where the identity theft took place. Get a copy of the report in case the bank, credit card company, or others need proof of the crime later on.

Get the big picture - there is help out there:

The Federal Trade Commission (FTC) is the federal clearinghouse for complaints by victims of identity theft. Although the FTC does not have the authority to bring criminal cases, the Commission assists victims of identity theft and other problems that can result in identity theft. The FTC also may refer victim complaints to other appropriate government agencies and private organizations for further action.

If you've been a victim of ID theft, you can file a complaint with the FTC by contacting the FTC's Identity Theft Hotline.

By phone:

Toll-free 1-877-ID-THEFT (438-4338); TDD: 202-326-2502

By mail:

Identity Theft Clearinghouse
Federal Trade Commission

600 Pennsylvania Ave., NW
Washington, DC 20580

For more information, visit <http://www.consumer.gov/section/scams-and-identity-theft>

Preventing Date Rape

As a woman, you can...

- Be careful not to let alcohol or other drugs decrease your ability to take care of yourself and make sensible decisions.
- Trust your feelings. If a place or the way your date acts makes you nervous or uneasy, get out!
- Check out a first date or blind date with friends. Meet in and go to public places. Carry money for a phone call or taxi, or take your own car.
- Don't leave a social event with someone you've just met or don't know well.
- Do not accept beverages from someone you don't know and trust. Always watch your drink and never leave it unattended.

As a man, you can...

- Accept a woman's decision when she says "no." Do not see it as a challenge.
- Ask yourself how sexual stereotypes affect your attitudes and actions toward women.
- Avoid clouding your judgment and understanding of what another person wants by using alcohol and other drugs.
- Realize that forcing a woman to have sex against her will is rape, a violent crime with serious consequences.
- Never be drawn into gang rapes.
- Seek counseling or a support group to help you deal with feelings of violence and aggression toward women.

What Are "Date Rape" Drugs?

They are called date rape drugs because when they are slipped into someone's drink, a sexual assault can take place with the victim being unable to remember what happened.

- GHB - (also known as "Liquid X," "salt water," or "scoop.") Its effects are drowsiness, nausea, vomiting, headaches, dizziness, coma and death. Its most common form is a clear liquid, although it can also be a white, grainy powder.
- Alcohol - even though people don't consider this a "drug," it is the most commonly used substance to facilitate date rape.

If a Date Rape Happens:

- Get help. Don't isolate yourself, don't feel guilty and don't try to ignore it. It is a crime and should be reported.

- Get medical attention as soon as possible. Do not shower, wash, douche, or change your clothes. Valuable evidence could be destroyed.

If You Need Help:

- If you or someone you know is a victim of dating violence and needs help, call the National Domestic Violence Hotline at 1-800-799-SAFE or the National Sexual Assault Hotline at 1-800-656-HOPE.
-

Security at ATMs

Be careful when using an automatic teller machine, especially when getting cash. To increase your level of safety at automatic teller machines, follow these basic guidelines:

- Try to use the ATM during daylight hours. If you have to get cash at night, go with someone else and only use machines that are well-lit and visible from a major street.
 - Look for suspicious people or activity.
 - If you notice anything out of the ordinary, even if you have started a transaction, cancel your transaction and leave.
 - When entering your secret code, use your body as a shield.
 - Always take your transaction receipts and statements.
 - Do not count or display money at the ATM.
 - Do not accept offers of help from anyone you don't know. If you have problems or questions contact your bank.
 - Protect your access code. Memorize your access code; don't write it down and/or carry it with you.
 - Don't use an access code that's the same as other words or numbers in your wallet.
 - Never tell your access code to ANYONE!! (Including bank employees, the police, etc.)
 - Never lend your ATM card to anyone; treat it like cash or a credit card.
 - If you lose your ATM card, notify your bank or credit union immediately.
 - Never accept offers of assistance with the ATM from strangers. If you do have problems, contact your financial institution.
-

Active Shooter

How to Respond When an Active Shooter Is in Your Vicinity

Quickly determine the most reasonable way to protect your own life. Customers and clients are likely to follow the lead of employees and managers during an active shooter situation.

1. Evacuate

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

2. Hide Out

- Hide in an area out of the active shooter's view
- Block entry to your hiding place and lock the doors

3. Take Action

- As a last resort and only when your life is in imminent danger
- Attempt to incapacitate the active shooter
- Act with physical aggression and throw items at the active shooter

Call 911 when it is safe to do so.

How to Respond When Law Enforcement Arrives on the Scene

1. How You Should React When Law Enforcement Arrives:

- Remain calm, and follow officers' instructions
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as attempting to hold on to them for safety
- Avoid pointing, screaming, and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

2. Information You Should Provide to Law Enforcement or 911 Operator:

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooters
- Number and type of weapons held by the shooter/s
- Number of potential victims at the location

Recognizing Signs of Potential Workplace Violence

An active shooter may be a current or former employee. Alert the Human Resources department if you believe an employee exhibits potentially violent behavior. Indicators of potentially violent behavior may include one or more of the following:

- Increased use of alcohol and/or illegal drugs
- Unexplained increase in absenteeism, and/or vague physical complaints
- Depression/withdrawal
- Increased severe mood swings, and noticeably unstable or emotional responses
- Increasingly talks of problems at home
- Increase in unsolicited comments about violence, firearms, and other dangerous weapons and violent crimes

2017 Annual Security Report- Crime Statistics Reporting Table
 Bergen County Technical Schools Adult & Continuing Education
 Main Campus@ Hackensack
 (Includes Non-Campus Property at Fort Lee HS, Lodi HS, and BCTS Teterboro HS)

Offense	Year	On-Campus Property	Non-Campus Property	Public Property
Murder/Non-Negligent Homicide	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
Negligent Manslaughter	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
(Sex Offenses, Forcible) Rape	2015	0	0	0
(Sex Offenses, Forcible) Fondling	2015	0	0	0
(Sex Offenses, Forcible) Rape	2016	0	0	0
(Sex Offenses, Forcible) Fondling	2016	0	0	0
(Sex Offenses, Forcible) Rape	2017	0	0	0
(Sex Offenses, Forcible) Fondling	2017	0	0	0
(Sex Offenses, Non-Forcible) Incest	2015	0	0	0
(Sex Offenses, Non-Forcible) Statutory Rape	2015	0	0	0
(Sex Offenses, Non-Forcible) Incest	2016	0	0	0
(Sex Offenses, Non-Forcible) Statutory Rape	2016	0	0	0
(Sex Offenses, Non-Forcible) Incest	2017	0	0	0
(Sex Offenses, Non-Forcible) Statutory Rape	2017	0	0	0
Robbery	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
Aggravated Assault	2015	0	0	0

	2016	0	0	0
	2017	0	0	0
Burglary	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
Motor Vehicle Theft	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
Arson	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
Arrests: Weapons: Carrying, Possession, etc.	2015	1	0	0
	2016	1	0	0
	2017	2	0	0
Disciplinary Referrals: Weapons	2015	0	0	0
	2016	0	0	0
	2017	0	0	0

Bergen County Technical Schools Adult & Continuing Education
Main Campus@ Hackensack
(Includes Non-Campus Property at Fort Lee HS, Lodi HS, and BCTS Teterboro HS)

Offense	Year	On-Campus Property	Non-Campus Property	Public Property
Murder/Non-Negligent Homicide	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
Negligent Manslaughter	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
(Sex Offenses, Forcible) Rape	2015	0	0	0
(Sex Offenses, Forcible) Fondling	2015	0	0	0
(Sex Offenses, Forcible) Rape	2016	0	0	0
(Sex Offenses, Forcible) Fondling	2016	0	0	0
(Sex Offenses, Forcible) Rape	2017	0	0	0
(Sex Offenses, Forcible) Fondling	2017	0	0	0
(Sex Offenses, Non-Forcible) Incest	2015	0	0	0
(Sex Offenses, Non-Forcible) Statutory Rape	2015	0	0	0
(Sex Offenses, Non-Forcible) Incest	2016	0	0	0
(Sex Offenses, Non-Forcible) Statutory Rape	2016	0	0	0
(Sex Offenses, Non-Forcible) Incest	2017	0	0	0
(Sex Offenses, Non-Forcible) Statutory Rape	2017	0	0	0
Robbery	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
Aggravated Assault	2015	0	0	0
	2016	0	0	0

	2017	0	0	0
Burglary	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
Motor Vehicle Theft	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
Arson	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
Arrests: Weapons: Carrying, Possession, etc.	2015	1	0	0
	2016	1	0	0
	2017	2	0	0
Disciplinary Referrals: Weapons	2015	0	0	0
	2016	0	0	0
	2017	0	0	0

Bergen County Technical Schools Adult & Continuing Education Paramus Campus (Includes Non-Campus Property at Bergen County Law and Public Safety Institute, Mahwah)

Offense	Year	On-Campus Property	Non-Campus Property	Public Property
Murder/Non-Negligent Manslaughter	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
Negligent Manslaughter	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
(Sex Offenses, Forcible) Rape	2015	0	0	0
(Sex Offenses, Forcible) Fondling	2015	0	0	0
(Sex Offenses, Forcible) Rape	2016	0	0	0
(Sex Offenses, Forcible) Fondling	2016	0	0	0
(Sex Offenses, Forcible) Rape	2017	0	0	0
(Sex Offenses, Forcible) Fondling	2017	0	0	0
(Sex Offenses, Non-Forcible) Incest	2015	0	0	0
(Sex Offenses, Non-Forcible) Statutory Rape	2015	0	0	0
(Sex Offenses, Non-Forcible) Incest	2016	0	0	0
(Sex Offenses, Non-Forcible) Statutory Rape	2016	0	0	0
(Sex Offenses, Non-Forcible) Incest	2017	0	0	0
(Sex Offenses, Non-Forcible) Statutory Rape	2017	0	0	0
Robbery	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
Aggravated Assault	2015	0	0	0

	2016	0	0	0
	2017	0	0	0
Burglary	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
Motor Vehicle Theft	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
Arson	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
Arrests: Weapons: Carrying, Possession, etc.	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
Disciplinary Referrals: Weapons	2015	0	0	0
	2016	0	0	0
	2017	0	0	0

Offense	Year	On-Campus Property	Non-Campus Property	Public Property
Arrests: Drug Abuse Violations	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
Disciplinary Referrals: Drug Abuse Violations	2015	1	0	0
	2016	0	0	0
	2017	0	0	0
Arrests: Liquor Law Violations	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
Disciplinary Referrals: Liquor Law Violations	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
Hate Crimes	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
Domestic Violence	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
Dating Violence	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
Stalking	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
Total Number of Unfounded Crimes	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
* Intimidation characterized by disability				

