



**BERGEN COUNTY HOUSING, HEALTH AND HUMAN SERVICES CENTER**

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**Procedure for Law Enforcement Inquiries**

When officers from various law enforcement agencies (Sheriff, BCPD, Parole, Probation, Prosecutor's Office, etc.) arrive at the Center to make inquiries about guests they should all be handled first and foremost through security. Once security identifies the nature of the visit Management should be notified (The Center Director or the Coordinator for Program Services). The Shelter Manager should be consulted if the officers need to confirm that the individual has received services.

In the event that an individual is receiving services at the Center, and will need to be interviewed by one of these entities or needs to be taken into custody, staff need to alert security when the person comes in who will then notify the appropriate authority.

It is imperative that the Center Director be notified whenever law enforcement comes to the Center regarding an investigation or for an arrest.

All arrests made at the Center need to be followed by an incident report.