

Answers for Twenty-five Questions Someone

May Ask Faculty or Staff

1. **How do I contact the University Police Department?** Call (973) 720-2301 for non-emergencies and (973) 720-2300 for emergencies, or use one of the more than sixty blue light telephones located throughout the campus.
2. **What do I do if I see someone with a gun or an obvious weapon?** Go to a safe place (a place where the person with the weapon cannot see or hear you), and call University Police immediately.
3. **What do the police do when there is an ongoing or continuing threat on campus?** First, the Director of the University Police Department will determine that such a threat exists, who in turn will contact the Vice President of Administration and Finance to authorize a warning. Then a warning will be issued through the university's e-mail system to alert all members of the university's community of the threat. The warning will include the nature of the threat and a description of the perpetrator if a description is known.
4. **What do I do if my laptop, book, cellular telephone or other valuable personal item is missing?** Report the missing object to the University Police Department. If the object is believed to be stolen, file a theft report with the University Police Department. Ideally, never leave these items unattended.
5. **What do I do if my university identification card is missing?** Report the loss to Hospitality Services immediately. Review your debit account to determine if it has been used. If it has been used fraudulently, notify Hospitality Services and University Police.
6. **What do I do if my social security card, driver's license or credit cards are missing?** Report the lost social security card to the Social Security Administration. For assistance call 1-800-772-1213 or visit the Social Security Administration website at www.socialsecurity.gov. Report the credit card to the issuing company. Thereafter, have a credit check conducted to determine if your personal information was used to obtain unauthorized credit cards. You can also report the loss to the University Police Department. In the case of a lost driver's license, a report should be on file with University Police to protect you from identity theft and would be necessary to obtain a new drivers license.
7. **What do I do if I feel harassed by someone on campus?** Report the harassment to the University Police Department. If the person is a student you can also report the student to the Office of Student Development. Thereafter, decide whether you wish to pursue a complaint via university procedures or if applicable, file a criminal complaint.
8. **What do I do if I feel someone is following me on campus?** Contact the University Police Department. If possible, provide details about the person you think is following you. That information should include a physical description of the person, a description of clothing worn by the person, the location/s where you see the person, and make a list of people with whom you have seen the person interact.

9. **What do I do if I have a restraining order against someone?** File a copy of the order with the University Police Department.
10. **What do I do if I observe a person engaging in self destructive behavior?** Call the University Police Department and report the present location of the person. Also, provide any information about the person that you know.
11. **What do I do if a person, who seems homeless, approaches me and asks for money?** If you are afraid of the person, call the University Police Department immediately. If the person leaves you alone after you decline to give the person money, walk away.
12. **What do I do if I see someone breaking into cars or building on campus?** Call University Police Department immediately.
13. **What do I do if I see someone placing advertising flyers on cars or looking into parked cars on campus?** Call University Police Department immediately.
14. **What do I do if it is late at night and I am afraid to walk alone?** Call (973) 720-7400 and request an escort through the police department's Safe Walk Escort Service or utilize the shuttle service Safe Ride loop which operates 11:00p.m to 3:00a.m.
15. **What do I do if I am in need of medical treatment and unable to leave the campus without assistance?** Call University Police and request medical assistance.
16. **What if I get injured on campus?** Call University Police for medical assistance.
17. **What do I do if I think a student or employee is missing?** Report the missing person to the University Police Department immediately.
18. **Why do we have fire drills?** We have mandatory fire drills to determine the effectiveness of our fire evacuation procedures.
19. **Why does the university discourage feeding the wild animals and feral cats on campus?** When such animals are fed by someone, they tend to stay in the area. They also tend to leave scraps of food about. The scraps of food attract small rodents, which then entice predatory animals, such as coyotes, to come onto campus. To limit the number of rodents and predatory animals on campus and to limit the dangers associated with the presence of such animals, the university prohibits any feeding of animals, wild or domestic on campus.
20. **Why do I receive bear alerts?** Bears are dangerous animals. Because of our proximity to a state reserve, bears sometimes find their way onto our campus. To avoid menacing encounters with bears, the University Police Department issues alerts advising people of the presence of bears.

Additional Concerns

21. **What do I do if I or a colleague feels depressed?** William Paterson's Employee Assistance Program CONCERN 1-800-242-7371 is available 24 hours 7 days a week. You can also contact the University Police Department.
22. **What do I do if a student feels depressed?** Contact the Health and Wellness Center at 720.2257 or 2360, or call the University Police Department. You might assist the student by accompanying them to the center

23. **What if my car gets towed?** Go to the Violations Bureau located in the Department of Public Safety Building. Pay the outstanding fine if there is one. Get a “tow receipt”, and take that receipt to the tow yard. You must be able to produce the vehicle registration and your driver’s license at time of pick up. Your vehicle will be released after payment of the tow is received.
24. **What if my car is dented or damaged while it is parked on campus?** Report the damage to the University Police Department.
25. **Do I need a parking decal for each vehicle parked on campus?** Yes, everyone who is not a visitor is required to obtain a campus decal for his/her vehicle to park on campus.