Public Safety Department

PUBLIC SAFETY
DEPARTMENT

Queens College
718 997-5912/11
FAX: 718 997-5932

Queens College Incident Report Request

These steps must be followed in order to obtain a copy of a Queens College Incident Report. If you are a member of the college community, you must make this request using your Queens College e-mail account. In order to obtain a copy of an Incident Report, your name must appear in the report.

*Individuals who are not members of the college community must send a written letter with their signature in order to request a copy of an Incident Report; the information in Step 1 must be included.

Step 1: Compose an e-mail/written letter requesting a copy of an Incident Report. **Include the date and time** the incident occurred, **your name and contact information**.

Step 2: Send this e-mail to Lt. Deborah Huggins at deborah.huggins@qc.cuny.edu if you are on the Queens College website, this address will be in the college's staff directory list. If you are not on the college's website, then you must type in the address as shown above.

Step 3: The Public Safety Department will review your request and inform you when you can obtain a copy of the Incident Report.

The Public Safety Department reserves the right to deny anyone from receiving a copy of a Queens College Incident Report.