

To: The Lehman College Community

From: Fausto Ramirez,
 Director of Public Safety

Subject: Violent Felony and Sexual Assault Investigations

In accordance with New York State Education Law, Lehman College maintains a plan for the investigation of violent felonies, which includes coordination with appropriate law enforcement agencies. In addition, in compliance with New York State Law and subject to applicable federal law, including, but not limited to, the federal Campus Sexual Assault Victims' Bill of Rights under Title 20 U.S. Code 1092 (f) which gives the victim of a sexual offense the right to decide whether or not to report, Lehman College will notify the appropriate law enforcement agency within 24 hours of receiving a report of a violent felony. The Public Safety Department conducts investigations involving CUNY rules and policies. These investigations may involve students, staff and visitors of the college. If necessary, further review and action may be referred to the Office of the Vice President for Student Affairs, Human Resources or other administrative staff.

Any incidents of a suspicious or violent nature/acts should be immediately reported to Lehman College Department of Public Safety:

Gate #5: Public Safety Central
 Public Safety Dispatcher (x8228)
 Emergency (x7777)
 Call boxes located throughout campus

- Provide your name, location, telephone number
- In detail, explain the situation to the Public Safety Officer
- Provide information on any injuries if known

Make Note of:

- How many people are involved?
- Do you see any weapons?
- Do you know any of the participants?

Describe the individual by noting the following:

Gender	Height, weight
Hair color	Complexion
General build	Facial hair
Markings: tattoos, piercing, scars	Clothing

If individual is fleeing the area:

- In what direction?
- Into what vehicle? Color? Make/Model? License Plate Number? Any Passengers?
- Help clear bystanders from danger
- Do not attempt to separate and/or mediate with fighting participants

“If you see something, say something!”

<https://lehman.edu/public-safety/index.php>