



*Excellence • Integrity • Accountability • Service*

**UNIVERSITY POLICE DEPARTMENT**

*Annual Report*  
**2015**

**CRIME STATISTICS AND FIRE**



*Prepared by:*

*Chief Marshall W. Nelson*

## Introduction:

The University Police Department's activities are guided by the Department's mission to preserve and promote a safe environment where the **"absence of crime and hazards"** is the only acceptable level of safety. Therefore, having as our mandates, the protection of life, the preservation of peace and the safeguarding of property, this department is determined to enhance and enrich the quality of life for those who attend, live, work or visit our campus. As a means of fulfilling these efforts, we are committed to being a leader in Campus Law Enforcement in the Philosophy of Community Oriented-Problem Solving Policing. We will constantly transform the organizational culture, structure and policies as well as procedures to enable the department, faculty, staff, and students to work together to ensure public safety within the university community and its immediate neighborhood. Our cooperative and proactive deeds allows for the advancement of flexible and dynamic strategies that utilize human resources and technology for educational progress, and a safe environment.

The information in this booklet is in compliance and presented with the requirements of the Crime Awareness and Campus Security Act of 1990, also known as The Clery Act. Amendments to the Act in 1998 renamed it as "The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act; it also includes the amendments of the 2015 Violence Against Women Reauthorization Act (VAWA). The purpose of this report is to provide a valuable resource to the university community with regards to campus crimes, incidents and security policies.

With your continued participation and awareness, and the University Police Department's commitment towards the safety of the entire college community, including visitors, together we will achieve our goal of a safe campus.



Chief Marshall W. Nelson  
Chief of Police

## DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS

### I. PROCEDURE ON CRIMES OR INCIDENTS REPORTING & RESPONDING ON AND OFF CAMPUS

All members of the University Community are encouraged to report all on-campus criminal incidents, emergencies, and suspicious activities to the University Police Department in a timely manner. Any student or employee who wants to report an emergency, or a suspicious activity, or a crime should do the following:

- a. Dial extension **9349** during normal business hours from any on campus phone for all service calls or emergencies; be prepared to give your name, type of incident/emergency and location. A University Police Officer will respond immediately, start an investigation, and act upon said concerns. Once the incident/emergency has been stabilized, the Officer will take a statement from the student or employee for an “Incident/Offense Report.” Said report will then be kept on file.
- b. To report a crime, notify any Officer of the University Police Department observed on campus, stop by building “J” located between the Student Parking Lot and the Johnny Vance Student Activity Center, or call **318-670- 9349** or Cell **318-286-6647**. If the crime is in progress, the student or employee should call **318-286-6647** for a timely response. The person reporting the crime should be prepared to give their name, the nature of the crime, and the exact location. A University Police Officer will respond, and take the appropriate action, including apprehending the perpetrator (s) by making an arrest if a crime has been committed and such is possible. A “Crime Incident Report” will be completed for all criminal offenses. In some instances and depending on the severity of the crime, the Shreveport Police Department and/or the Caddo Parish Sheriff’s Office will be called for assistance. Those agencies can be contacted at **318-673-2583** or **318-675-2170** respectively; in the event of an emergency do not hesitate to call **911** for either. Victims or witnesses to criminal activity occurring off campus in other local jurisdictions should contact the agency that has responsibility; such as the Bossier City Police Department **318-741-8643**, Bossier Parish Sheriff’s Office **318-965-2203**, or the Louisiana State Police **318-741-7411**. For SUSLA other locations **Metro** and **Aerospace** that are used in direct support for educational purposes, UPD may refer reporting parties to the local law enforcement agency. Nevertheless, an officer can be reached by calling Cell **318-609-0040** during normal business hours at Metro. A copy of the “Crime Incident Report” will be provided to the following administrators and departments:
  1. University Chancellor
  2. Vice Chancellor for Finance and Administration
  3. Vice Chancellor for Academic and Student Affairs

4. Assistant Vice Chancellor for Student Affairs
  5. Judicial Affairs
  6. Residential Housing
  7. External Law Enforcement Agency if necessary
  8. Any other office or Administrative individual with a right and need to know
  9. In-house University Police File
- c. Members of the University Community while encouraged to report all criminal incidents to the University Police Department may also, on voluntary and confidential basis, report such incidents to other offices in order to ensure accurate record keeping and to provide a safe environment of reported incidents in compliance with the University's Annual Campus Security & Fire Report. Therefore, absence legal action contact can be made with the following offices:

**Vice Chancellor for Academic and Student Affairs: ext. 9315**

**Assistant Vice Chancellor for Student Affairs: ext. 9337**

Reports made to the above Offices are filed with University Police for information purposes only and are not investigated, but are included in the University Crime Statistics.

## II. SECURITY AND ACCESS TO SUSLA

There are two entrances into the university; the main entrance is just east of the Leonard C. Barnes Administration Building, and is known as University Drive. The second entrance is also on the east side of the university next to Newton Smith Middle School and provides access to the Student Parking Lot. While our institution is an open campus, in that there are no manned entrances, University Police Officers are vigilant regarding those who visit by motorized vehicles, bicycles and foot traffic. Additionally, Jaguar Courtyard Apartments provides on campus living and is staffed by Resident Assistants and Community Assistants. All apartments have exterior doors secured by a card access locking system, including a gated entrance with same. Furthering our oversight is the availability of digitally recording cameras, with interior and exterior capabilities. With respect to employees who would access buildings after hours, they are required to sign in with the Office of University Police.

## III. SUSLA UNIVERSITY POLICE OFFICER STATUS AND RESPONSIBILITIES:

SUSLA Officers are responsible for maintaining general order and exercising police power on the campus by enforcing all applicable City, State and Federal laws as well as SUSLA Policies and University regulations. In order to do so, Officers of University Police have full Police Officer status and have undergone required law enforcement training through standards established by the Louisiana Commission on Law Enforcement – Peace Officer Standards and Training (POST). Each such officer named by the university chancellor shall be commissioned as a university police officer by the Department of Public Safety and Corrections or as provided in **Subsection “E” LSA-R.S. 17:1805.**

University police officers shall have the right to carry concealed weapons and to exercise the power of arrest when discharging their duties on their respective campuses while in or out of uniform. In the discharge of their duties on campus and on all streets, roads, and rights-of-way to the extent they are within or contiguous to the perimeter of such campuses. In the discharge of their duties while in hot pursuit each university or college police officer may exercise the power of arrest. UPD officers routinely patrols nearby apartments, housing and businesses to assist the Shreveport Police Department and to provide an increase presence in crime prevention efforts. When and if we are called or contacted by a victim during our patrols we will assist if possible and notify the proper authorities.

If a crime is committed on or off campus and an arrest is made, a University Police Officer will take the arrested perpetrator to the appropriate facility, City or Parish for processing, or issue a summon. A “Crime Incident/Offense Report” will be completed at the University along with a copy of the external law enforcement agency report if warranted and forwarded to the appropriate SUSLA authorities.

Offices of Student Affairs, Human Resources, and University Police (via student handbooks, Right-to-Know Programs, employee orientations, etc.) provide information to students and employees on how to handle and report crimes.

#### IV. CRIME PREVENTION ACTIVITIES FOR STUDENTS AND EMPLOYEES:

Members of the university community are reminded to secure their valuables and to be aware of their surroundings at all times. University Police have various programs to assist in this endeavor. A common theme of all our crime prevention programs is to encourage members of the community to be aware of their responsibility for their own safety and security as well as others security within the University.

- a. University Police conduct yearly “Safety on Campus” seminars during incoming Student orientation that features topics in Personal Safety Awareness, Sexual Assault Protocol and Awareness, Bias Crimes Awareness, and Emergency Evacuation.
- b. University Police produces and distributes informational brochures on various topics: Operation ID-Anti-theft program, Alcohol and Drug Awareness, Safety Off-Campus, and Sexual Assault Awareness, these brochures are displayed and distributed to the university community.
- c. University Police Department maintains and monitors a network of close circuit cameras and intrusion alarm systems throughout the university. The Camera Monitoring System digitally records 24/7/365.

#### V. CAMPUS CRIME STATISTICS

The crime and referral statistics gathered for this report was based on information obtained from the following offices: University Police, Student Affairs, and Academic Affairs. Information regarding crimes on adjacent streets and roadways was requested from the Shreveport Police Department and the Caddo Sheriff’s Office, but statistics for the exact geographical location requested was not available as of the date of this report.

Crime statistics are available on the University’s website using the link <http://www.susla.edu> as well as U.S. Dept. of Education Using the link <http://www.ope.ed.gov/security>.

**Crime Categories listed below follows requirements of the Code of Federal Regulations 34CFR Sec.688.46 and pursuant to 20US Code Sec.1092 (f), the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.”**

**CRIMINAL OFFENSE ON CAMPUS  
ANNUAL REPORT**

**CRIMINAL OFFENSES – ON CAMPUS – 3050 MLK, Jr. Drive**

<b>Criminal offense</b>	<b>Total occurrences on campus</b>		
	<b>2012</b>	<b>2013</b>	<b>2014</b>
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses-Forcible	0	0	0
d. Sex offenses – Non-forcible	0	0	0
a. Incest	0	0	0
b. Statutory rape	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	1	1
g. Burglary	2	0	0
h. Motor vehicle theft	0	1	1
i. Arson	0	0	0
j. Domestic Violence	0	0	0
k. Dating Violence	3	4	3
l. Stalking	1	0	0
j. Simple assault	0	0	0
k. Larceny-theft	0	11	9
l. Intimidation	0	0	0
m. Destruction/damages/vandalism of property	0	5	7

**CRIMINAL OFFENSES – ON CAMPUS STUDENT HOUSING FACILITIES – 3052 MLK, Jr. Drive**

<b>Criminal offense</b>	<b>Total occurrences on campus</b>		
	<b>2012</b>	<b>2013</b>	<b>2014</b>
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses-Forcible	0	0	0
d. Sex offenses – Non-forcible	0	0	0
a. Incest	0	0	0
b. Statutory rape	0	0	0
e. Robbery	0	0	0



<b>Criminal Offense</b>	<b>Total occurrences on campus</b>		
	<b>2012</b>	<b>2013</b>	<b>2014</b>
f. Aggravated assault	0	1	1
g. Burglary	2	0	0
h. Motor vehicle theft	0	0	1
i. Arson	0	0	0
j. Domestic Violence	0	0	0
k. Dating Violence	3	4	3
l. Stalking	1	0	0
m. Simple Assault	0	0	0
n. Larceny Theft	0	11	9
o. Intimidation	0	0	0
p. Destruction/Damage/Vandalism of property	0	5	7

**Criminal Offenses – Public Property - 3050 MLK, Jr. Drive**

<b>Criminal offense</b>	<b>Total occurrences on campus</b>		
	<b>2012</b>	<b>2013</b>	<b>2014</b>
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses-Forcible	0	0	0
d. Sex offenses – Non-forcible	0	0	0
a. Incest	0	0	0
b. Statutory rape	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0
j. Domestic Violence	0	0	0
k. Dating Violence	0	0	0
l. Stalking	0	0	0
m. Simple Assault	0	0	0
n. Larceny Theft	0	0	0
o. Intimidation	0	0	0
p. Destruction/Damage/Vandalism of property	0	0	0



**Hate Crimes – On Campus – 3050 MLK, Jr. Drive**

	<b>Total occurrences on campus</b>		
	<b>2012</b>	<b>2013</b>	<b>2014</b>
<b>Criminal offense</b>			
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses-Forcible	0	0	0
d. Sex offenses – Non-forcible	0	0	0
a. Incest	0	0	0
b. Statutory rape	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0
j. Simple assault	0	0	0
k. Intimidation	0	0	0
l. Destruction/damages/vandalism of property	0	0	0

**Hate Crimes – On Campus Student Housing – 3052 MLK, Jr. Drive**

	<b>Total occurrences on campus</b>		
	<b>2012</b>	<b>2013</b>	<b>2014</b>
<b>Criminal offense</b>			
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses-Forcible	0	0	0
d. Sex offenses – Non-forcible	0	0	0
a. Incest	0	0	0
b. Statutory rape	0	0	0

**Hate Crimes – On Campus – Metro Campus – 610 Texas Street**

	<b>Total occurrences on campus</b>		
	<b>2012</b>	<b>2013</b>	<b>2014</b>
<b>Criminal offense</b>			
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses-Forcible	0	0	0
d. Sex offenses – Non-forcible	0	0	0

a. Incest	0	0	0
b. Statutory rape	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0
j. Simple assault	0	0	0
k. Intimidation	0	0	0
l. Destruction/damages/vandalism of property	0	0	0

#### Hate Crimes – Non Campus – Aero Space Technology Center

Criminal offense	Total occurrences on campus		
	2012	2013	2014
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses-Forcible	0	0	0
d. Sex offenses – Non-forcible	0	0	0
a. Incest	0	0	0
b. Statutory rape	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0
j. Simple assault	0	0	0
k. Intimidation	0	0	0
l. Destruction/damages/vandalism of property	0	0	0

#### Hate Crimes – Public Property

Criminal offense	Total occurrences on campus		
	2012	2013	2014
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses-Forcible	0	0	0

<b>d. Sex offenses – Non-forcible</b>	0	0	0
<b>a. Incest</b>	0	0	0
<b>b. Statutory rape</b>	0	0	0
<b>e. Robbery</b>	0	0	0
<b>f. Aggravated assault</b>	0	0	0
<b>g. Burglary</b>	0	0	0
<b>h. Motor vehicle theft</b>	0	0	0
<b>i. Arson</b>	0	0	0
<b>j. Simple assault</b>	0	0	0
<b>k. Intimidation</b>	0	0	0
<b>l. Destruction/damages/vandalism of property</b>	0	0	0

### **Hate Crimes – Public Property**

<b>Criminal offense</b>	<b>Total occurrences on campus</b>		
	<b>2012</b>	<b>2013</b>	<b>2014</b>
<b>a. Murder/Non-negligent manslaughter</b>	0	0	0
<b>b. Negligent manslaughter</b>	0	0	0
<b>c. Sex offenses-Forcible</b>	0	0	0
<b>d. Sex offenses – Non-forcible</b>	0	0	0
<b>a. Incest</b>	0	0	0
<b>b. Statutory rape</b>	0	0	0
<b>e. Robbery</b>	0	0	0
<b>f. Aggravated assault</b>	0	0	0
<b>g. Burglary</b>	0	0	0
<b>h. Motor vehicle theft</b>	0	0	0
<b>i. Arson</b>	0	0	0
<b>j. Simple assault</b>	0	0	0
<b>k. Intimidation</b>	0	0	0
<b>l. Destruction/damages/vandalism of property</b>	0	0	0

**Arrests – On Campus – 3050 MLK, Jr. Drive**

<b>Crime</b>	Number of Arrests		
	<b>2012</b>	<b>2013</b>	<b>2014</b>
a. Weapons: carrying, possessing, etc.	0	0	1
b. Drug abuse violations	3	6	3
c. Liquor law violations	0	0	0

**Arrests – On Campus – Student Housing Facilities - 3052 MLK, Jr. Drive**

<b>Crime</b>	Number of Arrests		
	<b>2012</b>	<b>2013</b>	<b>2014</b>
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	3	6	3
c. Liquor law violations	0	0	0

**Arrests –Non Metro Campus – 610 Texas Street**

<b>Crime</b>	Number of Arrests		
	<b>2012</b>	<b>2013</b>	<b>2014</b>
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

**Arrests –Non (Aero Space) Campus**

<b>Crime</b>	Number of Arrests		
	<b>2012</b>	<b>2013</b>	<b>2014</b>
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

### Arrests – Public Property

Crime	Number of Arrests		
	2012	2013	2014
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

### Judicial Actions – On Campus – 3050 MLK, Jr. Drive

Crime	Number of persons referred for Disciplinary Action		
	2012	2013	2014
a. Weapons: carrying, possessing, etc.	0	2	1
b. Drug abuse violations	6	17	12
c. Liquor law violations	2	0	3

### Judicial Actions – On Campus Student Housing Facilities, 3052 MLK, Jr. Drive

Crime	Number of persons referred for Disciplinary Action		
	2012	2013	2014
a. Weapons: carrying, possessing, etc.	0	2	1
b. Drug abuse violations	6	22	12
c. Liquor law violations	2	0	3

### Judicial Actions – Non (Aero Space) Campus

Crime	Number of persons referred for Disciplinary Action		
	2012	2013	2014
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

**Judicial Actions –Non - (Metro) Campus – 610 Texas St.**

<b>Crime</b>	Number of persons referred for Disciplinary Action		
	<b>2012</b>	<b>2013</b>	<b>2014</b>
a. Weapons: carrying, possessing	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

**Judicial Actions – Public Property**

<b>Crime</b>	Number of persons referred for Disciplinary Action		
	<b>2012</b>	<b>2013</b>	<b>2014</b>
a. Weapons: carrying, possessing	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

**Fires – On-Campus Student Housing Facilities - 3052 MLK, Jr. Drive**

		<b>Total Housing Facilities: 2</b>		
		<b>Housing Facilities</b>		
<b>Name of Facility</b>	<b>Street Address</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>
Jaguar Courtyard (A)	3052 MLK, Jr. Dr.	0	0	0
Jaguar Courtyard (B)	3052 MLK, Jr. Dr.	1	1	1

**RELATIONSHIP WITH LOCAL LAW ENFORCEMENT**

SUSLA-PD, Shreveport Police Department, Caddo Parish Sheriff’s Office, Louisiana State Police and other agencies (i.e. University Medical Center Police, KCS Railroad) work closely together to keep the campus neighborhood safe. The University’s Chief of Police and his Officers are frequently in communications with Officers, Supervisors, and the Executive Staff of these agencies.

This university also has an understanding due to the unique two parish agency charter by the four local governing bodies to be the conduit for emergency response. Hence communications, fire, EMS, law enforcement, HAZMAT and other specialties (bomb squad, life air rescue) are dispatched in a seamless

response mode by appropriate incident commanders through the normal dispatch procedures. Unlike other communities in Louisiana, EMS forces from Bossier City or Shreveport cover each other on a routine fashion in each other jurisdiction as “established in place” support. No formal approval process is required as mutual aid frequencies, protocols and even billing procedures are already in place so that priority of the National Incident Command System (NIMS) is clearly executed without delay to accomplish the following: Saving Lives, Situation Stabilization and Protecting Property.

### **EMERGENCY NOTIFICATION, TIMELY WARNING POLICY & CRIME ALERT**

In the event a situation arises on or off campus, that, in the judgment of the Chief of University Police, poses an ongoing or continuing threat, the appropriate alert will be issued. Such notification will be issued through e-mail, personnel from University Police, telephone system and by the University’s Emergency Campus Notification System (ECNS). All students, faculty and staff are eligible to register with **ECNS** using the SUSLA-issued email accounts or an alternate e-mail address, cell and home phone number for next of kin. Register at **SUSLA - ECNS** Registration Site.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the University Police Department may also post a notice on the campus-wide electronic bulletin board (Visual Alerts), mass notification system (First Call) and utilize Audio Alerts (police vehicle loudspeaker and portable bull horns), providing the university community with more immediate notification. In such instances a copy of the notice is posted in the Breeze-way of each apartment building, at the entrance of each campus building and by any other means that is warranted. Anyone with information warranting a “timely warning” should report the circumstances to the **University Police by phone (670-9349), cell phone (286-6647) or in person at Building “J” marked UNIVERSITY POLICE located between the Student Parking Lot and University Drive.**

A Crime Log, maintained by the University Police Department, highlighting incidents and crimes that occur on campus, is available for public viewing during regular business hours at the University Police Building (8:00am-5:00pm).

### **INVESTIGATION OF VIOLENT FELONY OFFENSES**

Violent Felony Offenses are offenses defined by the fact that they are punishable by a fine of \$500.00 or more and with hard labor or both. These offenses include, but are not limited to, various degrees and classes of: murder, manslaughter, kidnapping, rape, sodomy, aggravated sexual abuse, burglary, assault, robbery, arson, domestic violence, dating violence, stalking and criminal possession of a dangerous weapon, etc.

Members of the university community are urged to immediately report all suspected or actual violent felony incidents occurring on campus to the University Police Department by dialing extension **9349** from any university campus telephone during normal business hours and if during late evening or night hours dial the department cell **318-286-6647**.



The University Police Department will immediately notify and involve the Shreveport Police Department with the investigation of violent crimes and reports of missing persons.

#### MISSING STUDENTS Twenty-four Hour Rule:

In fulfillment of the federal statute, known as the “Suzanne’s Law” which requires police to notify the National Crime Information Center (NCIC) when someone between 18 and 21 is reported missing. This law, as part of the “Amber Alert” Bill that previously required the reporting of missing persons under the age of 18 is intended to initiate prompt investigations when students are reported missing. Officers must ensure compliance with this requirement.

It is therefore, University Police Department’s policy to take immediate action upon being notified or given information of a missing person. UPD’s Officers receiving and investigating such matters will be conscious of criminal actions, physical or mental disabilities or voluntary efforts. All investigative leads and evidence will be provided the utmost attention.

Students, Faculty, Staff, family members or others having cause to believe that an individual is missing from (residential housing, or off campus) should without hesitation report the missing person to UPD at **318/670-9349 or 318/286-6647**. With respect to those who might be associated with SUSLA and missing off campus, UPD will provide assistance in notifying the appropriate law enforcement agency having jurisdiction.

SUSLA’S captures all students, faculty and staff emergency contact information through the utilization of Banner Software. While University Residential Housing requires all tenants to list emergency contact information in their file, housing personnel are required to contact UPD immediately upon believing a person is missing. After receiving the report of a missing person (s), if such person (s) are under the age of 18, UPD will notify a parent or guardian within 24 hours by accessing Banner or University Housing records.

#### Additional Procedures:

1. UPD will make all information available to on duty personnel and to other law enforcement agencies. Investigation of a missing person (s) will start immediately upon the initial reporting, and will be shared with other agencies and persons that can assist in locating the missing person (s).
2. If appropriate, the information shall be entered into NCIC by informing Shreveport Police Department, Caddo Sheriff’s Office and Louisiana State Police- Troop – “G”
3. On-going leads and evidence will be made known to the reporting person and others who have a vested interest.

#### UNIVERSITY POLICY STATEMENTS ON DRUG AND ALCOHOL ABUSE FOR STUDENTS & EMPLOYEES

#### ILLEGAL DRUG POLICY

The **SUSLA** campus has been designated “**Drug free.**” The possession, sale, use, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by SUSLA Police Department. Violators are subject to University disciplinary action, criminal prosecution, fine and imprisonment or both.

The University is bound to take all appropriate actions against violators, which include referrals for legal prosecution or requiring the individual to participate satisfactorily in an approved drug/alcohol abuse assistance or rehabilitation program. The SUSLA Counseling Services offer limited counseling and therapy to all students, faculty, and staff at Southern University at Shreveport.

**Smoking Policy** – The University prohibits smoking on all of its campuses, within its facilities and state owned vehicles.

### **ALCOHOLIC BEVERAGES POLICY**

The possession, sale, use or the supplying of alcohol on the University campus is not allowed. **SUSLA** has been designated “**Drug free.**”

It is unlawful for any person under 21 years of age to purchase or have public possession of any alcoholic beverage (LA-R.S. 93.12).

It is the position of Southern University at Shreveport that the abuse of alcohol and or the illegal possession or use of other illicit drugs adversely affects the University community’s pursuit of its educational goals. Furthermore, as a state supported institution, it is the responsibility of the University and its Police Department to uphold both the State and Federal Laws in this regard.

### **WEAPONS POLICY**

Southern University does not permit the unauthorized possession of; display of; or attempt to use or threaten to use firearms, ammunition, fireworks, or any other dangerous weapons on campus or at any University-sponsored activity. Anyone found to be in violation of this policy shall face arrest. Students found in violation of the Weapons Policy will be brought before the Disciplinary Hearing Committee for sanctions up to and including suspension or expulsion; such is the case with the unreported knowledge of such items, and is therefore considered a serious offense. Anyone found to be in violation of this policy, shall also face arrest and/or disciplinary sanctions up to and including suspension or expulsion.

### **SEXUAL ASSAULT POLICY**

#### **Policy Statement:**

Southern University at Shreveport is committed to providing a safe environment which promotes the dignity and worth of each member of the community; while complying with the letter and spirit of applicable laws and in pursuit of its own goals of diversity pertaining to discrimination on the basis of sex in employment, education and all other programs and activities. Therefore, we will not tolerate sex discrimination, sexual harassment, sexual assault, dating violence,

domestic violence, stalking, or retaliation in any manner. All actions contrary to this policy are a direct violation of both law and policy.

Our response will be prompt and effective to all complaints and reports of violations of this mandate. In responding to all complaints and reports, the University will act to ensure the safety of students, guests, and employees in compliance with state and federal laws and policies enacted by the Southern University System and Southern University at Shreveport site specific rules and regulations.

### **Overview:**

It is vital that members of the University community understand that the law does not just prohibit violations of this and all policies against employees by employers. The law also prohibits violations between members of the University community more generally: for example, between an instructor and a student, between students, or between a student and an applicant or campus guest.

This policy applies to all members of the University community and to third parties, regardless of gender, sexual orientation or gender identity while on campus including, but not limited to, instruction, grading, housing, athletics, electronic communication and employment.

This policy does not substitute for or supersede related civil and criminal law. It is the policy of the University to strongly encourage individuals to report all incidents and violations to law enforcement officials or agencies with appropriate jurisdiction and to avail themselves of all the services and rights to which they are entitled.

Any individual may file a complaint under this policy at any time. However, the University strongly encourages individuals to file complaints promptly in order to preserve evidence for a potential legal or disciplinary proceeding. A delay in filing a complaint may compromise the subsequent investigation. Reporting in a timely way also allows the University to provide all persons involved with information regarding their rights, options, and resources available under this policy and federal or state laws.

All members of the University community are expected to cooperate fully in investigations and other proceedings necessary for the effective execution of this policy.

### **Definitions:**

**Sexual Harassment** - SUSLA being consistent with the SUS Policy, defines sexual harassment as unwelcome sexual advances, request for sexual favors and other verbal, nonverbal or physical conduct of a sexual nature. Sexual harassment is conduct made explicitly or implicitly a term or

condition of employment or of a student's status in a course, program or activity; or where rejection of such conduct is used as the basis for decisions affecting the individual. Additionally, where such conduct has the purpose or effect of unreasonably interfering with the individual's work performance or educational experience or of creating an intimidating, hostile, or offensive environment.

Conduct which falls into the definition of sexual harassment includes, but is not limited to: **(1)** Unwelcome physical contact of a sexual nature such as patting, pinching or unnecessary touching. **(2)** Overt or implied threats against or promises and actions that give an advantage to an individual to induce him or her to perform sexual favors or to engage in an unwelcome sexual relationship. **(3)** Verbal harassment or abuse of a sexual nature, including intimidating by way of suggesting a desire for sexual relations or making jokes or remarks of a sexual nature to or in front of a person who finds them offensive. **(4)** Use of sexually suggestive terms or gestures to describe a person's body, clothing or sexual activities. **(5)** Displaying or posting offensive sexually suggestive pictures or materials in the classroom or workplace.

**Sexual Assault** – Means subjecting another person to sexual contact to which that person has not consented, to which that person has only submitted due to compulsion, or to which that person cannot legally consent due to age or physical or mental incapacity. All forms of **sexual assault** and sexual contact prohibited by Louisiana law are also included.

**Consent** – is informed. Consent is an affirmative, undeniable, and conscious decision by each participant to engage in mutually agreed – upon sexual activity.

Consent is voluntary. It must be given without coercion, force, threats, or intimidation. Consent means positive cooperation in the act or expression of intent to engage in the act pursuant to an exercise of free will.

**Consent is revocable.** Consent to some form of sexual activity does not imply consent to other forms of sexual activity. Consent to sexual activity on one occasion is not consent to engage in sexual activity on another occasion. A current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. Even in the context of a relationship, there must be mutual consent to engage in sexual activity. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately.

Consent cannot be given when a person is incapacitated. A person cannot consent if she/he is unconscious or coming in and out of consciousness. A person cannot consent if she/he is under threat of violence, bodily injury or other forms of coercion. A person cannot consent if his/her understanding of the act is affected by a physical or mental impairment (For purposes of this policy, the age of consent is consistent with Louisiana State Statutes).

**Incapacitation** – is defined as the physical and/or mental inability to make informed, rational judgments. States of incapacitation include, but are not limited to, unconsciousness, sleep, and blackouts. Where alcohol, drugs or other medication are involved, incapacitation is defined with respect to how the alcohol or other drugs consumed affects a person’s decision-making capacity, awareness of consequences, ability to make fully informed judgments, and inability to communicate. Being intoxicated by drugs, alcohol or other medication does not absolve one’s responsibility to obtain consent. The factors to be considered when determining whether consent was given include whether the accused knew, or whether a reasonable person should have known, that the complainant was incapacitated.

**Domestic Violence** – Domestic violence is intentionally, knowingly or recklessly causing bodily injury, or offensive physical contact to a family or household member. Family or household members are current or former spouses or domestic partners, individuals presently or formerly living together as spouses, biological parents of the same child, adult household members related by blood, or affinity or minor children of a household member when the violence is committed by an adult household member, individuals presently or formerly living together, and individuals who are or were sexual partners. All forms of domestic violence prohibited by Louisiana law are also included.

**Dating Violence** – Dating violence is violence committed by an individual who is or has been in a relationship of a romantic or intimate nature with another person. Whether a dating relationship exists is determined based on the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved. All forms of dating violence prohibited by Louisiana law are also included.

**Stalking** – Stalking is intentionally or knowingly engaging in a course of conduct involving a specific person that would cause a reasonable person to suffer serious inconvenience or emotional distress, to fear bodily injury to self or a close relative, to fear death of self or a close relative, to fear damage or destruction to or tampering with property, or to fear injury to or the death of an animal owned or possessed by that person. All forms of stalking prohibited by Louisiana law are also included.

**Retaliation** – Retaliation is action taken by the University or any individual or group against any person for opposing any practices forbidden under this policy or for filing a complaint, testifying, assisting, or participating in an investigation or proceeding under this policy. Retaliation includes intimidating, threatening, coercing, or in any way discriminating against an individual because of the individual’s complaint or participation. Action is generally deemed retaliatory if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this policy.

### **Educational Programs:**

The Office of Counseling Services, in partnership with Human Resources, Residential Life, Student Support Services, University Police and any other office deemed appropriate, along with subject matter specific persons, will present: prevention seminars, forums, and provide brochures throughout the year, or as the need arises, to promote awareness of rape, acquaintance rape, domestic violence, dating violence, stalking, retaliation and other forcible and non-forcible sexual offenses for incoming students and new employees. Additionally, University Police will routinely conduct safety and security programs, self- defense and avoidance courses, i.e. alcohol and drug awareness programs, for students with special attention to those in residential housing.

### **Guidelines for Victims:**

Victims of on-campus sexual assault are advised to adhere to the following important guidelines:

- **Preservation of Evidence:**
  - Do not bathe, shower, douche, or change clothes
  - Do not disturb the crime scene; save all clothing and items involved
  - Do not brush teeth, drink anything, or smoke a cigarette until you have been examined
  - Allowing a forensic examination
- **Domestic Violence, Dating Violence, Stalking and Retaliation**
  - Do not disturb the crime scene; save all clothing and items involved
  - Have photographs taken of any injuries or do selfies if possible
  - Save telephone recordings, text messages etc.

Although adhering to the above guidelines is most difficult, under such traumatic conditions, the victim aids law enforcement agencies in the preservation of evidence when following these recommendations.

### **How to File a Complaint and How the University Will Respond**

SUSLA, encourages anyone who has experienced sex discrimination, sexual harassment, retaliation, sexual assault, domestic violence, dating violence, stalking or retaliation to report the incident to the appropriate contact at the University. As stated in the Overview of this policy, a report can be made at any time, regardless of when the incident happened. Reporting the incident to the University does not mean that you have to file a formal complaint or bring criminal charges. Reporting the incident, however, will allow the University to provide individuals involved with information about available support and services, both on campus and off campus.

Any individual may make a third-party complaint about a violation of this policy. Individuals are encouraged to contact the appropriate office identified below as soon as possible. After receiving a complaint, the University will determine what further action, including contacting the

alleged victim, if warranted. If a concern is reported by someone other than the alleged victim and the alleged victim is unwilling or unable to cooperate with an investigation, the University's ability to respond may be significantly limited.

The EEO Officer (Human Resource) Director/Title IX Coordinator is the person (s) on campus, or in the System Office responsible for the University's overall compliance and response to incidents of sexual assault, sexual harassment and sex discrimination in general.

Upon receiving a complaint or report of a violation of this policy by a University employee the EO/Human Resource Director at 318-670-9230 will assess the complaint or report and will follow the procedures described in the **Southern University System Policy Handbook**. The EO/Human Resource Director will provide the complainant with information about options for informally resolving a complaint and formal investigation of a complaint. Mediation is never appropriate in sexual assault cases.

The University's investigation and decision making process is completely independent of any criminal or civil investigation and adjudication regarding the same incident.

- If assaulted on campus, we strongly urge the reporting of the incident to University Police during normal business hours in person or call 318/670-9349, or any time by Phoning Cellular 318/286-6647; if desired you can call University Police or you may call 318/673-2583 or 911 for the Shreveport Police Department give present location in order that police may come to the victim and personally take a report in a private atmosphere. If the victim does not wish to pursue charges, an informational report may help the police locate the attacker. A counselor from the SUSLA Counseling Services will be present, if possible, during the taking of the report.
- Following the report given to police, the victim is strongly advised to seek medical assistance from a local hospital. Call Project Celebration Sexual Assault 24-Hour Crisis Line at (318-670-4773). A volunteer escort will meet the victim at the hospital, stay with the victim through the medical examination and during the victim's conversation with police; and will provide support to ease the victim's pain.
- A victim of sexual assault is highly encouraged to participate in follow-up Medical and Counseling Support Services. It is extremely important for victims of sexual assault to obtain medical care whether or not the sexual assault is reported, medical care will ensure the victim's well-being to obvious injuries; medical attention is needed to protect the victim from sexually transmitted diseases or possible pregnancy. Failing to openly address the emotional trauma of sexual assault can be devastating to the victim. Usually, victims undergo tremendous stress and fear of normal social interacting following such an assault. Thus, learning to cope with a multitude of feelings and fears can be accomplished through ongoing counseling. The victim may seek help through either of the following agencies:



- SUSLA Counseling Services, Fine Arts Building – 318-670-9473
- Project Celebration, 814 Cotton, Shreveport, LA – 318-670-4773
- Student Support Services, Fine Arts Building, 318 – 670-9325

**Report to Other University Officials:** in the event a victim does not report to University Police, we encourage the victim to report to another official such as:

- SUSLA Department of Counseling Services, Fine Arts Bldg. – 318-670-9473
- Assistant Vice Chancellor for Student Affairs – 318-670-9213
- Judicial Coordinator – 318-670-9331
- Residential Life – 318-670-6700
- Other site: [LASP Sex Offender Child Predator Registry](#)

### **Confidential Communications**

Professional, licensed individuals who provide mental health services as part of their job responsibilities (including those who act in that role under the supervision of a licensed professional) and pastoral counselors (clergy, ministers, priests, rabbis, etc.) who provide religious counseling to members of the school community are not required to report any information about an incident to EO/Human Resource Director or Title IX Coordinator without an individual's permission provided that such information was disclosed in a counseling context. A person can seek assistance and support from these individuals without triggering a University investigation that could reveal the person's identity or that the person has disclosed the incident.

Speaking with a professional or pastoral counselor does not constitute a report or complaint to the University; the University will be unable to conduct an investigation into the incident or pursue disciplinary action against the respondent based on such a disclosure.

Counseling services are confidential for all persons. No information regarding your visit (s) will be divulged to any person (s) or agencies, parent, faculty, prospective employers without written permission specifying what may be disclosed; nor will any record of your visit(s) exist within your official academic transcripts or medical records. All being said, there are some exceptions when:

- A client threatens to harm him/herself or harm others
- There is reasonable suspicion of abuse of a child or elderly person
- When ordered to release records to a court of law having proper jurisdiction

Local news media may receive notice of sexual assaults reported to the University Police Department so that others are alerted; names of victims are not released; privacy is protected at all times. No pressure is placed on a sexual assault victim to report the attack if they choose not to report; victim's parents will not be notified without the victim's consent in writing.

## **Legal Action**

The victim may proceed to take action against the accused by...

- Pressing criminal charges through the District Attorney's Office, with the assistance of the University Police, Shreveport Police or Caddo Sheriff's Office. This action is encouraged whether the accused is, or is not found to be a University student.
- If the accused is found to be a SUSLA student, the victim may request that University disciplinary proceedings begin for redress of the assault, only if an individual is entirely certain that they will not take legal action.

## **University Discipline Procedure:**

During University disciplinary proceedings, the accused will be provided a prompt, fair, and impartial investigation and resolution; conducted by personnel who receive annual training on the issues related to sex discrimination, sexual assault, domestic violence, dating violence, stalking, retaliation and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. Both the victim, and the accused are entitled to have an advisor present during disciplinary proceeding, including all related meetings and proceedings. Furthermore, both the victim and the accused shall be informed simultaneously of the outcome of the disciplinary proceedings in writing and receive written notice of the following as applicable. In investigating sexual assault allegations, the University will rely on a preponderance of evidence and decision-makers will not question the complainant about the complainant's prior sexual conduct with anyone other than the respondent. Information regarding any prior sexual conduct or dating relationship between the complainant and respondent by itself shall not imply consent or preclude a finding of a violation. No direct questioning of the complainant by the respondent will be permitted.

## **The Rights of the Victim in Alleged Sexual Assault Cases:**

- The right not to have the victim's past sexual history discussed during an investigation or during the hearing.
- The right to choose persons to accompany the victim throughout the investigative and disciplinary proceeding.
- The right to be present throughout the entire disciplinary proceedings.
- The right to have a university restraining order or ban imposed on the accused and/or the accuser's friends to prohibit them from contacting or harassing the victim.
- The right to be informed of the outcome of the disciplinary proceedings dealing with the alleged sexual assault.
- The right to be informed of counseling available on the SUSLA University campus and of counseling available in the community.

- The right to change academic environments after an alleged sexual assault incident.
- The right to be informed of criminal proceeding in the city and district courts.

### **Penalties for Sexual Assault, Domestic violence, Dating violence, Stalking and Retaliation**

The University has the right to take disciplinary actions, independent of the criminal justice system, against any student the University finds guilty of sexual assault, domestic violence, dating violence, stalking and retaliation. The University has jurisdiction in sexual assault cases occurring on the University Campus. The University also may take disciplinary action in off-campus cases involving a SUSLA student as described in the **Student Handbook-Code of Conduct Section-9**. Sanctions, range from warning, probation, suspension to expulsion predicated upon the severity of the violation.

The University Police Office maintains all data on sexual assaults, domestic violence, dating violence, stalking and retaliation occurring on campus. This data is collected from August 1 through July 31, annually. Members of the University community who would also like to obtain this information; my contact, the Assistant Vice Chancellor for Student Affairs located in the Barnes Administration Building or call 318/670-9213.

### **Appeal Process**

**JURISDICTION** – The University Appeal Board shall hear appeals of students from decisions of the University Disciplinary Committee or Administrative Suspension by the Assistant Vice Chancellor for Student Affairs.

**COMPOSITION** – The University Appeal Board shall consist of three members; one faculty member, one student, and one administrator. These members are appointed by the Assist Vice Chancellor for Student Affairs. One of the members shall be designated as chairperson and shall have a vote in all appeals.

**JUDICIAL PROCEDURES** – The student has a right to file a written appeal within 72 hours after notification of sanction imposed by the Disciplinary Committee on the grounds of new evidence, a defect in judicial procedures, and/or inappropriate sanction or unfairness. Appeal Board Members Cannot be persons who served on the Disciplinary Committee. The appeal board shall, by majority vote, grant a hearing or deny the appeal. If the hearing is granted, the appeal may be (a) denied, upholding the sanction, (b) granted, and a new hearing ordered, (c) granted and the sanction changed. The accuser should do so in writing.

### **Avoiding the Occurrence of Sexual Assault:**

All members of the University community are advised to exercise caution while on campus, both day and night. Although students, faculty, and staff comprise the majority of people found on campus, many non-university related individuals visit daily. Consequently, students and

employees must use good judgment and make wise decisions in the course of daily activities on campus. Special precautions are advised in the following situations:

- Walking to and from parking areas, both day and night. Have keys in hand when returning to an automobile, and always check the automobile before entering.
- Walking the campus alone at night; wait for a University Police officer to walk with you.
- Working late at night in University offices and laboratories; when possible, keep doors locked, and let someone know you are in that area.
- Walking in dimly lit areas of the campus; all areas needing better lighting should be reported to the University Police.
- **The Student Code of Conduct and University Judicial System**

### **Administrative Standards**

Southern University at Shreveport has both a right and an obligation to set reasonable standards of conduct for students who voluntarily and willingly choose to become members of the university community. The University Police Department are the sole authority of the investigation of criminal matters. In conjunction with its rights to set up reasonable standards, the university also assumes a right and accepts the responsibility to establish a system of judicial and disciplinary procedures for use when university policies are violated. In turn, the university recognizes the need to ensure that students have the right to fair and equitable hearings. The authority which the university exercises in charging and disciplining students for violations of its regulations differs from the power exercised by civil authorities in prosecuting cases of general law.

Whereas, criminal courts most often seek to punish or deter unlawful behavior; it is generally accepted that judicial proceedings at educational institutions are intended to impress upon individuals their responsibilities, or, in the most severe cases, to remove by suspension, or expulsion to those who should not remain in the academic community.

The federal courts have referred to discipline in academic settings as part of the teaching/learning process. In adopting the University Judicial System, a system which depends largely on the participation of students, and faculty, Southern University at Shreveport recognizes that errors in procedures and rulings may occur. Therefore, when appeals of a student, administrative or judicial disciplinary decisions are made, on a basis of technical, procedural, or interpretive errors, they will be acted upon within the bounds of two principles. First, that the disciplinary format adopted by the university is administrative and judicial in spirit and that considerable latitude must be permitted in order to avoid excessive legalisms and second, that only errors that may reasonably have prejudiced in a significant way, the interests of an accused student are to be grounds for reversal.

In short, it is not intended that mere technicalities should avert a decision which is substantially valid. Additionally, the right to request consideration of an appeal will extend to accused students only, not to their accusers.

## CRIME PREVENTION

University Police has a comprehensive crime prevention and personal safety program. This program includes literature and general **information on personal safety, protection of property, car and motorcycle theft prevention, office security, night safety, jaguar watch**, sexual assault, acquaintance rape, apartment (dorm) safety, harassing telephone calls and vacation tips.

In addition to the aforementioned efforts, University Police are partners with our Student Government Association (SGA), in what is called **“Vandal Watch.”** Where student volunteers assist officers in observing Buildings, Parking Lots and other activities to prevent vandalism; they are not to take any enforcement action.

Crime prevention presentations and safety seminars are held each semester for the campus community. The seminars are usually 1 hour in duration covering general awareness and prevention techniques for several situations such as rape, assault, robbery, and theft. Other seminars are offered on office safety on the do’s and don’ts to ensure personal and equipment protection.

All presentations and seminars are free and are available upon request. Literature and brochures are distributed at most seminars. Seminars may be scheduled by calling Campus Police at **670-9349 (9349)** from a campus phone.

## NON-MONITORING OF OFF-CAMPUS ACTIVITIES

Monitoring of Off-Campus Activities of Student, is not the responsibility of University Police. While University Police enjoy a cooperative relationship with all local law enforcement agencies, any criminal violation of law occurring off campus is solely theirs, unless otherwise warranted.

## GENERAL INFORMATION

SUSLA-PD officers are commissioned to bear arms, make arrests and exercise investigative powers by the State of Louisiana R.S. 17: 1805. The department is also responsible for enforcing traffic regulations on campus. It reports to the Office of the Vice Chancellor for Finance and Administration.

## IDENTIFICATION CARDS

A student enrolled at Southern University at Shreveport must obtain an individual identification card (or have current ID validated) during registration each semester or summer term. ID cards are used for admittance to various SUSLA functions and are recognized by cooperating community businesses for student discount privileges. SUSLA IDs are required to check out books from the library, use financial aid vouchers at the bookstore, or receive financial aid or work-study checks. Cost for replacement or remake of an ID card is \$10.00.

## **SMOKE-FREE BUILDINGS AND VEHICLES**

All buildings on SUSLA Campus (including Metro center and Aerospace Technology Center) are smoke-free. Smoking by employees, students and visitors are also forbidden within vehicles as well.

## **VISITORS TO ACADEMIC CLASSES**

In order to maintain an academic environment conducive to the well-being of all students, SUSLA prohibits visitors to the academic classroom, the Library, the Technology Resource Center, and/or Computer Centers/Technology Enhancement Center without prior approval from the instructor, or director of the service area, or the Vice Chancellor for Academic Affairs.

This Policy applies to the presence of children or pets of enrolled students. Children should not be left unattended in the parking lots, the student lounge area, the buildings lobbies, or any of the service areas listed above. Such a policy protects the children and eliminates distractions for other students.

## **SALES/SOLICITATION, PROMOTION AND/OR ADVERTISING ON UNIVERSITY GROUNDS**

Sales/Solicitation of a commercial nature, whether by non-students or students, is not permitted on the campus except when registered and approved through the Office of Vice Chancellor for Student Affairs. The University allows the posting of Official University notices in buildings and stairwells. No notices may be affixed to glass doors or windows.

Political announcements, campaign literature, signs, handbills, banners, and other promotional materials may only be posted on the designated open announcement areas. An information table will be provided at each registration where political and commercial materials may be displayed.

No commercial or non-commercial materials that are not official University notices shall be posted on walls, doors, in the foyers, on cars, on non-designated areas. Persons distributing materials must not block the doorways, passageways, nor be in the buildings, or create a public nuisance.

## **SKATEBOARDS/BICYCLE/INLINE SKATES, ETC.**

For the safety of users and pedestrians on campus, skateboards, bicycles, inline skates, etc., are prohibited on the sidewalks at any time. Visitors are asked to refrain from using these items in these areas.

## **PERSONAL SAFETY POLICY**

### **Crime Warnings**

#### **1. Walking**

- a. Avoid traveling alone at night. This is a common statement, but should be particularly adhered to on campus and the community.
- b. Confine walking to well-lit, regularly traveled streets and pathways. Avoid shortcuts and keep away from alleyways or any other area where someone may hide.
- c. Do not hitchhike or accept rides from casual acquaintances.

- d. While walking to your vehicle or residence, have your keys ready in your hand.
- e. When using the buses, have your card or exact change ready in an accessible pocket to eliminate the need of opening a purse or wallet in front of others.
- f. Upon getting out of a car or off public transportation, take a look around to make sure that you are not being followed.
- g. If you find yourself confronted by an assailant, you must remember that while screaming and struggling will in some instances frighten off the assailant, in other instances such actions may further provoke the assailant and bring forth a more violent reaction. Above all you must keep your “cool” and assess the situation before choosing your course of action. Whether or not the assailant is armed or has made threats against your life will obviously be a determining factor in your decision.

## 2. Driving

- a. Do not pick up strangers.
- b. Keep your windows closed and doors locked.
- c. Avoid stopping in poorly lit, out-of-the-way places.
- d. If you think you are being followed, stay in populated areas. Look for places where there are people, then stop and let the vehicle behind you pass. If the vehicle continues to follow you, seek out a place where assistance is easily accessible (i.e. gas station, police station, etc.)
- e. When parking at night, choose well-lit areas. Before getting out of your vehicle, check for people around you.
- f. Before entering your vehicle, always check the interior, paying particular attention to the floor and rear seat.

## Private Residence

- a. Keep the door(s) to your apartment/residence and accessible windows locked at all times.
- b. Do not keep your residence and vehicle keys on the same ring.
- c. Women living alone should not use the prefixes “Ms.,” “Miss” or “Mrs.” on their doors or mailboxes. Instead, use the first initial and last name. This is also advisable for telephone directories.
- d. If you receive obscene or harassing telephone calls or several calls with no one on the other end, immediately notify the Police.
- e. If you find that your room/home has been entered do not go inside. Go to a neighbor and call the police.
- f. If you discover an intruder, do not antagonize them because they may be armed. Be very cautious!

## 4. Additional Crime Warnings



- a. During holiday seasons, the risk of the theft and other personal crimes generally escalates. Please be extremely cautious with carrying too much money or too many packages and carefully follow all of the previous warnings.
- b. During the summer season, jewelry tends to be more visible making the wearer a possible target for assault. Be especially careful about the amount and type of jewelry you wear or expose during these months.

## **EMERGENCY RESOURCES:**

### **On-Campus Emergencies:**

#### **Annual Fire Safety Report**

The Director of Housing, in cooperation with the Chief of Police, is responsible for ensuring a log of all reported fires that occur in on-campus student housing facilities. In addition, an annual fire safety report that contain fire and safety policies and statistics for facilities, as well as the submission of the fire safety report under the Clery Act, will be presented.

#### **Fire Emergency Procedures, Evacuation Plans, and Training**

If you see a fire; stay calm

1. Activate the building fire alarm immediately. If the alarm fails to operate, warn other occupants by knocking on doors, and shouting warnings as you exit the building. Call the University Police Department's cell phone at (318) 286-6647, from a safely located phone outside of the building. Give as much information as possible to the officer. Do not assume that someone else has already notified them. Do not hang up until told to do so by the officer. Notify the Residence Life Staff as soon as possible. The University Police will contact the Shreveport Fire Department to respond to any fire related incident on campus. The direct number to the Fire Department is (318) 673-6661; in case of emergency; call 9-1-1.
2. Before opening the door, feel it with the back of your hand. If it is hot, do the following (if it is not hot, go to step 3).
  - a. Open the windows
  - b. Seal cracks around the door with towels, tape, bed, clothing, or similar items to keep out smoke.
  - c. If you are trapped, hang a sheet, jacket, shirt, or other object out the window that will attract attention, and shout for help. Call the University Police Department on the phone and tell them that you are unable to get out of your room. Remain calm until firefighters reach you from the hallway or window. Their first duty, upon arriving at a fire, is to search for persons trapped in the building.
3. If you are able to leave the room, do so immediately and...
  - a. Take your key with you in case you are required to return. Close all doors behind you as you exit. This will retard the spread of smoke and lessen damage
  - b. Go to the nearest exit or stairway. Do not use an elevator
  - c. If smoke, heat or fire blocks your exit, go to an alternate exit.
  - d. If all exits from a floor are blocked, go back to your room and follow the procedures described above in step 2.

4. If smoke is present, keep low to the floor. Take short breaths to avoid inhaling any more smoke than necessary.
5. Leave the building immediately. When the University Police and/or firefighters arrive, inform them of the location of the fire.
6. After leaving the building, stand clear. Follow the directions of the Emergency Personnel and the Residence Life Staff. Do not re-enter the building for any reason until the fire department has declared it safe.

**Note: if you hear the fire alarm, follow steps 2 through 6 above**

The University Police Department, through the Safety Coordinator, will conduct training to students and employees. This training will address fire safety, notification, evacuation plans, reporting malfunctioning smoke, fire alarms, and the use of fire extinguishers.

Date and Time Reported	Nature of Fire	Location
11/19/12 – 10:30 am	Structure	Apt. B; Building 200
11/20/13- 10:35 am	Structure	Apt. A; Building 100

Incident Number	Damage Amount	Injuries	Death
Building 200 (B) -111512	\$72,032.65	0	0
Building 100 (A) - 111413	\$52,386.46	0	0

The Office of the University Police should always be notified first for on-campus emergencies in order to facilitate proper and prompt response to such emergencies. Moreover, many situations can be resolved by University Police Officers.

You may call one of the below numbers as follows:

Problem	Contact	Telephone
Accident/Injury/Emergency	University Police	Day – 8am-5pm (318) 670-9349
Safety Issue/Information		Anytime – (318) 286-6647

#### INFORMATION ON UNIVERSITY CLOSURE:

In the event the university is to be closed due to extraordinary situations or emergencies, information on university closure status can be obtained from the following sources:

- Check posted message on University website: [www.susla.edu](http://www.susla.edu)
- Monitor college broadcast on Emergency Alert Mass Notification System

#### OFF-CAMPUS EMERGENCIES:

Emergency (Medical) – Fire Department EMS – 911

Crime-in-Progress – Shreveport Police Department – 911