

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 6-7 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.