

HUDSON COUNTY COMMUNITY COLLEGE

PROCEDURE ON INCIDENT REPORTING

I. INTRODUCTION

The purpose of this Procedure on Incident Reporting is to set forth the basic guidelines for the proper documentation of events that affect the College Community. The Office of Public Safety and Security will prepare a written report for all significant incidents that have the potential to affect the College and its community.

II. REPORTING

An incident involving allegations of criminal activity; misconduct by students, faculty and staff; property damage; and medical emergencies will be entered into the Maxient tracking systems. It will be available to the appropriate College authorities. The Office of Public Safety and Security will maintain a publicly available log of all significant incidents required by the Clery Act.