



## **UFT SAFE SECURE SCHOOLS FACT SHEET** **INSTRUCTIONS FOR INCIDENT REPORTING**

**Incident reporting is mandated by the SAVE Legislation, the UFT Contract, the Chancellor's Regulation A-412 and the NYC DOE Discipline Code.**

### **The SAVE Legislation requires:**

Mandated Uniform Violent Incident Reporting School defined for related crimes and incidents -those which occur on or near school property (e.g., in front of the building, or which occur off school property but which have a nexus to the school, e.g., involving students or staff from the same school).

### **UFT CONTRACT:**

The principal shall report as soon as possible but within 24 hours to the Office of Legal Services, to the Chief Executive of School Safety and Planning and to the Victim Support Program that an assault upon a teacher has been reported to him/her. The principal shall investigate and file a complete report, the full report shall be signed by the injured member to acknowledge that he/she has seen the report and he/she may append a statement to such report.

### **Chancellor's Regulations A-412 SECURITY IN THE SCHOOLS**

This regulation addresses reporting and notification requirements that school officials must follow when a school-related incident or crime occurs. It establishes school's responsibilities when police/investigatory units need to question students or staff. It establishes the principal's responsibility to report all incidents. Failure to comply may result in disciplinary action including dismissal from employment.

#### **Procedure for Reporting**

1. Victim/Chapter Leader notifies the Principal/designee
2. The Principal files a DOE Occurrence Report within 24 hours. The Occurrence Report is a three part, on-line report, which is filled out by your principal/designee that describes the incident. The third part of the report is your statement. Witness statements are important to include as well. Once filed, the report is given a "Control Number".
  - o NOTE: YOU MUST MAKE SURE THAT THE REPORT IS FILED. ASK FOR A COPY OF THE REPORT OR THE "CONTROL NUMBER".
3. PRINCIPAL informs the DOE and NYPD/School Safety Division
4. Victim/Chapter Leader notifies the UFT in one of three ways: by telephone, fax, or online. It is important to inform the Union about the incident. The Department of Education sometimes does not file Occurrence reports. The Union can assist in ensuring that your report is filed properly and assist with any follow-up that you or the school may need. (See Safe Secure flyer and post in your school).

### **Three Ways to Notify the UFT:**

- ✓ File online at [www.uft.org](http://www.uft.org)
- ✓ Call your UFT Borough Office – every borough office has a designated Safety and Health specialists to assist you.
- ✓ Fax completed UFT Safety/Discipline Report to 212-677-6612

## **Important Telephone Numbers:**

### **UFT Borough Offices**

<b>BROOKLYN:</b>	<b>718-852-4900</b>
<b>QUEENS:</b>	<b>718-275-4400</b>
<b>MANHATTAN:</b>	<b>212-598-6800</b>
<b>BRONX:</b>	<b>718-379-6200</b>
<b>STATEN ISLAND:</b>	<b>718-605-1400</b>

**Safety & Health Dept.:** 212-598-9287

**Victim Support Program:** 212-598-6853

**Emergency Hotline:** 212-701-9407

**Worker's Compensation:** 212-510-6460

**Emergency Hotline number:** 212-701-9407

### **WHAT HAPPENS AFTER A REPORT IS FILED:**

- IF YOU NEED MEDICAL ATTENTION, SEE YOUR PHYSICIAN IMMEDIATELY. THE UNION WILL ASSIST IN MAKING SURE THAT THE APPROPRIATE FORMS ARE FILLED OUT
  - See Injury in the Line of Duty Folder for Pedagogues
  - See Worker's Comp Procedures for Paraprofessionals, School Nurses, Occupational and Physical Therapists
- YOU CAN RECEIVE VICTIM SUPPORT SERVICES FROM THE UNION INCLUDING LEGAL REFERRALS, COUNSELING AND MEDICAL/COURT AND POLICE PRECINCT ACCOMPANIMENT
- THE UNION WILL ASSIST IN MAKING SURE THAT THE PROPER ACTIONS ARE TAKEN AT THE SCHOOL LEVEL REGARDING YOUR INCIDENT/ASSAULT