The Southeastern Louisiana University recognizes and supports the integral role that University Police plays as part of its commitment to academic excellence. Everyone at Southeastern Louisiana University has a role in providing a safe environment in support of the academic excellence for which we strive. We are proud of our history of outstanding service to the Southeastern Louisiana University community and we are also aware of the challenges posed in a campus environment.

The Southeastern Louisiana University thoroughly evaluates the security needs of the community and continues to consider these needs on an ongoing basis. As a result of such careful analysis, the university has implemented policies aimed at promoting a safe learning and work environment. These policies work in conjunction with Federal, State, and local laws. The University Police provides ongoing education and enforcement of these laws and policies at Southeastern. Each member of the Southeastern Louisiana University community is responsible for knowing these policies and complying with them. This report contains many of the specific policies that pertain to the Southeastern Louisiana University community. Please take time to become familiar with them.

This report also details many of the steps taken by the University and the Police Department to ensure the security of its students, faculty and staff, and it outlines many measures we can each follow to take personal responsibility for our own security and that of the Southeastern Louisiana University community. Although the university and the Police Department go to great lengths to promote a safe and secure environment, personal safety is an individual responsibility. Together we must take personal responsibility for our own safety, as well as the safety of those around us. Working together, we will continue to keep Southeastern Louisiana University a safe campus for all.

University Police Department
Southeastern Louisiana University

The Annual Campus Security Report is published in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 (the “Clery Act”) and is also available at http://www.southeastern.edu/admin/police/assets/clerydocument2013maincampus.pdf. It is presented in a Portable Document Format (pdf) and can be viewed using Adobe Acrobat Reader. Acrobat Reader is free and can be downloaded from the web via get.adobe.com/reader. A hard copy of the report may also be obtained by calling the University Police Department at (985) 549-2222 or visiting the University Police Department in Pride Hall.
Mission & Value Statements

The Southeastern Louisiana University, University Police Department is committed to the support of the university's greater mission of excellence in education and service to the community. As an integral part of the university, we pledge ourselves to a continuing partnership with the campus community to provide a safe and secure environment through community based public safety. We will achieve our goals by service to the community that reflects respect for the law, dignity to all persons and pride in our profession.

Service to Our Community: The people in our campus community are our most important customers. Our motto: "Safety through Education" is not just a slogan it is our way of life. We pledge to work in partnership with the Southeastern Louisiana University community and do our best to provide for its public safety needs.

Commitment to Integrity: Integrity is our standard. We are proud of our profession and will conduct ourselves in a manner that merits the respect of all people. We will demonstrate honest, ethical behavior in all our interactions. We must have the courage to always do what is right.

Respect for People: The dignity of mankind is a value that we treasure. We believe in treating all people with respect. We show concern for the victims of crime and treat violators of the law with fairness at all times.

Commitment to Leadership: Managers, supervisors and team leaders need to be leaders in their areas of responsibility. Making certain that our values become part of our day to day work life is our mandate. We encourage our employees to submit ideas, we listen to their suggestions, and we help them develop to their maximum potential.

Policy for Preparing the Annual Security Report and Disclosure of Crime Statistics

The Southeastern Louisiana University Police Department is responsible for preparing and distributing the Annual Security Report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act). The Annual Security Report is published every year by October 1st and contains three years of selected campus crime statistics and certain campus security policy
statements in accordance with the Clery Act. The University Police Department composes the Annual Security Report and statistical information with input from various sources such as local law enforcement agencies, Division for Student Affairs, University Risk Management, and other campus officials.

**Why an Annual Security Report?**

Enacted in 1990, *The Crime Awareness and Campus Security Act* was designed to assist students in making decisions which affect their personal safety and to ensure institutions of higher education provide students, prospective students, staff, and faculty the information they need to avoid becoming victims of campus crime. The *Higher Education Act of 1998* and the subsequent amendments of the implementing regulations (34 C.F.R.668.46) significantly expanded institutions’ obligations under the Act. The Act was also renamed the “Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act” (hereafter the Clery Act). The Clery Act requires colleges and universities to:

- Publish an annual report every year by October 1 that contains three years of selected campus crime statistics and certain campus security policy statements.
- Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities. The statistics must be gathered from campus police or security, local law enforcement, and other University officials who have “significant responsibility for student and campus activities.”
- Provide “timely warning” notices of those crimes that have occurred and pose an ongoing “threat to students and employees.”
- Disclose in a public crime log “any crime that occurred on campus or within the patrol jurisdiction of the campus police or the campus security department and is reported to the campus police or security department.”

**Notifications**

Each year, an email notification is sent to all current students, faculty, and staff providing the web site to access this report.

- Upon request, prospective students and employees may obtain a written paper copy of the report at the University Police Department located in Pride Hall; by calling (985) 549-2222; or on the web:
http://www.southeastern.edu/admin/police/assets/clerydocument2014maincampus.pdf; or email UPD at police@southeastern.edu

- Prospective employees are notified about the Clery Act via the Southeastern Louisiana University Human Resources jobs website: https://jobs.selu.edu/applicants/jsp/shared/Welcome_css.jsp

- Prospective students and parents of students can also read about and reference Clery Act information on the Office of Admissions webpage titled “Campus Safety Information”: http://www.ct.tamus.edu/departments/admissions/index.php

The Southeastern Louisiana University Police Department

Southeastern Louisiana University Police Officers are commissioned by the Louisiana Department of Public Safety and Corrections and are empowered by Louisiana Revised Statute 17:1805. As such, University Police Officers have the right to carry a concealed weapon and to exercise the power of arrest when discharging their duties while in or out of uniform and to discharge their duties off campus if engaging in intelligence gathering activity, investigating a crime committed on campus, or if specifically requested by the chief law enforcement officer of the city or parish.

Each University Police Officer must successfully complete the Louisiana Commission on Law Enforcement’s Peace Officer Standards and Training (POST) Academy, an intensive course taught through an accredited basic training academy. To maintain this certification, each officer must also successfully complete no fewer than sixteen (16) hours of continuing education each year covering several mandated topics, including firearms qualification. At Southeastern, we require our officers complete an additional twenty-four (24) hours (total of 40 hours) of continuing education each year on various law enforcement topics, including, but not limited to, stalking, domestic violence, report writing, protective orders, arrest and search warrants, and rapid response to critical incidents.

University Police Department has assigned one police officer to the Baton Rouge Campus and is responsible for the full range of law enforcement services. These include, but are not limited to, responding to and investigating incidents and offenses, medical emergencies, fires, bomb threats, auto accidents, violations of state liquor, controlled substances, and weapons laws and other on-campus emergencies.
The officers is on duty Monday and Thursday from 7:00 a.m. till 5:00 p.m.; Tuesday and Wednesday from 7:00 a.m. till 3:00 p.m.; and Friday from 7:00 a.m. till 11:00 a.m. The officer enforces federal and local statutes and Southeastern Louisiana University regulations. The department maintains a close working relationship with all appropriate law enforcement agencies of the criminal justice system. Meetings are held with other agencies, on both a formal and informal basis, and crime related reports and statistics are routinely exchanged.

L.R.S. 17:1805 Authority of university or college police officer

A. (1) Those persons who are university or college police officers responsible for maintaining general order and exercising police power on the campus of a state-supported or a private college or university shall be designated as university or college police officers.

(2) Each as such person named as a police officer by the president of the college or university shall be commissioned as a university or college police officer by the Department of Public Safety and Corrections or as provided in Subsection E of this Section. Such commission shall remain in force and in effect at the pleasure of the employing college or university.

(3) While in or out of uniform, these 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 and on all streets, roads, and right-of-way to the extent they are within or contiguous to the perimeter of such campuses. In the discharge of their duties on campus and while in pursuit on or off the campus, each university or college police officer may exercise the power of arrest.

(4) Each such police officer shall execute a bond in the amount of ten thousand dollars in favor of the state for the faithful performance of their duties. The premium bond shall be paid by the employing institution.

B. Any person arrested by a college or university police officer, in the exercise of the power herein above granted, shall be immediately transferred by such officer to the custody of the sheriff or city police wherein arrest occurs.

C. On and after January 1, 1975, no person shall be commissioned as a college or university police officer, unless prior to such commissioning the person has, as a minimum requirement, completed and graduated from the six-week program of the Basic Law Enforcement Training Academy of Louisiana State University.
and Agricultural and Mechanical College or possesses equivalent training or experience.

D. Upon authorization by the chief administrative officer of the educational institution, a college or university police officer shall have authority to discharge his duties off campus as follows:

1. If engaging in intelligence gathering activity.
2. When investigating a crime committed on campus.
3. When transporting prisoners in furtherance of duties as set forth in this Section.
4. When transporting money, securities, or other valuables on behalf of the college or university.
5. While providing security or protective services for visiting dignitaries to the college or university both on and off the campus.
6. If specifically requested by the chief law enforcement officer of the parish or city.

E. Notwithstanding any of the provisions of this Section to the contrary, any state supported or private college or university situated within the territorial limits of any municipality having a population in excess of two hundred fifty thousand persons may, at the option of said college or university, have its campus police officers commissioned as university or college police officers by such municipal or city police department, rather than the Department of Public Safety, upon complying with the requirements and regulations as may be prescribed by said municipal or city police department for the commissioning of special officers. Such commissions issued by a municipal or city police department shall confer upon such campus police officers all rights and privileges as are enumerated in this Section with respect to officers commissioned through and by the Department of Public Safety; provided, however, that such officers shall not be entitled to supplemental pay for municipal police officers.

F. Notwithstanding any provision of this Section to the contrary, on July 1, 1991 and thereafter, no person shall be commissioned as a university or college police officer by the Department of Public Safety and Corrections or as otherwise provided in Subsection E of this Section until there has been a determination made by the commissioning authority that the particular public or private college or university name the police officers is in compliance with the provisions of R.S. 17:3351(C), or, in the case of a private college or university, is in compliance with substantially similar requirements adopted by the particular institution, relative to reporting certain statistics on reported criminal offenses, adopting certain written security policies and procedures,
and publishing certain such policies and procedures.

G. Each person who is employed as a full-time college or university police officer may carry a concealed handgun, whether in uniform or not and whether on or off duty, provided the person meets the requirements for college and university police officers set forth in this Section and is certified by the Council on Peace Officer Standards and Training.

Criminal Activity off Campus

The Baton Rouge Police Department has primary jurisdiction in all areas off campus. Southeastern Louisiana University Police Officers can and do respond to student related incidents that occur on University property to campus. If the Baton Rouge Police are contacted about criminal activity occurring off campus involving Southeastern Louisiana University students, Baton Rouge Police may notify Southeastern Louisiana University Police. However, there is no official Baton Rouge Police Department policy requiring such notification. Students in these cases may be subject to arrest and University disciplinary procedures.

When a Southeastern Louisiana University student is involved in criminal activity in which students engage at off-campus locations of student organizations officially recognized by Southeastern Louisiana University the criminal activity is monitored and recorded through local police agencies. University Police Officers may assist with the investigation in cooperation with local, state, or federal law enforcement, or Louisiana State Police may jointly investigate serious on-campus incidents with Southeastern Louisiana University Police. As appropriate, University Police may assist these Departments in the immediate neighborhood and business areas surrounding the campuses.

Security Awareness Programs

During new student orientation activities, students are informed of services offered by the University Police Department. The Clery Compliance Report detailing crime statistics and recommended practices for personal safety and are made available. Similar information is presented to new employees. Periodically during the academic year, the University Police Department, in cooperation with other university organizations and departments, presents crime prevention awareness sessions on such topics as sexual assault (rape and acquaintance rape),
theft, and personal safety. A common theme of the awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and to be concerned for the security of others. In addition to seminars, information is disseminated to students and employees through safety awareness, videos, and safety/security information on the university’s website.

**Mutual Aid**

Southeastern Louisiana University’s Police Department enjoys positive working relationships with the Baton Rouge Police Department, East Baton Rouge Parish Sheriff’s Office, Hammond City Police Department, Livingston Parish Sheriff’s Office, St. Tammany Parish Sheriff’s Office, Tangipahoa Parish Sheriff’s Office, Troop A, Louisiana State Police, Troop L, Louisiana State Police, 21st Judicial District Attorney’s Office, and Walker City Police Department. The University Police Department maintains liaison with these law enforcement agencies to ensure the monitoring and recording of criminal activity which may involve students at off-campus locations. Each year, the Director of University Police or a designee forwards letters to the Chief, Sheriff, or other Director of these agencies asking for statistic information regarding crimes or emergencies reported to them that occurred within the geographical area mandated to be reported. The University Police Department does not have any written mutual aid agreement with any law enforcement agencies in the Baton Rouge area.

**Access to Campus Facilities**

The campus, buildings and facilities of the university are restricted to students, faculty, administrators, staff, and guests of the university, except when part or all of the campus, its buildings or facilities are open to the general public for a designated time or purpose, or when used by non-affiliated groups, organizations or individuals that have been granted or approved by authorized university officials.

The Southeastern Louisiana University is part of the city of Baton Rouge and, as such, is open to the public. The academic and administrative buildings are open to the public, at a minimum, during normal business hours.
University police officers patrol the building on a regular basis. For information about the access protocol for the nursing campus and/or building contact the University Police Department at (225)765-2324.

The main entrances to the Baton Rouge nursing building are to be open to students, faculty, administrators, staff, and guests of the university during normal operating hours. All university buildings and facilities will be locked when they are not open for general use by those who are authorized or permitted to use them. When a university building or facility is not open for general use and is locked, entry to the building or facility may be controlled or limited by the University Police Department. Advance authorization by an appropriate university official may be required before an individual is permitted access to a university building or facility when the building or facility is locked and not open for general use.

All employees and students of the university must possess a valid and current university issued identification card at any time when they are on campus or otherwise engaging in university related activities. All persons who are on the university campus or participating in university related activities must provide adequate photo identification, upon request, to any university official and/or UPD officer. Any person who refuses to provide the requested identification may be asked to leave the campus.

Police officers routinely patrol the campus. The University also has an extensive video surveillance system, 24 hours a day. Additionally, security surveys are conducted upon request, and examine such factors as landscaping, locks, alarms, propped doors, lighting and malfunctioning emergency phones or video surveillance cameras.

**Reporting Crime and Other Emergencies**

**Accurate and Prompt Reporting of Criminal Offenses**

The University Police Department (UPD) has procedures in place to allow for and facilitate the reporting of criminal offenses in a manner consistent with the requirements of the *Clery Act*. Community members, students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents to UPD in a timely manner. When a crime is reported, UPD will dispatch an officer to the appropriate location, conduct a preliminary investigation, and prepare a crime report. When appropriate, UPD will investigate the incident further, UPD will forward crime reports to the Office of Student Advocacy and Accountability for
potential Code of Student Conduct violations, or to Human Resources for employee conduct referrals. For any reported crime, if assistance is required from the Baton Rouge City Police Department, UPD will contact them immediately.

The Southeastern Louisiana University Police Department will review reports of alleged criminal activity it receives and either dispatch an officer immediately or refer the report for subsequent investigation, depending upon the nature and seriousness of the offense involved. Individuals reporting an alleged crime should attempt to preserve evidence that might prove the crime was committed. All criminal incidents are investigated by Southeastern Louisiana University Police Department. Responses include, but are not limited to:

1. Immediate response to emergencies through dispatch of one or more officers;
2. Investigation of reports in accordance with Southeastern Louisiana University Police Department procedure;
3. Arrest and filing of charges, depending upon the circumstances of the incident;
4. Referring alleged offenders to appropriate campus agencies, such as the Office of Student Advocacy and Accountability; and/or
5. Issuing "timely warnings" of crimes that represent a threat to the campus community.

Individuals may report alleged criminal actions (including sex offenses) or emergencies that occur on the campus of the University through any of the following means:

<table>
<thead>
<tr>
<th>Method</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dial 911</td>
<td>Report emergencies or non-emergency criminal violations from a public area, university building or cell phone</td>
</tr>
<tr>
<td>(225) 765-2324</td>
<td>Report non-emergency requests for Southeastern Louisiana University police services or information</td>
</tr>
<tr>
<td>or (225)765-0467</td>
<td></td>
</tr>
<tr>
<td>Off-Campus Police Departments</td>
<td>(225) 389-2000 Baton Rouge Police Department (225) 389-5000 East Baton Rouge Sheriff's Office</td>
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</tbody>
</table>
Campus Security Authorities

The following are defined by the Jeanne Clery Act as Campus Security Authorities.

- Campus Police Department and security personnel.
- Individuals with Campus Security Responsibility: Any individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department, such as an individual who is responsible for monitoring entrance into institutional property. Examples of this category are: parking enforcement staff and event security staff.
- Individuals Designated by the Campus: Any individual or organization specified in an institution's statement of campus security policy as one to which students and employees should report criminal offenses. Examples might include: Student Affairs and Academic Advisors.
- Officials with Significant Responsibility for Student and Campus Activities: An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, athletic coaches and personnel involved in student discipline and campus judicial proceedings.

What are Campus Security Authorities required to do?

CSAs are responsible for reporting all those allegations of crimes specified in the Clery Act that are reported to them, and that they conclude were made in good faith, to the University Police Department. The crimes specified in the Clery Act are murder/non-negligent manslaughter, negligent manslaughter, forcible and non-forcible sex offenses, stalking, domestic violence, dating violence, robbery, aggravated assault, burglary, motor vehicle theft, and arson. If there is evidence that the perpetrator was motivated by bias, then simple assault, larceny (theft), intimidation, and vandalism must be reported as well (please see the definitions provided below). Timely submission of reports by CSAs is very important. If a crime is reported to a CSA, but goes no farther than that, Southeastern Louisiana
University will be unable to fully meet its obligations under the law. Moreover, the campus community may lack information that could help increase safety awareness. Report a Crime Anonymously at: http://www.southeastern.edu/admin/police/anonymous_reporting/index.html

**Pastoral & Professional Counselors**

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus “Pastoral Counselors” and Campus “Professional Counselors”, when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. They are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary and confidential basis for inclusion into the annual crime statistics.

The University defines counselors as:

- **Pastoral Counselor**: An employee of an institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.
- **Professional Counselor**: An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification.

**Voluntary Confidential & Anonymous Reporting**

Occasionally, victims of crime wish to report a crime but do not want to give their name and/or do not want to pursue action through the criminal justice or university judicial systems. As allowed by the Clery Act, pastoral and professional counselors who receive confidential reports are not required to report these crimes to the University Police Department for inclusion into the annual disclosure of crime statistics or for the purpose of a timely warning. Please see previous section for descriptions of these positions.

Certain other university departments may accept confidential reports from a victim. The Clery Act, however, requires these departments to report the crime to the University Police Department. This reporting allows the university to maintain
accurate records on the number of incidents, determine if there is a pattern of crime with regard to a particular location, method or assailant, and alert the campus community of an ongoing threat if needed. The University Police Department will investigate crime that is reported to them. Individuals may also report incidents or information anonymously at the University Police Department website through the Anonymous Reporting form. The form is also designed to provide the UPD with crime tips, along with reports in which complete anonymity is desired. The purpose of both a voluntary confidential or anonymous report is to comply with your wish to keep your identity anonymous, while taking steps to ensure the future safety of yourself and others.

The Anonymous Reporting form can be found online at [http://www.southeastern.edu/admin/police/anonymous_reporting/index.html](http://www.southeastern.edu/admin/police/anonymous_reporting/index.html)

**Timely Warnings and Reporting Criminal Actions**

Southeastern Police Department has a responsibility to provide timely warnings about reported crimes to the campus community in a manner that will aid in the prevention of similar crimes, as well as providing emergency notifications when the health and safety of the campus community is at risk.

**The Decision to Issue a Timely Warning:**
Timely Warning notices are determined by the Director of the University Police Department. The following information is used during the determination process for issuing a warning:

1. The nature of the crime – Is it a Clery reportable criminal offense, Hate Crime, VAWA offense or Arrest for a reportable Law Violation? This includes reports of Criminal Homicide, Manslaughter by Negligence, Sexual Assault, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Dating Violence, Domestic Violence and Stalking. Additional crimes include Larceny-Theft, Simple Assault, Intimidation and Vandalism/ Destruction of Property when motivated by Bias, Hate crimes. Lastly, offenses of arrests for violations of Weapons, Drug or Liquor Laws are Clery reportable crimes.

2. The crime occurred within a Clery reportable geographic location – did the crime occur On Campus, in On Campus Student Housing, on Public Property or at a Non-campus Building or Property location?
3. The continuing danger to the campus community – was this crime serious or does it pose a continuing threat to the campus community?

4. The possible risk of compromising law enforcement efforts - is it possible the issuance of a timely warning would compromise efforts to mitigate the threat?

**Determination of Continued Threat**
Timely warning determinations are made on a case-by-case basis when all of the above listed circumstances have been met and the crime is considered by the institution as a serious or ongoing threat to the University community. Timely Warnings are typically issued for the following Clery reportable offenses, but each will be assessed on a case-by-case basis:

**Murder/Non-Negligent Manslaughter**: the willful (non-negligent) killing of one human being by another.

**Sexual Assault** (considered on a case-by-case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount of information known by the Director for Police, or designee). In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute a “timely” warning notice to the community. All cases of sexual assault, including stranger and non-stranger/acquaintance cases, will be assessed for potential issuance of a Timely Warning Notice.

**Robbery** involving force or violence (cases including pick pocketing and purse snatching will typically not result in the issuance of a Timely Warning Notice, but will be assessed on a case-by-case basis)

**Aggravated Assault** (cases involving assaults among known parties, such as two roommates fighting which results in an aggravated injury, will be evaluated on a case-by-case basis to determine if the individual is believed to be an ongoing threat to the larger Southeastern community)

**Major incidents of Arson** A warning may be issued regarding other crimes as deemed necessary by Southeastern Police Department.

Examples of crimes that constitute a continuing threat include but are not limited to:

1. Crimes where the perpetrator has not been apprehended, and there is either no apparent connection between the perpetrator and the victim, or
2. Where there remains a likelihood the crimes could continue to harm the community.

Crimes that would not constitute a continuing threat include, but are not limited to:

1. crimes where the perpetrator has been apprehended, thereby neutralizing the threat, or
2. crimes where the identified suspect targets specific individuals to the exclusion of others, such as in dating or domestic violence situations.

Warning Notice Content
The warning must contain sufficient information about the nature of the threat to allow members of the campus to take action to protect themselves. This includes:

- A succinct statement of the incident
- Possible connection to previous incidents, if applicable
- Physical description of the suspect
- Composite drawing of the suspect, if available
- Date and time the warning was released
- Other relevant and important information In some cases, law enforcement may need to keep some facts confidential to avoid compromising an investigation

In some cases, law enforcement may need to keep some facts confidential to avoid compromising an investigation.

Timeliness of the Warning
Timely Warning notices will be issued as soon as pertinent information is available and in a manner which is likely to reach the entire campus community and will provide community members with information that may potentially prevent them from being victims of similar crimes.

Distribution:
The warning must be distributed in a manner reasonably likely to reach the entire campus community.

Depending on the circumstances, any of the following methods, or combination thereof, may be used:

- Campus-wide emails
• Text messages
• Activation of the campus siren system
• Posting of notices
• Postings to the University home page
• Press releases
• Voice messages over various public address systems

**Emergency Response: Evacuation Procedures**

**EMERGENCY MANAGEMENT** at Southeastern Louisiana University maintains an Emergency Management Plan that outlines responsibilities of campus units during emergencies. This plan outlines incident priorities, campus organization and specific responsibilities of particular units or positions. University units are responsible for developing emergency response and continuity of operations plans for their areas and staff. Emergency Preparedness provides resources and guidance for the development of these plans.

**EVACUATION AND RELOCATION** Students, faculty, and staff should follow the below safety procedures in the event of evacuation emergencies, severe or inclement weather, and tornados or hazardous material releases.

**Evacuation Procedures.**

a. Evacuate when prompted by continually sounding fire alarms or by an official announcement.
   1. Be aware of, and make use of, designated primary and alternate evacuation routes.
   2. Close classroom or office doors as you leave.
   3. Leave the building in an orderly manner without rushing or crowding — do not use the elevators.
   4. Provide aid to those who need it in an emergency evacuation.
   5. Be aware of, and follow instructions given by the University Police and other officials. You may be asked to proceed on foot to designated areas or evacuate the campus entirely.
   6. Always evacuate crosswind and/or upwind away from any emergency by a safe route.
   7. Evacuate at least 300 feet from the building and out of the way of emergency vehicles.
b. Report to emergency responders any individuals who have been injured or left behind. Do not re-enter the building until the all-clear is given by official announcement.

**What is an evacuation emergency?**
In most cases, evacuations apply only to buildings immediately affected. In some cases, such as local terrorism, flooding, or earthquake, the evacuation could apply to the entire campus. Some potential causes for emergency evacuations may include, but are not limited to: a major fire or explosion, hazardous materials release, chemical/biological/radiological spill, structural failure, asbestos release, bomb threat, weapons, or an aircraft collision with a building.

**Severe or Inclement Weather Procedures.**

a. Students, faculty and staff should follow the below procedures in the event of a severe or inclement weather warning:

b. Seek shelter immediately in designated areas.
   a) If you’re inside a building:
   b) If possible, go to the lowest level of the building;
   c) stay away from windows;
   d) go to an interior hallway; and
   e) use arms to protect head and neck in a “drop and tuck” position.

c. If there is no time to get inside:
   a) lie in a ditch or low-lying area or crouch near a strong building;
   b) be aware of potential for flooding;
   c) use arms to protect head and neck in a “drop and tuck” position; and
   d) use jacket, cap, backpack or any similar items, if available, to protect face and eyes.

**SEEKING SHELTER: TORNADOS AND HAZARDOUS MATERIAL RELEASES**

**Tornado Procedures.**

In the event of a tornado watch or warning, students, faculty, and staff should take the following steps.

a. dial 911 from a campus phone or 985-549-2222 to report tornado sighting to the University Police dispatcher; and
b. seek safe shelter inside a building, in a ditch or beside an embankment.
If a tornado is imminent near you:

a. use interior hallways away from building’s exterior windows as a tornado shelter;
b. close all doors to rooms with exterior windows;
c. avoid all windows and other glassed areas;
d. avoid the most dangerous locations of a building, usually along south and west sides and at corners; and
e. protect yourself by going into a “drop and tuck” position.

Hazardous Material Procedures.

Students, faculty, and staff should observe the following steps in the event of a hazardous material release on campus:

a. You will receive a shelter-in-place announcement.
b. Immediately move indoors.
c. Close all windows and doors to shelter and seal as best you can, using towels, clothes or paper.
d. If there appears to be air contamination within the shelter, place a paper mask, wet handkerchief or wet paper towel over the nose and mouth for temporary respiratory protection.
e. Continue to follow instructions given by the response authorities.

When else is it important to seek shelter?
The procedures described above for tornados and hazardous material releases are known as shelter in-place procedures. Sheltering-in-place is the use of any classroom, office, or building for the purpose of providing temporary shelter. Shelter-in-place procedures are internationally recognized as standard practices of providing shelter for any of the following reasons: a chemical truck overturning, tornado, chemical train derailment, chemical facility accident, pipeline rupture, terrorist attack, release of biological agents, release of chemical agents, drilling accident, hazardous materials release, or radiological release.

Emergency Response: Notification

EVERBRIDGE is Southeastern Louisiana University's emergency notification system that gives the university the ability to communicate health and emergency information by SMS text/voice/email messages. Southeastern Louisiana University will use the system only to provide official notification of critical emergencies (i.e.,
situations that pose an imminent threat to the community). Immediate
(Emergency) Notifications will be issued for all incidents occurring on campus that,
in the judgment of the University, constitute an immediate threat to the health
and safety of the campus community. Anyone with information believed to
warrant immediate notification should promptly report the circumstances to
University Police at the Main Campus by phone at (985) 549-2222, in person at
Pride Hall, or by using an emergency phone on campus.

While all students and employees are automatically registered with the system
through their e-mail accounts, cell phone text and voice messages can only be
sent to those who sign up – or “opt-in” – for the service. To “opt-in” visit the link
at the bottom of any Southeastern web page or at
www.alertregistration.com/southeastern/.

Upon the confirmation of a significant emergency or dangerous situation involving
a possible/immediate threat to the health or safety of students or employees
occurring on the campus, the emergency notification system will be activated by
consultation between the Director of University Police or designee and the Vice
President for Student Affairs and/or Vice President for Administration and Finance.
It is the policy of Southeastern Louisiana University to notify the campus
community of an emergency, via the EVERBRIDGE Emergency Notification System.
Upon authorization to issue a EVERBRIDGE alert, the Director of University Police,
VP Finance and Administration, or their designee without delay, and taking into
account the safety of the community, determines the content of the notification
and initiates the notification system; unless the notification will, in the
professional judgment of responsible authorities, compromise efforts to assist
victims or to contain, respond to, or otherwise mitigate the emergency. The
Southeastern Louisiana University Police Department may receive such
information from entities including, but not limited to: law enforcement, fire
department, National Weather Service, or personnel from Environmental Health
and Safety.

Personnel authorized to issue an EVERBRIDGE alert are: the University President,
Vice President for Finance and Administration, Executive Director of Public and
Governmental Affairs, and the Director of University Police. The EVERBRIDGE
emergency notification system does not replace the Crime Alerts (Timely Warning)
requirement. They differ in that the Time Warning requirement applies only to
Clery reportable crimes, while the emergency notification system addresses a
much wider range of threats (i.e. gas leaks, tornadoes, active shooter, etc.).
The EVERBRIDGE system is designed for Southeastern Louisiana University students, faculty and staff. Non-university individuals that would like to receive emergency warning notifications from Southeastern Louisiana University can follow our emergency Twitter feed at: http://twitter.com/Southeastern. When possible, other notification methods may include campus-wide emails, physical postings on doors and bulletin boards, and the DPS website and the University website. The Office of Public Information will also coordinate, as appropriate and necessary, with local media to provide current and timely information for campus emergencies.

Provision of Information to the General Public

In the event that a crisis occurs on University property, the Office of Public Information will be notified as soon as possible. As chief spokesperson for the university, Public Information will ultimately be responsible for communication efforts that relate to the crisis. As such, Public Information will coordinate communications efforts as appropriate with the university and/or other governmental agencies that may be involved in the crisis event. Public Information will disseminate press releases, respond to media inquiries, produce radio and television announcements, maintain/update the university web site, provide logistics and support for press conferences, and serve in supporting other forms of communications as needed. In case of an emergency, the Southeastern Louisiana University main web site will be updated with current information pertaining to the incident.

Annual Notification & Testing of Emergency Response Procedures

The University will, on an annual basis, inform the campus community of various emergency response procedures and notify the campus community of planned activations of emergency response systems. Planned activations will be disseminated to the entire campus community by any or all of the following methods: mass email and the University Police Department’s website. Records for each emergency response and evacuation test will be maintained including information such as the description, time and date of the test, and whether the test was announced or unannounced. Southeastern reviews its emergency notification systems, emergency response, and evacuation procedures at least once each year. These procedures are publicly available through the Office of Environmental Health and Safety (985-549-2157), located in Range Hall on Virginia Avenue.
The below diagram represents the general procedure followed in the notification process.

University Police receive notification of a safety threat on campus

- Police Officers investigate and determine the threat unfounded
- Police Officers investigate and confirm the threat and contact UPD, Director UPD, or Police Captain or Patrol Lieutenant

Threat is determined to be imminent and life threatening

- UPD activates the Everbridge emergency notification system advising to either evacuate a building(s) or shelter in place until they receive further information.

Threat is possible/probable

- UPD makes contact with University administration and advises the nature of the threat and actions being taken by the UPD on the threat. In discussion with the Administration a decision is made on whether emergency notification is to be made and the content of the notification if necessary. Notification made by VP Public/Govt Affairs

Order of contact:
1. President
2. VP Admin/Finance
3. VP Student Affairs
4. Dir. Public/Govt Affairs

Emergency Notification is required

- Emergency Notification is sent by Director Public/Govt Affairs or UPD.

Emergency Notification is not required

- Office of Public Information is notified of the threat by UPD or University administration

UPD closely coordinates with the University administration/Office of Public Information about ongoing activities/measures being taken to counter the threat. Updates will be provided to the University community/media as deemed necessary by the Office of Public Information.

When there is no longer a danger to the campus community the "all clear" will be sent by the Dir. Public/Govt Affairs.
Daily Crime Log

The Southeastern Louisiana University’s policy is to comply with the Clery Act. As a component of compliance, the Daily Crime & Fire Log is written and updated on a daily basis by UPD personnel, and contains information regarding crimes, fires and other major incidents reported at Southeastern Louisiana University. The most recent 60 days are available for public inspection at any time in person at University Police Department in Pride Hall, or online at http://www.southeastern.edu/admin/police/daily_crime_log/index.html. Archived logs are available upon request within two business days.

Provision of Information to the General Public

In the event that a crisis occurs on University property, the Office of Public Information will be notified as soon as possible. As chief spokesperson for the university, Public Information will ultimately be responsible for communication efforts that relate to the crisis. As such, Public Information will coordinate communications efforts as appropriate with the university and/or other governmental agencies that may be involved in the crisis event. Public Information will disseminate press releases, respond to media inquiries, produce radio and television announcements, maintain/update the university web site, provide logistics and support for press conferences, and serve in supporting other forms of communications as needed. In case of an emergency, the Southeastern Louisiana University main web site will be updated with current information pertaining to the incident.

Fire Safety

Reporting a Fire on Campus

Any community member who discovers a fire or other burning on the main campus should immediately contact University Police at (225) 765-2324 UPD will then notify the Baton Rouge Fire Department and guide them quickly to the location of the fire. If a community member finds evidence of a fire that has been extinguished, they should also immediately contact UPD at (985) 765-2324 to ensure UPD is aware of and has responded to and documented the incident.

Fire Safety Systems
Fire alarms or smoke detectors are installed in every campus building and alert the occupants of potential hazards when activated. These alarms are connected to control panels that are monitored 24/7. Upon activation of a fire alarm, indicated by an audible siren, community members must immediately evacuate to their building’s predetermined evacuation area, exiting through stairwells not elevators. Community members should not reenter any building unless authorized to do so by the Hammond Fire Department or UPD personnel.

Since every building is unique, specific evacuation procedures are in place and posted and/or discussed throughout the year. Fire Safety emergency procedures are communicated through new student orientation meetings and by placards detailing evacuation procedures and locations. New employees receive training and instructions on fire safety and evacuation procedures for their unique workplace during their orientations. Employees are also notified of the contact person responsible for overseeing the safety of building occupants in the event of an evacuation or emergency. General evacuation procedures are included in the section of this publication titled “Emergency Preparedness/Response Guides.”

All individuals are expected to follow fire evacuation procedures, regardless of the nature of the alarm (legitimate or false activation). Failure to follow fire evacuation procedures may result in disciplinary action and fines. At this time, there are no planned or necessary fire safety improvements.

**Notification for Missing Students**

If a member of the university community has reason to believe that a student is missing that individual should contact the University’s Police Department at (225) 765-2324. UPD will collaborate with the Division for Student Affairs, other university officials, and/or the appropriate law enforcement agency to make an effort to locate the student and determine his or her state of health and well-being. Police will gather pertinent information about the student from the reporting person or others. Such information may include but is not limited to the student’s description, cellular phone number, clothes last worn, vehicle description, information about the student’s health or well-being, or an up-to-date photograph. The student’s contact information will be registered confidentially, and the information will be accessible only to authorized University officials and law enforcement and it may not be disclosed outside of the missing person investigation.
University officials also will endeavor to determine the student’s whereabouts by contacting friends, associates, faculty members, and/or employers of the student, and/or determining whether the student has been attending classes, scheduled organizational or academic meetings, and work. If the student resides off-campus, UPD may enlist the aid of the neighboring police agency having jurisdiction.

For students who live off-campus notices will be made to each of the following individuals within 24 hours of the police department’s determination that the student is missing:

- The student’s parent or guardian. The university is required by law to notify the student’s custodial parent or guardian if the student is under age 18 and is not emancipated at the time he or she is determined to be missing. If the student is age 18 or over, notification may be provided to the student’s parent or guardian, in addition to any other person identified as the student’s designated emergency contact.

- Local law enforcement personnel.

- The student’s designated emergency contact (if any). Students are given the opportunity through the Office of the Registrar to designate an individual to be contacted by the university if the student is determined to be missing or otherwise in the case of an emergency. The designation will remain in effect until changed or revoked by the student. The contact information will be confidential and will be accessible only to authorized university officials or law enforcement personnel.

After the student has been located, University Police will attempt to verify the student’s state of health, well-being, and intention of returning to campus. When and where appropriate, a referral may be made to the Counseling Center and/or a community provider.

**Theft Prevention**

Although the statistical reporting of theft offenses is not required by the Clery Act, our department believes the university community should be aware of and guard against the theft of their property.
It is important for all of us to understand our role in the reduction of crime. A conceptual aid often employed by crime prevention practitioners is referred to as the Crime Triangle. For any crime to occur three elements must be present: desire, ability and opportunity.

Members of the university community easily recognize there is little that can be done to control the criminal’s ability and desire. The university community’s greatest strength in the prevention of crime is our initiative to reduce or eliminate the opportunity for a crime to occur.

Protect Your Property

- By being more aware and observant during your daily activities. If you feel the actions of a person appear suspicious, take the time to notify the police. We would much rather receive the call and determine later there was no problem, than to not be informed when a crime is being committed.

- By being an active participant in “Operation Identification,” you can record the make, model, and serial number of your property. Also, engrave your driver’s license number with the prefix from the state of issuance. Once you have gathered this information, secure it in a safe place so that if you are victimized, this information can be entered in the state and national database of stolen property. The Southeastern Louisiana University Police Department can assist you in the engraving of your property.

- By closing and locking your door when you leave your residence hall room or office.

- By not leaving your property (backpacks, textbooks, purses etc.) unattended and unsecured in the hallway while attending class or other activity.
• By not leaving property unsecured in your office or cubicle. Secure your valuables in a locked desk or cabinet while out of the office.

• By promptly reporting the presence of strangers in buildings and residence halls. Do not disable or prop open card reader doors or allow strangers to follow you into buildings and residence halls.

• By not leaving your property unattended and unsecured in dining facilities or in one of the libraries.

• By not leaving your property unattended beside the court or along the sidelines during your participation in activities in a recreational facility or on a sports field.

• By promptly reporting and cancelling your lost or stolen aggie bucks card, credit cards and debit cards to prevent unauthorized use.

• By not leaving your laptop computers or other computer handheld devices unattended or unsecured.

• By not leaving your property in plain view in your parked vehicle. Remove and store the items securely in the trunk or remove it for safekeeping.

These are examples of activities that have helped deter the opportunistic thief from taking advantage of you.

**Sexual Assault, Sexual Exploitation, Domestic Violence, Dating Violence, and Stalking Reporting and Response Protocols**

**Standards of Conduct**

All students, faculty and staff at Southeastern Louisiana University are responsible for being familiar with and abiding by the standards of conduct set forth in these Reporting and Response Protocols and the Code of Student Conduct.

Sexual assault and sexual exploitation in all forms violate the sanctity of the human body and spirit and will not be tolerated within the Southeastern Louisiana
University community. In addition, these behaviors are serious violations of university policy and the Student Code of Conduct, and also violate the law.

Through these Reporting and Response Protocols, Southeastern Louisiana University seeks to provide a consistent, caring and timely response in cases when sexual assault, dating violence, domestic violence, stalking, or sexual exploitation have occurred or are alleged to have occurred, regardless of whether the incident took place on or off campus. These Reporting and Response Procedures aim to:

- Outline the steps the University will take to immediately and effectively respond and investigate incidents of sexual assault, dating violence, domestic violence, stalking, and sexual exploitation.

- Take prompt and effective steps to end the sexual assault, dating violence, domestic violence, stalking, and/or exploitation, prevent its recurrence, address its effects (whether or not the sexual violence is the subject of a criminal investigation), and determine the need to notify appropriate law enforcement authorities.

- Protect the complainant as appropriate and facilitate the recovery from sexual assault, dating violence, domestic violence, stalking, and/or exploitation by providing prompt and compassionate support and professional services.

- Create a campus environment that expedites and encourages the reporting of sexual assault, dating violence, domestic violence, stalking, and/or exploitation and clearly outlines the steps to file such reports.

- Facilitate the apprehension of the accused when sexual assaults, dating violence, domestic violence, stalking, and/or acts of sexual exploitation are committed or alleged to have been committed.

- Promptly and equitably administer cases involving students or employees through the relevant university processes.

- Establish and cultivate community involvement in awareness and prevention of sexual assault and exploitation, dating violence, domestic violence, and stalking.
The information outlined in these protocols can assist a person in learning how to access a full range of on and off-campus services. The university also prohibits and does not tolerate sexual harassment or discrimination.

**Key Definitions**
For purposes of this policy, the below definitions apply. However, some of these terms are also defined under federal and/or Louisiana State law.

**Complaint:** A signed document or other report, including verbal reports, alleging a violation of this policy.

**Complainant:** A person who submits a complaint alleging a violation of this policy.

**Consent:** A voluntary, continuous, mutually understandable agreement that clearly indicates a willingness to engage in each instance of sexual activity. Consent to one act does not imply consent to another. Past consent does not imply future consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent can be withdrawn at any time. Any expression of an unwillingness to engage in any instance of sexual activity establishes a presumptive lack of consent.

Consent is not effective if it results from: (a) the use of physical force, (b) a threat of physical force, (c) intimidation, (d) coercion, (e) incapacitation, or (f) any other factor that would eliminate an individual’s ability to exercise free will to choose whether or not to engage in sexual activity.

An individual’s manner of dress or the existence of a current or previous dating or sexual relationship between two or more individuals does not, in and of itself, constitute consent to engage in a particular sexual activity. Even in the context of a relationship, there must be a voluntary, mutually understandable agreement that clearly indicates a willingness to engage in each instance of sexual activity.

**Incapacitation:** A state of being that prevents an individual from having the capacity to give consent. For example, incapacitation could result from the use of drugs or alcohol, a person being asleep or unconscious, or because of an intellectual or other disability.

**Interpersonal Violence:** An offense that meets the definition of domestic violence or dating violence:
**Domestic Violence:** Abuse or violence committed by a current or former spouse or intimate partner of the complainant, by a person with whom the complainant shares a child in common, by a person with whom the complainant is cohabiting (or has cohabited) with a spouse or intimate partner, by a person similarly situated to a spouse of the complainant under the domestic or family violence laws of the State of Louisiana, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the State of Louisiana.

**Dating Violence:** Abuse or violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant. The existence of such a relationship will be determined based on the complainant’s statement and with consideration of the type and length of the relationship and the frequency of interaction between the persons involved in the relationship. Two people may be in a romantic or intimate relationship regardless of whether the relationship is sexual in nature; however, neither a casual acquaintance nor ordinary fraternization between two individuals in a business or social context shall constitute a romantic or intimate relationship. This definition does not include acts covered under domestic violence.

**Respondent:** The person designated to respond to a complaint. Generally, the respondent is the person alleged to be responsible for the prohibited conduct alleged in a complaint.

**Responsible Employee:** Pursuant to Title IX, a Responsible Employee is a University employee who has the authority to take action to redress an alleged violation of this policy; who has been given the duty of reporting such allegations to the University Title IX Coordinator or designee; or whom an individual could reasonably believe has this authority or duty.

At Southeastern Louisiana University, Responsible Employees include, but are not limited to:

- administrators
- academic advisors
- coaches, and other athletic staff who interact directly with students
- faculty members, including professors, adjuncts, lecturers associate/assistant
instructors and teaching assistants
• graduate research assistants
• residence life directors
• resident assistants

Responsible Employees have a duty to promptly report incidents of sexual discrimination, sexual harassment, sexual assault, sexual misconduct, interpersonal violence, and stalking to the University Title IX Coordinator. Responsible Employees are not confidential reporting resources.

**Retaliation:** Any action that adversely affects the academic, employment, or other institutional status of a student or employee of the University, visitor, applicant for admission to or employment with the University, because an individual has, in good faith, brought a complaint under this policy, opposed an unlawful practice, participated in an investigation, or requested accommodations. Examples of retaliation include, but are not limited to: denial of promotion, non-selection/refusal to hire, denial of job benefits, demotion; suspension, discharge, threats, reprimands, negative evaluations, harassment, or other adverse treatment that is likely to deter reasonable people from pursuing their rights. Retaliation is strictly prohibited and will not be tolerated.

**Sexual Discrimination:** Conduct directed at a specific individual or a group of identifiable individuals that subjects the individual or group to treatment that adversely affects the individual or group’s employment or education on the basis of sex (gender).

**Sexual Assault:** An offense that meets the definition of rape, sexual battery, fondling, incest or statutory rape:

**Rape:** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the complainant, including instances where the complainant is incapable of giving consent because of age or because of temporary or permanent mental incapacity.

**Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the complainant, including instances where the complainant is incapable of giving consent because of their age or because of temporary or permanent mental incapacity.
Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Carnal Knowledge of a Juvenile: is committed when a person who is seventeen years of age or older has sexual intercourse, with consent, with a person who is thirteen years of age or older but less than seventeen years of age, when the victim is not the spouse of the offender.

Sexual Harassment: Unwelcome conduct of a sexual nature. Sexual harassment is a form of sex discrimination that can occur when

- the submission to unwelcome physical conduct of a sexual nature, or to unwelcome requests for sexual favors or other verbal conduct of a sexual nature, is made an implicit or explicit term or condition of employment or education;

- the submission to or rejection of unwelcome physical conduct of a sexual nature, unwelcome requests for sexual favors or other verbal conduct of a sexual nature, is used as a basis for academic or employment decisions or evaluations;

- unwelcome physical acts of a sexual nature, or unwelcome requests for sexual favors or other verbal conduct of a sexual nature, that have the effect of creating an objectively hostile environment that substantially interferes with employment or education on the basis of gender; or

- such conduct is intentionally directed towards a specific individual and has the purpose or effect of unreasonably interfering with that individual’s education, employment; or participation in University activities, or creating an intimidating, hostile, or offensive atmosphere.

Sexual harassment may include

1. Sexual violence, as defined under the Louisiana Criminal Code, which includes, but not limited to, rape, sexual assault, sexual battery, and sexual coercion.

2. Physical conduct which, depending on the totality of the circumstances present, including frequency and severity, may constitute sexual harassment includes, but is not limited to
• unwelcome intentional touching; or
• deliberate physical interference with or restriction of movement.

3. Verbal conduct, whether oral, written, or symbolic expression, that depending on the totality of the circumstances present, including frequency and severity, may constitute sexual harassment includes, but is not limited to

• explicit or implicit propositions to engage in sexual activity;
• gratuitous comments, jokes, questions, anecdotes, or remarks of a sexual nature about clothing or bodies;
• gratuitous remarks about sexual activities or speculation about sexual experiences;
• persistent, unwanted sexual or romantic attention;
• subtle or overt pressure for sexual favors;
• exposure to sexually suggestive visual displays such as photographs, graffiti, posters, calendars, or other materials; or
• deliberate, repeated humiliation or intimidation based upon gender.

This policy applies only to verbal conduct that is not necessary to an argument for or against the substance of any political, religious, philosophical, ideological, or academic idea.

**Sexual Misconduct:** Behavior or conduct of a sexual nature that is unprofessional and/or inappropriate for the educational and/or working environment. Behaviors that may constitute sexual misconduct include, but are not limited to

• repeatedly engaging in sexually oriented conversations, comments, or horseplay, including the use of language or the telling of jokes or anecdotes of a sexual nature in the workplace, office, or classroom, even if such conduct is not objected to by those present;

• gratuitous use of sexually oriented materials not directly related to the subject matter of a class, course, or meeting, even if not objected to by those present;

• failure to observe the appropriate boundaries of the supervisor/subordinate or faculty member/student relationship, including the participation of a supervisor, teacher, advisor, or coach in an
unreported consensual romantic or sexual relationship with a subordinate employee or student; or

- engaging in any form of sexual exploitation. Sexual exploitation occurs when an individual takes nonconsensual or abusive sexual advantage of another for his or her own benefit or to benefit anyone other than the one being exploited. Examples of sexual exploitation include, but are not limited to, engaging in voyeurism; forwarding of pornographic or other sexually inappropriate material by email, text, or other channels to non-consenting students/groups; and any activity that goes beyond the boundaries of consent, such as recording of sexual activity, letting others watch consensual sex, or knowingly transmitting a sexually transmitted disease (STD) to another.

“Dating Violence” Abuse or violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant. The existence of such a relationship will be determined based on the complainant’s statement and with consideration of the type and length of the relationship and the frequency of interaction between the persons involved in the relationship. Two people may be in a romantic or intimate relationship regardless of whether the relationship is sexual in nature; however, neither a casual acquaintance nor ordinary fraternization between two individuals in a business or social context shall constitute a romantic or intimate relationship. This definition does not include acts covered under domestic violence.

“Domestic Violence” includes felony or misdemeanor crimes of violence by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic and family laws of the State of Louisiana.

“Stalking” A course of conduct directed at a specific person that would cause a reasonable person to fear for their own safety or the safety of others or would cause that person to suffer substantial emotional distress. A “course of conduct” means two or more acts in which a person directly, indirectly or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person or interferes with a person’s property. “Reasonable person” means a reasonable person under similar circumstances and with similar identities to the complainant. “Substantial emotional distress” means significant mental suffering or anguish that may, but
does not necessarily, require medical or other professional treatment or counseling.

UNIVERSITY PROCEDURES – COMPLAINT INVESTIGATION AND DISCIPLINARY PROCESS

The University strongly encourages the prompt reporting of prohibited conduct covered by this policy. Delays in reporting can greatly limit the University’s ability to stop the alleged conduct, collect evidence and/or take effective action against individuals or organizations accused of violating this policy. A report of alleged violations of this policy may be made by:

• a person who believes they experienced prohibited conduct (a complainant);
and/or
• a person who has information that prohibited conduct may have been committed (a reporter).

Once a report of prohibited conduct is received, the University will respond promptly and investigate the report in a fair and impartial manner. Where warranted, the University will enact interim measures. The University will handle reports of prohibited conduct consistently with procedural guidelines developed to ensure prompt and equitable resolution of such reports. If a complainant chooses not to participate in the University’s investigation of a report, the University may, at its discretion, pursue the report without the complainant’s participation.

The purpose of an investigation, which includes interviewing the parties and witnesses, is to gather and assess evidence. The standard of evidence that will be used in investigating and adjudicating complaints made under this policy is the “preponderance of the evidence” standard. This standard is met if the allegation is deemed more likely to have occurred than not.

Possible outcomes of an investigation are (1) a finding the allegations are not warranted or could not be substantiated; (2) a finding the allegations are substantiated and constitute a violation of the policy and, if so, (3) referral to the appropriate administrative authority for corrective action. The University will also provide interim and remedial measures, to the extent possible, to protect the reporting party and eliminate any hostile environment.

All investigators shall have appropriate and ongoing training regarding issues related to domestic violence, dating violence, sexual assault, sexual misconduct and stalking, as well as, on how to conduct an investigation that protects the
safety of complainants and promotes accountability. The University has procedures and support services in place that serve to be sensitive to victims complainants who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges, as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance and other services on and/or off campus. Any University employee who requires assistance with work arrangements and/or University-provided support services and referrals as a result of an alleged violation of this policy is encouraged to visit the Office Human Resources for additional information. The Human Resource staff can assist employees with the various reporting options and support services that may be available to them. Any University student who requires assistance with classes, living arrangements, and/or University-provided support services and referrals as a result of an alleged violation of this policy is encouraged to visit the Office of Student Advocacy and Accountability for additional information. Student Advocacy and Accountability staff can assist students with the various reporting options and support services that may be available to them. If an employee or student believes they have experienced conduct prohibited under this policy, the individual may also contact the University Title IX Coordinator for additional assistance and information.

**Sexual Assault Prevention**

It is the policy of Southeastern Louisiana University to strive to maintain an environment that is free from intimidation and one in which students may be educated to their fullest potential. The University should foster an understanding of difference and encourage discussion regarding ethical and moral issues that form the basis of a humane social order. Therefore, the University will not tolerate physical abuse, threats of violence, physical assault, or any form of sexual assault, including but not limited to acquaintance or date rape, domestic violence, dating violence, or stalking. A student who individually, or in concert with others, initiates or perpetuates a sexual assault, including but not limited to abuse of, threats against, or the unwanted touching of an intimate area of any other student, act of domestic or dating violence or stalking is subject to disciplinary action by the University, notwithstanding any action that may or may not be taken by the civil authorities. In addition to incidents that occur on the University campus, the University may take disciplinary action in response to incidents that take place during official functions of the University, or those sponsored by registered student organizations, or incidents that have a substantial connection to the interests of the University regardless of the location in which they occur.
The fact that the student accused of sexual assault, domestic violence, dating violence, or stalking, was under the influence of drugs or alcohol at the time of the assault will not diminish the student’s responsibility for a violation of the Student Code of Conduct, nor shall being under the influence of alcohol or drugs be construed as an invitation to or as implied consent for unwanted sexual advances.

Prevention Awareness Programs. Southeastern Louisiana University offers many programs designed to inform students and employees about campus security procedures and practices. A common theme of all awareness and crime prevention programs is to encourage students and employees to be responsible for their own safety and for the safety of others on campus. Crime Prevention Programs on personal safety and security are sponsored by various campus organizations throughout the year. The programs, such as safety education forums, programs and discussions about topics such as alcohol abuse, domestic violence, self-defense, fire safety, emergency response and evacuation procedures, sexual assault prevention, and theft prevention. The University Police, Division for Student Affairs, Residential Life, and a Title IX Coordinator, participate in forums and programs in residence halls to explain university security, public safety, and fire safety measures and procedures at Southeastern with all incoming students and their parents in June-August during summer orientation. The Office of Safety and Hazardous Materials conducts monthly safety meetings. University provides “Rape Aggression Defense” classes each semester. Members of the UPD conduct crime prevention and general security and safety awareness presentations throughout the school year. The presentations are typically requested by various campus groups, including students and employees of the university. University police organizes and sets up crime prevention and education display tables at various locations throughout the year. This provides an opportunity for the staff to hand out safety-related information, as well as to answer individual questions. In addition, information is disseminated to students and employees through general safety brochures, fliers, displays, videos, articles, and advertisements in student newspapers.

Privacy of Information

When sexual assault and/or sexual exploitation, domestic violence, dating violence, or stalking are reported or identified, the university will take reasonable steps to preserve an individual’s privacy and protect the confidentiality of information while promptly investigating and responding. The degree to which confidentiality can be protected, however, depends upon the professional role of
the person being consulted. The law will govern the extent to which the university and its employees may or must disclose information concerning a complaint of a sexual assault and/or sexual exploitation, dating violence, domestic violence, or stalking or knowledge of an occurrence. The University will promptly investigate and take appropriate action when it receives information suggesting that an incident of sexual assault or sexual exploitation or dating violence, domestic violence, or stalking has occurred, regardless of whether a formal complaint has been filed.

**What to do Following a Sexual Assault or an Incident of Sexual Exploitation, Domestic Violence, Dating Violence, or Stalking.**

A member of the Southeastern Louisiana University community who has been sexually assaulted or has been exposed to any form of sexual exploitation or has been victimized by domestic violence, dating violence, or stalking, is strongly encouraged to make a report to activate the appropriate response and support, as soon as possible, at any time of the day or night to the University Police Department (985) 549-2222 and/or to law enforcement by calling 911. Students may also contact the Office of Student Advocacy and Accountability at (985) 549-2213.

When a sexual assault victim contacts the University Police Department, the Director of the University Counseling Center also will be notified. University counseling staff will guide the victim through the available options and support the victim in their decisions. The victim also will be encouraged to access the counseling services offered through the University Counseling Center at (985) 549-3894. Their on-campus contact information can be found at [http://www.southeastern.edu/admin/counseling](http://www.southeastern.edu/admin/counseling).

The university will promptly investigate and take appropriate steps to resolve any complaints of sexual assault, Sexual exploitation, dating violence, domestic violence, or stalking as defined above. In addition, with the assistance of University counselor, a complainant will:

1. Review options to ensure safety, accessing ongoing support and professional Services.
2. Receive assistance if needed to notify family and/or friends.
3. Receive assistance in making a report to the University Police Department and learn about the University’s investigation and adjudication process.
4. Receive information about their right to file a criminal complaint.
5. Receive information about Southeastern’s policies and Title IX Coordinator.

- If you have questions or concerns and would like a confidential consultation to explore options, contact the Counseling Center (985) 549-3894; After hours contact Southeastern Louisiana University Police Department (985) 549-2222) and they will notify a counselor; Title IX Coordinator at (985) 549-5888.

To receive assistance outside of Southeastern Louisiana University, you can contact the Rape Crisis Hotline. Rape, Abuse, and Incest National Network (RAINN) maintains a national hotline for Rape Crisis at 1-800-656-HOPE (4673). Any victim of sexual assault may call this toll-free, 24-hour hotline. This is a confidential service.

The decision to report or not has emotional, psychological, economic and social consequences. You must make the decision that best enables you to resume a healthy and productive life. We encourage you to report any sexual assault, sexual exploitation, dating violence, domestic violence, or stalking to access the range of supports and options available to help you.

Procedures to Address Incidents

The university has established specific procedures to address incidents involving sexual assault, domestic violence, dating violence and stalking. These procedures involve consultation, administrative review and formal hearing and will be conducted in a prompt, fair and impartial manner by individuals who are trained for these tasks and understand the difficult and sensitive issues involved.

Consultation. Any member of the university community may request a consultation regarding the incident by contacting the Title IX Coordinator, 985-549-5888, gpregeant@southeastern.edu. The consultation will be conducted in the manner described for incidents involving alleged sexual harassment, as set forth in the university’s Sexual Harassment and Sexual Violence Policy. http://www2.southeastern.edu/documents/policies/empl/p2_domestic_violence.pdf. During the consultation the individual will have an opportunity to ask questions, obtain information about reporting incidents, filing criminal charges,
obtaining interim relief, seeking disciplinary action, and obtaining counseling, victim advocacy, health and mental health assistance and other services on campus and in the community.

**Administrative Review.** Any member of the university community who believes they have been subjected to sexual assault, domestic violence, dating violence, or stalking by a university employee, student, or third party in connection with any university program or activity, whether on campus or off campus, may file a complaint against that person. Complaints by students against other students must be filed with the Office of Student Advocacy and Accountability, 985-549-2213, OSAA@southeastern.edu. All complaints will be carefully investigated and complainants and respondents will be provided with similar and timely opportunities to identify witnesses, provide evidence, and be accompanied by an advisor of their choice in any meetings or proceedings they attend relating to it.

**Formal Hearing.** Following administrative review, an effort will be made to resolve the complaint informally. If the matter is not resolved, a formal hearing may be initiated. When both the complainant and the respondent are students, and if Office of Student Advocacy and Accountability charges the respondent with violating the “Code of Student Conduct”, disciplinary proceedings will be commenced against that student according to the hearing procedures. In all cases, the parties will have the same opportunities to have an advisor present, receive simultaneous written notice of the results, and have an opportunity to appeal the outcome. In all cases the standard of proof will be the preponderance of the evidence.

**Sanctions.** Any university student or member of the faculty or staff who violates the prohibitions of the Sexual Violence or Domestic Violence Policy will be subject to disciplinary action ranging from reprimand or probation to dismissal, suspension, or expulsion. Any guest or visitor to the university who does so may be barred from entering any university campus or other property and from participating in any university programs and activities. Possible protective measures following a finding of violation may include, without limitation, no contact orders and changes in housing, academic, and transportation or work arrangements. In imposing sanctions, the university may consider significant aggravating or mitigating factors. Relevant factors include without limitation, prior disciplinary or criminal record or the person found in violation, as well as the nature of the offense and the extent of any damage, injury or harm resulting from it.
Confidentiality. In cases involving allegations of sexual assault, domestic violence, dating violence and/or stalking, complainants may request that their names be kept confidential during an initial consultation or the university’s investigation. The Title IX Coordinator will decide whether to accommodate such requests, but will inform the complainant that doing so will not be possible, if, in the judgment of the Title IX Coordinator, and under the particular circumstances involved, it would prevent the university from providing a safe and nondiscriminatory environment for the complainant and other members of the campus community. In such cases, the Title IX Coordinator will notify the complainant before disclosing their name to the respondent or other persons. Complainants may renew requests for confidentiality during formal hearing on their complaints, but in such cases will be told that the university’s ability to proceed with hearing may be limited as a result.

If an individual requests confidentiality, and the Title IX Coordinator is not able to accommodate that request, and thereafter that individual asks the university to inform the accused person that he or she asked the university not to investigate or seek discipline, the university will honor this request and inform the accused person that the decision to go forward was made by the university itself.

Prevention and Awareness. In addition to its ongoing efforts to eliminate, address and prevent sexual violence on its campuses and in connection with its programs and activities, the university will include in its student, staff, and faculty orientation programs information on prevention and awareness relating to dating violence, domestic violence, and stalking. Programs will explain the university’s policy prohibiting these types of conduct, provide definitions of prohibited conduct and consent in reference to sexual activity, and offer information about safe and positive options for bystander intervention, risk reduction to recognize abusive behavior and avoid potential attacks, criminal reporting options and reporting to campus authorities, campus disciplinary actions, and possible rights regarding orders of protection, no contact orders, restraining orders, or similar court orders. The university will also conduct ongoing prevention and awareness campaigns for student, staff, and faculty on issues related to domestic violence, dating violence and stalking.

Options for Survivors of Sexual Assault, Dating Violence, or Domestic Violence

Police and Medical. A student who experiences any form of sexual assault or sexual coercion or dating or domestic violence is encouraged to seek medical care
immediately. People at least 18 years of age can have a physical exam to preserve evidence of the assault with or without involving the police. *Reporting an assault to law enforcement does not mean that the case will automatically go to criminal trial or to a University disciplinary hearing.* If the police are notified, an officer will be sent to the scene to take a detailed statement. The police department can provide a ride to the hospital. Survivors who want to have evidence collected and who choose not to call the police can go directly to the emergency department of North Oaks Medical Center ([https://www.northoaks.org](https://www.northoaks.org)) at 15790 Paul Vega, MD, Drive, Hammond, Louisiana 70401. Survivors who want help from the police should call 911 or (985) 549-2222. A survivor has the option to have a Sexual Assault Forensic Exam (“SAFE”) performed by a Sexual Assault Nurse Examiner (“SANE”). With a survivor’s consent, the evidence collected during this exam can be used as part of a criminal investigation. For more information about the SANE program, contact Tri-Parish SANE Program at 985-345-5995. The survivor is strongly encouraged to seek medical and psychological care and to be treated for any injuries. Survivors can choose to take medications to prevent sexually transmitted infections and pregnancy, regardless of whether the police were contacted or a SAFE was performed. Psychological care can be provided by the Southeastern Louisiana University Counseling Center.

A. Evidence

- Do what you can to **preserve evidence**. If you preserve evidence, you will have it available if you decide to report to law enforcement.

  ✓ Resist the urge to change clothes or shower, if you can.
  ✓ If you change clothes, place each garment in a separate paper bag.

- **Medical - Legal Evidence Collection (SAFE Exam)**: A person who has experienced a sexual assault (particularly rape, forcible oral copulation, or sodomy) is encouraged to request collection of medical-legal evidence. Prompt collection of physical evidence through an exam is essential should a person later decide to pursue criminal prosecution and/or a civil action.

- **In cases of Sexual Exploitation** such as those involving the posting or distribution of pictures or videos taken without your consent or without permission for distribution, try to preserve any evidence you may have (e.g., pictures, texts, social media posts or videos).
B. **Medical Treatment:** A person who has experienced a sexual assault is urged to seek appropriate medical evaluation as promptly as possible. For life-threatening conditions, call 911 or go to the nearest hospital Emergency Room, if you need assistance getting there call University Police Department at (985) 549-2222.

C. **Obtaining Information, Support and Counseling:** A person who has experienced, who has knowledge of, or has been affected by another person’s sexual assault, is strongly encouraged to obtain information, support and counseling. A variety of agencies, both on and off campus, can help a person decide what steps to take, such as seeking medical attention, preserving evidence, obtaining counseling or reporting to authorities. Information, support and advice are available for anyone who wishes to discuss issues related to sexual assault and/or incidents of sexual exploitation. As stated above, the degree to which confidentiality can be protected depends upon the professional role of the person being consulted and should be addressed with that person before specific facts are disclosed. For more information, please contact the Louisiana Foundation Against Sexual Assault ([www.lafasa.org](http://www.lafasa.org)) (225) 372-8995, the University Counseling Center (985-549-3894), or the Title IX Coordinator at (985) 549-5888.

D. **Making an Anonymous Report.**

**To the Police** -You may decide to report the crime anonymously. The police will record the date and time of the assault, details of the incident, and any description of the assailant you can give. If you know the assailant’s name, it will be recorded. This report may influence the District Attorney's decision whether to prosecute another case if the same assailant has been named in one or more separate complaints. In addition, the police will maintain this information in the event a pattern of crimes by the assailant is detected.

**To the university**- If you have been sexually assaulted, exposed to any form of sexual exploitation, domestic violence, dating violence, or stalking, and you are not in a position at the University that requires you to report the incident (e.g., witness, partner, friend, family member), the Southeastern Louisiana University Police Department’s Anonymous Report Program provides the Southeastern community with a method to anonymously report criminal and suspicious activity to Southeastern Louisiana University Police Department. Anonymously reported incidents are routed to the
police administration only. Please note that the Anonymous Report program does not substitute a report for crimes in progress or for crimes that present a continuing threat to the community: in such cases, please dial (985) 549-2222 immediately. Please remember that the more the information the University has, the better able the institution will be to investigate and appropriately respond.

**University Disciplinary Action**

Any student who has been sexually assaulted by another student or group of students and is considering whether to seek disciplinary action against the assailant(s) should discuss the matter with a representative from the Office of Student Advocacy and Accountability (985) 549-2213. That person will explain the university’s disciplinary process relating to sexual assault which does not obligate you to pursue official action.

If you decide to take part in the university disciplinary process, you should contact the Office of Student Advocacy and Accountability. All charges are handled in accordance with the procedures relating to violations of the University’s Code of Student Conduct. Individuals accused of sexual assault may also be subject to certain interim measures pending the completion of the disciplinary process. Those students found responsible for violating the Code may be suspended or expelled. Students who report sexual assault by another student may request a change in their academic and living situations on campus if such changes are reasonably available. In accordance with federal regulations, both the accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding and will be informed of the outcome of any campus disciplinary proceeding regarding sexual assault. For more details on these procedures, consult the Student Code of Conduct. The university will disclose to the alleged victim of a crime of violence or non-forcible sex offense, the report on the results of a university disciplinary proceeding against a student who is the alleged perpetrator. If the victim is deceased as a result of such crime or offense, the next of kin of such victim will be treated as the victim if so requested.

**Legal Options** - A person who engages in a sexual assault may be the subject of criminal prosecution and/or civil litigation. A police report must be made before a criminal prosecution can be considered by the Tangipahoa Parish District Attorney’s Office. A person who wishes specific information about legal options should consult a private attorney and/or the office of the Tangipahoa Parish District Attorney.
Institutional Policies

Public Notification of Incidents - As required by state and federal law, the Southeastern Louisiana University Police Department must collect and report annually statistical information concerning sexual assaults and incidents of domestic violence, dating violence, and/or stalking occurring in its jurisdiction. To promote public safety, the Department also alerts the campus community to incidents and trends of immediate community safety concern.

Registered Sex Offender Information

The Southeastern Louisiana University’s policy is to comply with the federal Campus Sex Crimes Prevention Act. This legislation requires registered sex offenders to provide notice to the state “of each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student...” Thus, any registered sex offenders who are currently employees, students, or carry on other vocations at Southeastern Louisiana University will be required to notify the State of Louisiana of their status. In addition, such institutions of higher education are required to provide information to their campus community regarding where to obtain law enforcement information concerning such registered sex offenders (Megan’s Law sex offenders). The Office of the Louisiana State Police maintains a website, http://www.lsp.org/socpr/default.html, which provides information regarding Megan’s Law and a registered sex offender locator. Please note, however, that it is illegal under Louisiana law to use any disclosed public information to commit a crime against any registrant or to engage in illegal discrimination or harassment against any registrant.

Information about registered sex offenders currently employed, working, teaching, volunteering, or attending classes on the campus of Southeastern Louisiana University may be found on the University Police Department’s public web site at http://www.southeastern.edu/admin/police/sex_offenders/index.html

Alcohol, Drug, & Weapons Policies

Alcohol
As an institution interested in the intellectual, physical and psychological well-being of the campus community, Southeastern Louisiana University deems it important to curtail the abusive or illegal use of alcoholic beverages. All members
of the university community and guests are required to comply with federal, state and local laws regarding the distribution, possession and consumption of alcoholic beverages. (Southeastern Louisiana University Student Handbook and campus policies) The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of law and student rules to possess or consume alcoholic beverages. Consequences could result in criminal charges or arrest by the University Police Department and/or sanctions by the university.

The Division for Student Affairs is committed to promoting responsible decision-making regarding alcohol and drugs through educational programming, resources, and referrals. Services for students are available at the Office for Student Affairs (985) 549-5250 / Office of Disability Services (985) 549-2247 / University Counseling Center (985) 549-3498. Services for employees are available at University Counseling Center (985) 549-3498; Hammond Addictive Disorders Clinic (985) 543-4070; or Fontainebleau Treatment Center (985) 624-4100.

Illegal Drugs
Louisiana state law prohibits the manufacture, sale, delivery, possession, or use of a controlled substance without legal authorization. A controlled substance includes any drug, substance or immediate precursor covered under the Louisiana Controlled Substances Statues, including but not limited to opiates, barbiturates, amphetamines, marijuana, and hallucinogens. The possession of drug paraphernalia is also prohibited under Louisiana state law. Drug paraphernalia includes all equipment, products and material of any kind that are used to facilitate, or intended or designed to facilitate, violations of the Louisiana Revised Statues. Alleged violations of this policy may result in criminal charges and will also be adjudicated through University disciplinary procedure. (Southeastern Louisiana University Student Handbook, Campus Policies) Southeastern’s alcohol policy can be found at:
http://www.southeastern.edu/admin/stu_affairs/handbook/

Weapons
In accordance with Louisiana Revised Statue 14:95.2, it is a felony to intentionally, knowingly or recklessly possesses a firearm, illegal knife or prohibited weapon (with or without a concealed handgun permit pursuant to R.S. 40:1379.1 or R.S. 40:1379.3) on the physical premises of a school or educational institution, to include any buildings or passenger transportation vehicles under the direct control of the educational institution. (Southeastern Louisiana University Student Handbook, Campus Policies)
Additional Information Regarding Alcohol

- All students of the Southeastern Louisiana University and their guests and visitors are subject to Louisiana State Law and the Southeastern Louisiana University’s alcohol policy regarding possession and consumption of alcohol.
- It is a violation to be in the presence of anyone using a controlled substance (this includes alcohol if it is being consumed illegally).
- Furnishing alcohol to a person under the age of 21 years on university property or at a university sponsored event is prohibited.
- Public display of intoxication while on university property or at a university sponsored event is prohibited. Behavior on campus or at a University sponsored event that is disruptive or destructive as the result of intoxication will subject the offender to corrective action.
- Harm to persons or damage to university property arising from the actions of intoxicated individuals on the premises of the university will be the full and sole responsibility of such individuals.
- Any student who encourages another to consume alcoholic beverages or any substance as a means to induce that individual to engage in behavior that would otherwise be against that person’s will is subject to disciplinary action.
- Driving while under the influence of alcohol is prohibited.

- The following services can be provided through the University Counseling Center:
  1. Education and Intervention Training
  2. Evaluation and Assessment
  3. Individual Therapy
  4. Referral to appropriate treatment milieu
     a. Individual and/or group counseling at the University Counseling Center.
     b. 12-Step Meetings such as Alcoholics Anonymous or Narcotics Anonymous.
Annual Security & Fire Safety Report

All reported incidents that fall into one of the required reporting classifications will be included as a statistic in this publication, which is compiled and published by the University Police Department on a calendar year basis pursuant to the requirements of the Clery Act and related legislation. The Southeastern Louisiana University Police Department works in cooperation with local law enforcement agencies, campus security authorities, and includes statistical information from anonymous reports submitted to Southeastern Louisiana University Police Department. Additionally, statistical information from voluntary confidential reports is also requested and provided to the University Police Department by Counseling Center and Pastoral Care staff, though they are not required by law to provide statistics for this compliance document. All crime statistics included in this publication are also submitted by the University Police Department on an annual basis to the Department of Education.

Statistical information for certain non-campus buildings or property, as well as public property immediately adjacent to and accessible from campus are requested and/or collected from Hammond Police Department. By October 1 of each year, the campus community is made aware of the Annual Security & Fire Safety Report by email notification that offers a brief summary of the contents, as well as information on how to view the report via a direct link or obtain a hard copy of the report. This publication is available online at [http://www.southeastern.edu/admin/police/annual_security_and_fire_safety_report/index.html](http://www.southeastern.edu/admin/police/annual_security_and_fire_safety_report/index.html) to all current and prospective students and staff, or in person at the University Police Department in Pride Hall.

Definitions of Clery Act Offenses (General)

**Murder and Non-negligent Manslaughter:** the willful (non-negligent) killing of one human being by another.

**Negligent Manslaughter:** the killing of another person through gross negligence.
**Sex Offenses: Forcible:** Any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent.

**Forcible Rape:** The carnal knowledge of a person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of their temporary or permanent mental or physical incapacity (or because of their youth).

**Forcible Sodomy:** Oral or anal sexual intercourse with another person, forcibly and/or against that person’s will; or not forcibly against the person’s will where the victim is incapable of giving consent because of their youth or because of their temporary or permanent mental or physical incapacity.

**Sexual Assault with an Object:** The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of their youth or because of their temporary or permanent mental or physical incapacity.

**Forcible Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person’s will; or, not forcibly or against the person’s will where the victim is incapable of giving consent because of their youth or because of their temporary or permanent mental incapacity.

**Sex Offenses: Non-Forcible:** Unlawful, non-forcible sexual intercourse. Includes only incest and statutory rape.

- **Incest:** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

- **Statutory Rape:** Non-forcible sexual intercourse with a person who is under the statutory age of consent.

**Dating Violence** is violence committed by a person who is or has been in a relationship of romantic or intimate nature. The existence of such a relationship shall be determined based on the following factors: (1) length of the relationship, (2) type of relationship, and (3) the frequency of interactions.
Domestic Violence includes felony or misdemeanor crimes of violence by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic and family laws of the State of Louisiana.

Stalking means engaging in conduct directed at a specific person that would cause a reasonable person to fear his or her safety or the safety of others or suffer substantial emotional distress.

Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by a means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used that could and probably would result in serious personal injury if the crime were successfully completed.)

Burglary: The unlawful entry of a structure to commit a felony or theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony, breaking and entering with intent to commit a larceny, housebreaking, safecracking, and all attempts to commit any of the aforementioned acts.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding.)

Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Hate Crime: Any of the aforementioned offenses (except for negligent manslaughter), and any other crime involving bodily injury, reported to local police
agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias.

Race: A preformed negative attitude toward a group of persons who possess common physical characteristics.

Gender: A preformed negative opinion or attitude toward a group of persons because those persons are male or female.

Religion: A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.

Sexual Orientation: A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex.

Ethnicity/National Origin: A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions.

Disability: A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced aged or illness.

**Additional Hate Crime Definitions:** In addition to any of the crimes above, the following acts are now reportable as Hate Crimes, when motivated by prejudice on account of race, gender, religion, sexual orientation, ethnicity, or disability.

- **Larceny/Theft:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

- **Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
• Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

• Destruction/Damage/Vandalism of Property (Except “Arson”): To willfully or maliciously damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

**Weapon Law Violations:** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned acts.

**Drug Abuse Violations:** Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (enzedrines, enzedrine).

**Liquor Law Violations:** The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned activities (Public Intoxication and driving under the influence are not included in this definition).

**Reportable Geographic Areas**

“**On-Campus**” is defined as any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls. This also includes any building or property that is within or reasonably contiguous to the geographic area that is owned by the institution but controlled by another person, is frequently used by
students, and supports institutional purposes (such as a food or other retail vendor).

“Dorms/Residential Facilities” for students on campus is a subset of the “On-Campus” category.

“Non-Campus” is defined as any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution. This also includes any building or property owned or controlled by a student organization that is officially recognized by the institution.

“Public Property” is defined as all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.
## CRIME STATISTICS – BATON ROUGE CAMPUS

### Criminal Offenses

<table>
<thead>
<tr>
<th>Type of offense</th>
<th>Year</th>
<th>Locations</th>
<th>On Campus</th>
<th>Non-Campus</th>
<th>Public Property</th>
<th>Classified as a Hate Crime</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Residence Hall</td>
<td>Other</td>
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<td><strong>Criminal Homicide</strong></td>
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### For Hate Crime Only – Baton Rouge Campus

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