

# Community Reporting

Version 3

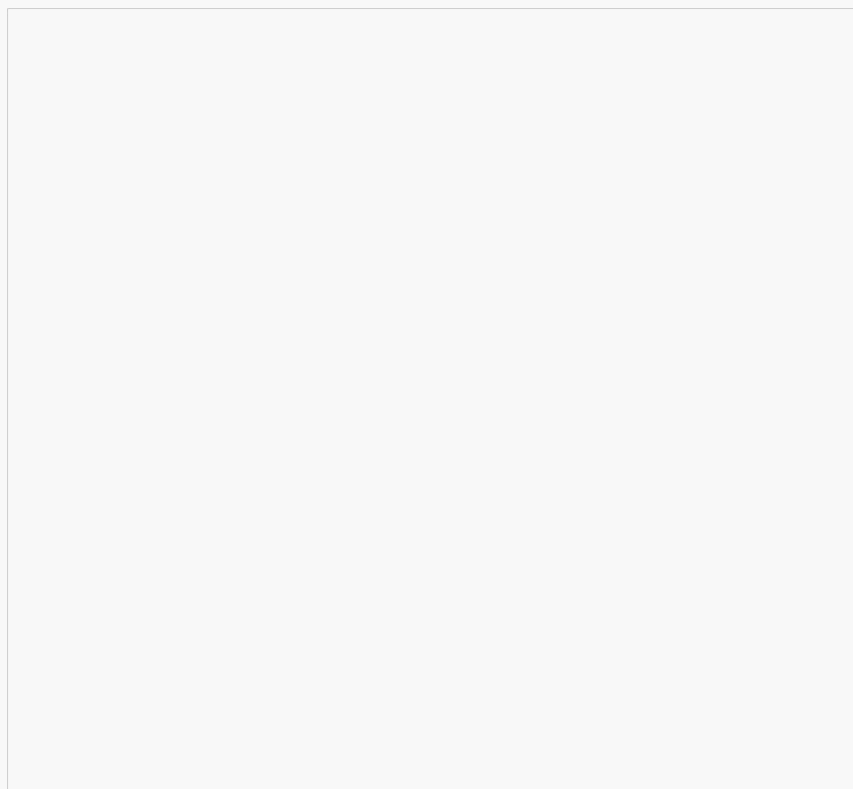
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## ***COMMUNITY REPORTING***



***Prevention is as easy as 1, 2, 3!***



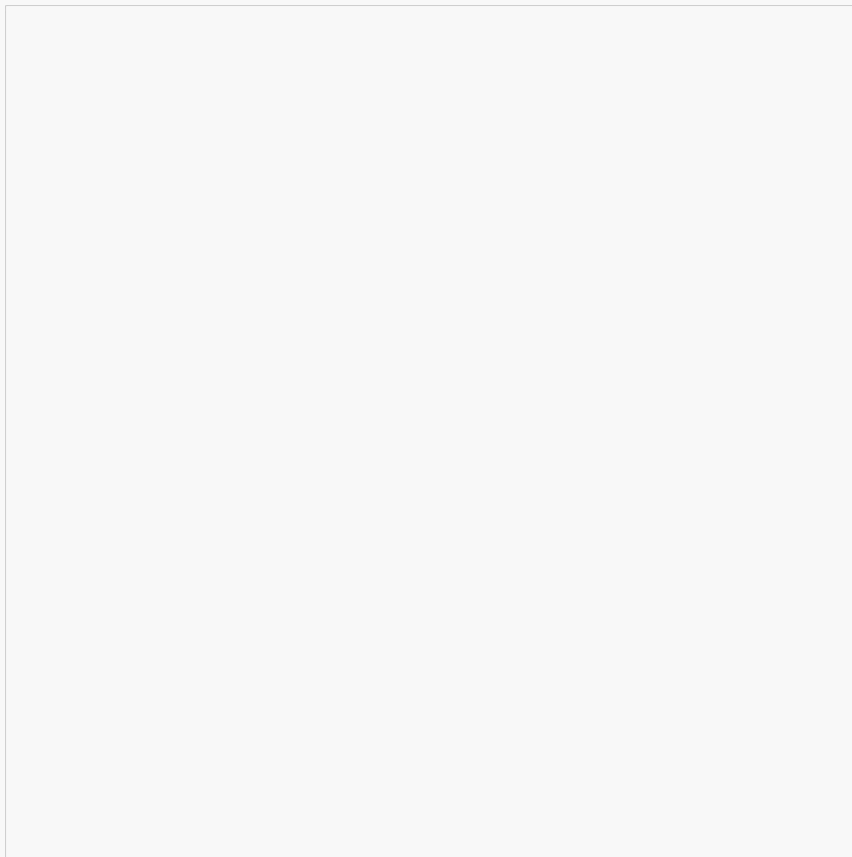
## **DID YOU KNOW?**

Security receive an average of 2500 reports annually. Reports are investigated, and further followed-up may take place with the help of other departments.

Your report makes a difference in keeping the community safe, and we welcome all reports.

Don't feel like we're the right departments to report to? No problem!

We will make sure the report gets to the right department, regardless.



## **YOU CAN PREVENT THIS!**

You can prevent under-reporting by making sure you provide us with the following information when submitting a report to [security@senecapolytechnic.ca](mailto:security@senecapolytechnic.ca) or in person to uniformed security personnel. Please ensure the information you provide is as accurate as possible, and be as neutral as possible.

- **When:** Provide security with an accurate date and time-frame of when the incident took place.
- **Where:** Provide security with an accurate location. Start LARGE to small.

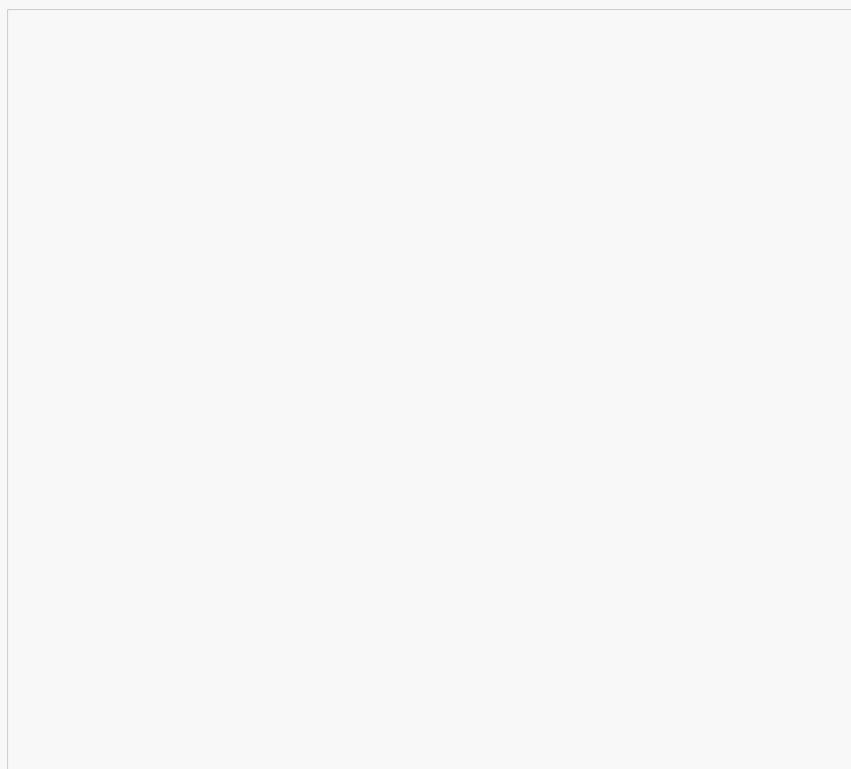
- *For example; Newnham Campus, B-Building, Room B2000, Near the water fountain.*

- **Who:** Provide security with an accurate description of who was involved. If the person is unknown, create a mental check-list and describe the person from Head to Toe; Distinctive features such as tattoos, hairstyle, clothing, accessories, direction of travel and anything else that might help identify a person. To help speed up CCTV investigations, we ask you to provide a description of yourself as well if you were directly or indirectly involved if you would like.
- **What:** Provide security with the details of what happened, and what was said. Recalling exact words may be difficult, but we want to avoid feelings at this point to keep the report and investigation as neutral and non-discriminatory as possible.
- **How:** If you are able to, provide security with how the incident took place.
  - *For example; It was snowing, and there was ice on the path which I slipped on.*

### **Your reports should generally look like this.**

"On December 11, 2024, between 1100 - 1130AM, I was at Newnham Campus, B-Wing, Second Floor, near B2000, near the water fountain closest to the stairwell, when I saw someone who appeared to be male wearing a black-hat with a logo, puffer-jacket with a logo, white shirt, black jeans, white and black stripped shoes, slip, trip, and fall on a puddle of water near the water fountain. I was wearing an all-red outfit with a white-bag at the time.

The person was able to get backup, scratched their head, and walked towards K-Building. I asked the apparent male if they were alright and they ignored me and kept walking away with a minor limp."



## **NOW WHAT?**

You can choose to submit your report online, in person, or via the SenecaSAFE App.

If you filed a report with security, what should you expect?

- Security will be in touch, and potentially ask for further information to assist with the investigation if your information has been provided.
- Security will investigate the incident, and write a formal report.
- Security will connect with the appropriate department to rectify the issue and potentially prevent it from happening again by putting in safe-measures.

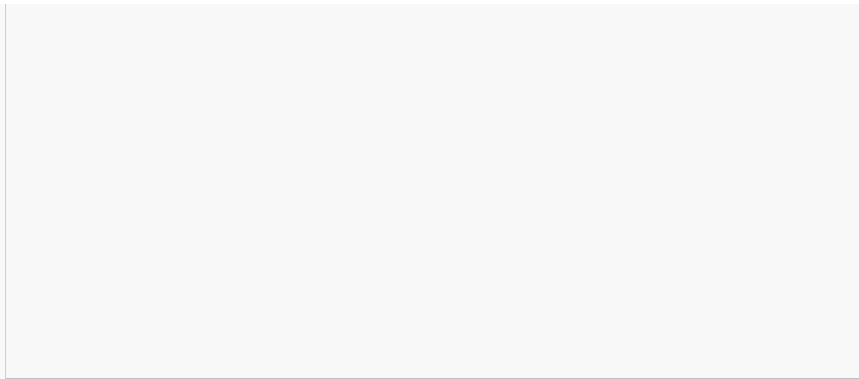
## **Police Reports**

Security, where appropriate, will also provide you with the option to submit a report to your local police department, depending on the context. It will be entirely up to you to do this, as no one is able to submit a police report on your behalf.

## **Video Footage**

Community members may wish to have access to camera footage. Due to the intricacies of Privacy, we are unable to release footage to the general public. However, if you find that there is a serious enough cause to request footage (IE: Vehicle Collision on site), please submit a report with security, and with local police and we will work together to ensure your report is resolved.

You are not able to view footage (live or playback) at any point of our investigation or thereafter, no matter the circumstance.



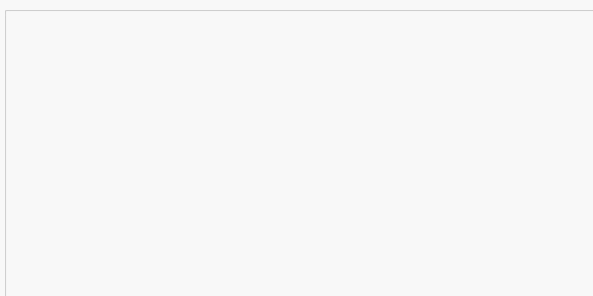
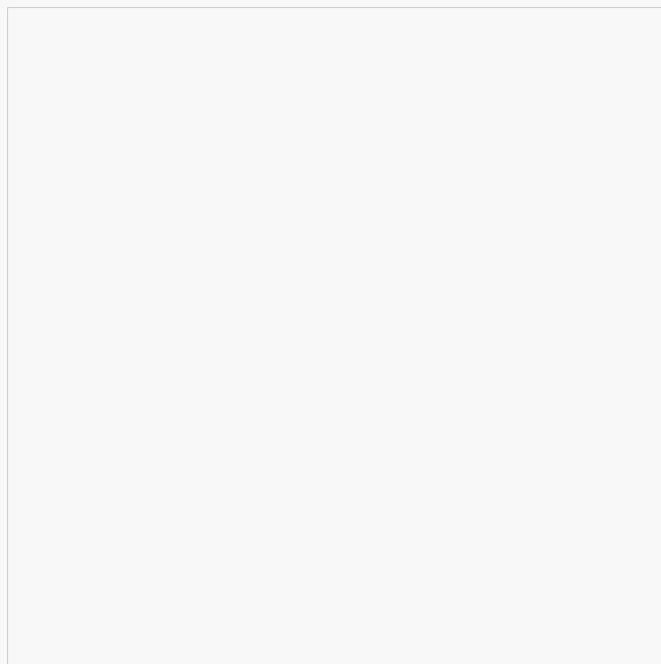
## **ADDITIONAL RESOURCES**

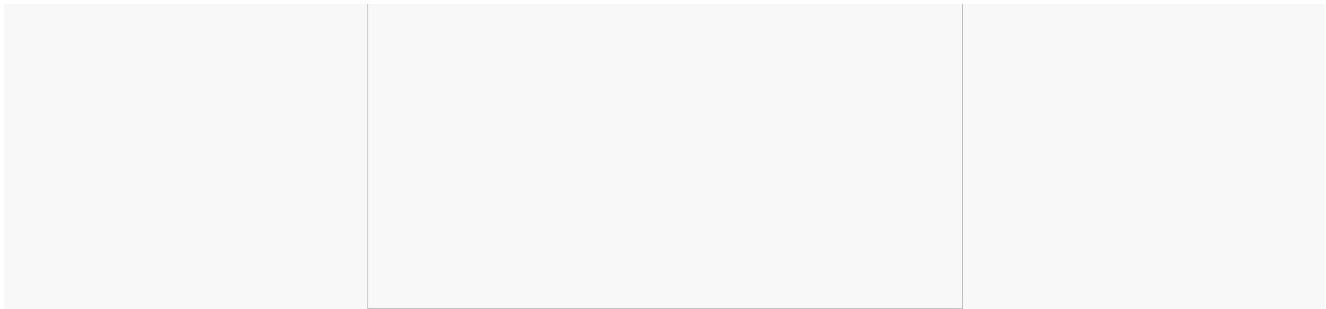
### **Security Office Locations:**

Newnham: B2000	King: GH2092 (Lobby)	Seneca@York: B1144
Markham: 104 (Main Entrance)	Peterborough: YPQ 126	Contact: 416-764-0911

### **Non-Emergency Online Reporting Tool**

- **Toronto Police**
- **York Regional Police**
- **Peterborough Police**





tags : public, report, reporting, security