



ANNUAL SECURITY AND FIRE SAFETY REPORT

MAIN CAMPUS

**500 WESTERN AVENUE
HAMMOND, LA 70402**

According to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), institutions which participate in Federal student financial aid programs are required to provide information to the public regarding campus safety and security policies and procedures. Statistics regarding crimes related to their campuses must also be reported. The definition set used for this format is according to the FBI Uniform Crime Reporting (UCR)/National Incident-Based Reporting System (NIBRS).

Southeastern Louisiana University is dedicated to providing a safe and secure environment for students, faculty, staff and visitors to our Hammond Campus, Baton Rouge Nursing Center, Livingston Parish Literacy and Technology Center, and St. Tammany Center. Many individuals and departments are involved in campus safety and security. This information can help keep you and others safe at Southeastern.

At Southeastern Louisiana University, we endeavor to consistently provide accurate information to our community regarding the safety of our campus. In furtherance of these efforts, we make our policies, procedures, and statistics available electronically at <http://www.selu.edu/admin/police/cleryinfo/index.html>.

Procedures for Reporting Crimes and Other Emergencies

Students, faculty, staff members, and visitors are strongly encouraged to report any criminal activity, potential criminal action, or any other emergency by calling the University Police Department at 985-549-2222. This number provides direct, 24-hour-a-day contact with the police radio dispatcher and reports may be made on a voluntary, confidential basis. Non-emergency calls can be made to 985-549-3835 during regular business hours (7:30 a.m. through 5:00 p.m., Monday through Thursday, and 7:30 a.m. through 12:30 p.m. on Fridays, except holidays or University closures). In addition, there are over 70 emergency telephones located throughout the campus which provide direct access to the University Police Department with the touch of a single button. One may also make a report on a confidential or anonymous basis by accessing the University Police Department's web site at <http://www.selu.edu/admin/police/>.

In event an individual prefers to report a criminal offense to someone other than the University Police Department, he/she has the option of reporting the situation to the Vice President for Student Affairs, Dyson Hall, telephone 985-549-5250. An employee also has the option of reporting an incident to his/her supervisor.

Emergency Response and Evacuation Procedures

Southeastern Louisiana University will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus. This notification will involve one or more of the following delivery methods:

- Text/Voice/E-mail alerts – Southeastern has installed a cell phone text messaging system through FirstCall, which allows brief emergency messages to be communicated at the rate of 6,000 messages per minute. While all students, Faculty, and staff 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 register for this service, visit the link on the Southeastern webmail page or at www.alertregistration.com/southeastern/.
- Telephone Alerts – In the event of an emergency, the university telephone system will also be used to send emergency voice messages to digital telephones located in each building. The emergency message activates a “telephone tree,” in which trained faculty and staff will share the information with others in their respective buildings.
- Web alerts – The university website, www.selu.edu, allows for quick posting of emergency alerts and updates on the home page. This is the most reliable place to check to determine whether the campus is being closed for any emergency, including weather-related closures.
- Outdoor campus PA system – A public address system located in the middle of the campus can be used to broadcast sirens or voice alerts. The system is loud enough to be heard throughout campus by individuals outdoors. If you hear the siren or horn, this means there is an emergency or serious incident occurring on campus.

Southeastern will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate one or more of the listed notification systems, 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.

Once a significant emergency is confirmed, the University Police Department Shift Supervisor on duty will notify the Director, University Police who will then make contact with

the Vice-President for Student Affairs, the Vice-President of Administration and Finance, and the President of the University. These parties together will decide who will be notified of the incident, determine the content of the notification, and initiate any or all notification systems available. In addition to the above listed personnel, the Executive Assistant to the President and the Director of Public Information may also be involved with this process.

The Director of Public Information will disseminate relevant information to the larger community through the most appropriate and expedient method of communication, including, but not limited to, phone, e-mail, and fax.

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 Safety and Hazardous Materials Management (985-549-2157), located in Cardinal Newman Hall at the intersection of West Dakota Street and North Pine Street.

During calendar year 2010, Southeastern conducted tests of the text/voice/e-mail alert system and the telephone alert system on three occasions:

- April 30, 2010 at 2:56 PM – Unannounced
- November 29, 2010 at 2:53 PM – Unannounced
- December 3, 2010 at 11:55 AM – Unannounced

The Annual Security Report

On a yearly basis, the Director of University Police, or a designee, reviews each police report and records each case meeting the definitions of the Uniform Crime Report (UCR) that is within the geographical area mandated to be reported.

Crimes to be reported include (according to the definition set forth by the Federal Bureau of Investigation's Uniform Crime Report): Arson, Aggravated Assault, Burglary, Homicide (including non-negligent manslaughter), Negligent Manslaughter, Motor Vehicle Theft, Robbery, and Sexual Assault (Forcible and Non-Forcible). In addition, the number of arrests and referrals to the Office of Student Conduct is recorded for violations of drug, liquor, and weapon laws. Also, any of these offenses and larceny-thefts, simple assaults, intimidation, and vandalism which were reported as hate crimes is separately identified.

Crimes are reported as having occurred in one of four categories: (1) On-Campus, (2) Residential Life Facilities, (3) Public Area, and (4) Non-Campus Properties

(1) On-Campus is defined as any building or property owned or controlled by the University which is within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational

purposes and property within the same reasonably contiguous geographic area of the institution but controlled by another person which is used by students and supports institutional purposes (such as food or other retail vendors).

- (2) Residential Life Facility is defined as any building that houses students such as residence halls and residential apartment complexes. All Residential Life Facilities at Southeastern Louisiana University are located on-campus; however, this category is used to distinguish between academic, administrative, and residential buildings.
- (3) Public Area is defined as any public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and/or is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to, the institution's educational purposes.
- (4) Non-Campus Property is defined as any building or property owned or controlled by a student organization recognized by the institution and any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution's educational purposes, is used by students and is not within the same reasonably contiguous geographic area of the institution.

Crime Log

The Southeastern Louisiana University Police Department maintains a crime log on which is recorded each criminal offense, traffic violation, and non-criminal incident reported to the Department. Other information on the log is case number, date and time the report was made to the University Police Department, the date and time the incident occurred (if known), the general location where the incident occurred, and the disposition of the report. Dispositions of incidents recorded in the Log will be one of the following:

- Open – This disposition designates a case that is under investigation or has otherwise not been closed or referred to another agency or Department.
- Pending – This disposition designates a case that is pending court action or has been referred to another agency or court.
- Closed – This disposition designates a case that is no longer under active investigation, has been adjudicated in court, has been referred to another agency, or has reached a point where there is no further action to be taken by the Department, including cases where no further leads are available or the victim refused to cooperate.
- Disciplinary Referral – This disposition designates a case that has been referred to another University Department for action under their own policies and procedures and the University Police Department is no longer the primary acting agency on the case.
- Unfounded – This disposition designates a case wherein credible evidence has been discovered which demonstrates the report to be false or baseless. This designation requires positive demonstration of the falseness or lack of base for the report and is not to be utilized in cases where there simply is no evidence to support the crime.

The log is updated at least every two business days and is available for public viewing during regular business hours (7:30 a.m. through 5:00 p.m., Monday through Thursday, and 7:30 a.m. through 12:30 p.m. on Fridays, except holidays or University closures).

Timely Notice

The University will publish, in a timely manner without undue delay, a "Community Awareness Bulletin" or similar notice to alert the University community of crimes or other emergencies which:

- a) Occur on or near the campus;
- b) Are included in the list of crimes covered by the Clery Act;
- c) Are reported to the University as identified under the University statement of current campus policies; and
- d) Are considered to represent an ongoing threat to the safety of students and employees.

Security of and Access to Campus Facilities, including Campus Residences

Southeastern Louisiana University is a public institution. As such, we have an open campus with numerous city streets and a state highway offering access onto the campus. Most University facilities are open to the public during the day and evening hours when classes are in session. University Police Officers or designated student security employees conduct building checks as soon as possible after scheduled activities have been concluded for the day. Only faculty, staff, and graduate assistants with verifiable identification or persons with keys issued by the University are allowed to enter locked buildings when the University is closed.

Southeastern has nine (9) residence halls, an apartment complex consisting of seven (7) buildings ("Southeastern Oaks"), and a thirteen (13) building residential complex ("The Village"). Each residential area is administered under Southeastern Louisiana University's Office of Student Housing and is staffed with several Resident Assistants. Employees of the Office of Student Housing and University Police officers are actively involved in keeping the Residence Life areas safe by patrolling these areas 24 hours a day.

Each bedroom, as well as each living room, in each apartment at Southeastern Oaks and The Village has an alarm system with push-button access. In each residence hall, one each floor near the elevator door, there is an emergency telephone.

Residents are encouraged to take an active role in campus safety by reporting all unusual occurrences and/or suspicious persons to the appropriate authorities and not leaving doors propped open or unlocked. Visitors and guests must be accompanied by a resident at all times and residents are held accountable for their guests' actions and conduct.

Maintenance of Campus Facilities

Southeastern Louisiana University's Physical Plant Services helps keep University buildings and grounds safe and secure. The Director of Physical Plant Services or a designated

representative inspects campus facilities regularly, promptly notifies the appropriate authority for repairs affecting safety and security, and responds to reports of potential safety and security hazards such as broken windows and locks. The University Police Department assists Physical Plant personnel by reporting potential safety and security hazards discovered during patrols or building security checks. Students, faculty, staff, and visitors may also report any safety or security hazards by calling 985-549-2222 or 985-549-3333, 24 hours a day.

Enforcement Authority of Security Personnel

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. Officers receive additional in-service and specialized training in a variety of subjects to ensure competency in law enforcement, security, and safety areas.

University Police Officers are responsible for the full range of law enforcement services. These include, but are not limited to, responding to and investigation of incidents and offenses, medical emergencies, fires, bomb threats, auto accidents, violations of state liquor, controlled substances, and weapons laws and other on-campus emergencies.

Escorts are available for the safety of anyone walking alone on campus at any time of the day or night.

Working Relationship with State and Local Police Agencies

Southeastern Louisiana University's Police Department enjoys positive working relationships with the Baton Rouge Police Department, Hammond City Police Department, Livingston Parish Sheriff's Office, Louisiana State Police, St. Tammany Parish Sheriff's Office, Tangipahoa Parish Sheriff's Office, 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 has written Memoranda of Understanding with the Tangipahoa parish Sheriff's Office and the Hammond City Police Department wherein these three agencies provide mutual aid for emergencies, investigations, and responding to special occurrences on or off-campus.

Whenever an incident occurs that exceeds the capabilities of the University Police Department, personnel and other resources are provided by the above listed law enforcement agencies. By agreement with the Hammond City Police Department, the University Police Department responds to incidents at locations owned and/or operated by student organizations that are recognized and supported by Southeastern Louisiana University.

Pastoral and Professional Counselors

Each year, the Director of University Police or a designee forwards letters to the Director of the University Counseling Center, and to the Directors of Faith-Based Organizations in the community informing them that anyone they may be counseling as a result of a crime may on a voluntary, confidential basis report the crime to the University Police Department and how they may do so.

University Police Department Educational Programming

The Southeastern Louisiana University Police Department presents seminars and workshops for all students, faculty, and staff throughout the academic year.

Awareness and prevention programs offered by the University Police Department include, but are not limited to, the following topics: Sexual Assault, Stalking, Relationship Violence, Personal Safety/Self-Defense, Drugs/Alcohol, and General Crime Prevention.

The University Police Department also offers crime awareness, safety, and security presentations for parent, in-coming freshman, international, transfer student, residence hall, and new employee orientation programs. These presentations center on crime awareness and prevention, campus security policies and procedures, and how to contact the University Police Department for any assistance needed. More information about our community programs is available at the following URL:

<http://www.selu.edu/admin/police/commed/index.html>

Information concerning crime prevention and awareness is also made available through crime alert and community awareness bulletins; the University Office of Public Information; crime prevention posters and brochures; the University radio station, KSLU; the By-Lion Faculty/Staff e-mail alerts; and The Lion's Roar campus newspaper.

Monitoring and Recording Student Off-Campus Criminal Activity

Upon notification by a local police department of a crime or crimes involving students at off-campus locations owned and/or operated by student organizations officially recognized by the University, the Director of University Police or a designee contacts the local agency and establishes protocol for exchange of information. The University Police Department establishes case numbers for incidents in question and the University Police Department Investigator maintains liaison with the local agency. The crime or crimes will be reflected in Southeastern Louisiana University's annual disclosure of crime statistics if the incident fits the requirements for reporting under the Clery Act.

Southeastern Louisiana University Drug and Alcohol Policy

Southeastern Louisiana University strives to provide a safe, productive, healthy and supportive environment for students, faculty, staff, and guests. Recognizing that the abuse of alcohol and other drug use is a major societal concern and health problem, Southeastern sets forth policies to guide community members in making knowledgeable choices which foster ethical, healthy, and responsible lifetime behaviors.

Southeastern Louisiana University maintains policies regarding the possession, use, consumption, and sale of alcoholic beverages on campus. These policies include enforcement of State alcohol control laws, including underage drinking and open containers, by the University Police Department and outline sanctions which may be levied through the University's Office of Student Conduct for violations of these policies.

Southeastern Louisiana University maintains policies regarding the possession, use, consumption, and sale of controlled dangerous substances (drugs) on campus. These policies include enforcement of State and Federal controlled dangerous substance laws by the University Police Department and outline sanctions which may be levied through the University's Office of Student Conduct for violations of these policies.

The entire policy is available at the following URL:

http://www.selu.edu/admin/stu_affairs/handbook/files/2011_Student_Handboo.pdf

Drug and Alcohol Abuse Education Programs

Southeastern Louisiana University maintains policies regarding the availability of prevention, intervention, education, mental health counseling, and rehabilitation programs for students and employees. It is the policy of the University Counseling Center to treat chemical dependency from a "disease concept" approach with abstinence of major mood altering chemicals (alcohol and other drugs) as the basic premise of this approach. The Center recognizes that recovery from chemical dependency is a lifelong process and that involvement in ongoing support programs such as Alcoholics Anonymous is an essential element in maintaining

recovery. When appropriate and feasible, clients may be referred to chemical dependency treatment centers off-campus.

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.
 - c. Inpatient and outpatient chemical dependency treatment referral information available.
 - d. Tracking of individual's progress if treated other than at the University Counseling Center.
5. Follow-up
 - a. Aftercare counseling (individual and group).
 - b. Family counseling for co-dependents (individual and group).
 - c. Referral to adjunct services.
 - (1) ALANON, Codependency Support Groups, Adult Children of Alcoholics, Spouse Abuse or other support groups.
 - (2) Treatment programs for Adult Children of Alcoholics and for Codependents.
6. Consultation Services - The University Counseling Center maintains contact with a number of treatment centers. Center and made available upon request.

The University Police Department also offers educational programs addressing drug and alcohol use as outlined above.

Education Programs to Promote Awareness of Sexual Assault and Other Violent Offenses

Programs on stranger and non-stranger sexual assault and other violent offenses are offered by the University Police Department. Programs are offered each academic semester and at other times at the request of students, faculty, staff, student organizations, athletic teams, and other organizations or individuals officially sanctioned by the University. These programs are also offered by request at the Baton Rouge Nursing Center, St. Tammany Center, and Livingston Parish Literacy and Technology Center.

Programs include awareness of risks and myths regarding sexual assault, risk-reduction strategies for individuals, information regarding local resources and responses to reports, and self-defense programs.

If You or Someone You Know is Sexually Assaulted

As soon as possible following an incident, the victim is encouraged to call the University Police Department at 985-549-2222. Anyone reporting a crime of this sort is welcome to request

a specific gender or otherwise specify an individual officer to take the report.

It is important that the victim not shower, bathe or change clothes. If this occurs, important physical evidence may be lost. If the victim must change clothes, the soiled clothing should be placed in a paper bag, NOT a plastic bag. The victim also should not brush teeth or use the restroom. Even if the victim is unsure of whether or not they will pursue the prosecution of the offender, a voluntary medical exam may be conducted. The hospital where the exam is performed may keep the results for up to 30 days and may also check for injuries, disease, and/or pregnancy.

Reporting to the University Police helps:

- 1- Protect the victim and others from future victimization;
- 2- Apprehend the assailant; and/or
- 3- Maintain future options regarding criminal prosecution, University disciplinary action and/or civil action against the perpetrator.

When the victim reports an incident, a University Police officer will take a statement. The victim will be asked:

- A - To identify or describe the assailant(s);
- B - About the scene of the crime;
- C - To identify witnesses; and
- D - About what happened before and after the incident.

Reporting an incident and choosing to prosecute are separate steps. When the victim files a police report, they are not obligated to continue with legal proceedings or University disciplinary action. The University Police will also assist any victim in reporting any sexual assault to any external law enforcement agency.

On-and-Off Campus Sexual Assault Victim Services

The University Counseling Center (985-549-3894) is staffed by licensed and professional mental health counselors. The center is well adapted to working with victims of sexual assault. In addition to the Crisis Intervention Service that the Center's staff provides on a daily basis, the following services are also provided:

- Individual psycho-therapy
- Group therapy for survivors of incest
- Family counseling for assault victims
- Referral Services to other area professional and health services providers

Counseling services provided at the Center remain confidential.

The Office of the District Attorney, 21st Judicial District maintains a Victim's Assistance Program. Any victim of sexual assault is encouraged to call the toll-free 24-hour Rape Crisis Hotline at 1-877-748-6882. This is an anonymous call.

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 also call this toll-free, 24-hour hotline. This is a confidential service.

Changing Academic Classes and Living Accommodations

Victims of sexual assault are entitled to changes in academic and living situations if these changes are reasonably available. To request such changes, the victim must contact the Vice President for Student Affairs, Dyson Hall, at 985-549-5250. The victim will be referred to the appropriate individuals to discuss such changes in a confidential manner.

Disciplinary Procedures for Alleged Sex Offenses

Any member of the University community may file a complaint under the Southeastern Louisiana University Student Code of Conduct against any student for violence or other misconduct. Complaints shall be prepared in writing and directed to the Judicial Hearing Officer (985-549-2213). Detailed filing and hearing procedures and regulations are listed in the Student Handbook. The complainant and the accused have the same rights to be assisted by any advisor they choose, at their own expense, to have that advisor present during the hearing, and to call witnesses on their own behalf. Advisors may assist in preparation for the hearing and may have any other persons present that they wish; however, he/she is not permitted to speak for parties or otherwise participate directly in the hearing. Following the final decision of the hearing body, the complainant and/or victim and the accused will both be informed unconditionally of the determination and recommended sanctions, if any.

Sanctions

Students found in violation of Southeastern Conduct Standards and Regulations related to rape, other sex-based violence or offenses (forcible or non forcible), and other forms of violence are subject to the full range of disciplinary sanctions outlined in the Student Handbook. University disciplinary proceedings may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.

The following sanctions, individually or in combination, may be imposed upon any student found to have violated the Student Code of Conduct:

- a. Admonishment - a note in writing to the student stating that the student has violated institutional regulations and that future misconduct of any nature will be dealt with more stringently.

b. Loss of Privileges - removal of specified privileges for a designated period of time, including but not limited to, loss of privileges such as living in university-owned housing, room/hall selection, open house, visitation, party registration, guest registration, holding elective or appointive office, pledging or initiation into campus organizations, and/or having motor vehicles, stereos or other equipment on campus. When the designated time period ends, the student is eligible for reinstatement of privileges, however, conditions for reinstatement may be specified in the original sanction.

c. Administrative Assessment - the student or group may be assessed an administrative assessment in punitive damages. If assessed, the following shall apply:

- Admonition & warning.....\$ 50.00
- Warning probation.....\$100.00
- Disciplinary probation.....\$150.00
- Repeat Offenses.....Doubled

d. Restitution - compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.

e. Discretionary Sanctions:

- Notification of parents and/or guardians;
- Counseling conference(s);
- Evaluation by a member of the University Comprehensive Counseling Center or by a licensed mental health professional based on the review by a member of the University Counseling Center;
- Residence hall transfers and/or service to the university, the local community, or other related discretionary assignments;
- Written assignments or projects.

f. Warning - a written reprimand for violation of specified regulations. Warning is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the warning period.

g. University Disciplinary Probation - final warning status and a written reprimand for violation of specified regulations. University Disciplinary Probation removes a student from good disciplinary standing for a designated period of time and places the student on final warning status. If the student is found to be in violation of any institutional regulation(s), particularly during the probationary period, separation from the institution may occur.

h. Residence Hall Probation - final warning status and a written reprimand for violation of specified regulations. Residence Hall Probation removes a student from good disciplinary standing within the residence halls for a designated period of time and places the student on final warning status. If the student is found to be in violation of any

institutional regulation(s), particularly during the probationary period, separation from the residence halls may occur.

i. Residence Hall Suspension - separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. Suspended students are restricted from visiting or entering any residential facility operated by the University during the period of separation. When separated from the residence halls, students should be aware that they may forfeit their residence hall deposits and fees subject to any refund policies. Students should direct all inquiries in this matter to the Office of Residential Services.

j. Residence Hall Expulsion - permanent separation of the student from the residence halls. Expelled students are restricted from visiting or entering any residential facility operated by the University during the period of expulsion.

k. Disciplinary Suspension - involuntary separation of the student from the University for a definite period of time after which the student is eligible to return assuming no intervening serious misconduct has occurred and any prerequisite conditions for readmission have been met. The student is placed on Disciplinary Probation for the first semester following return to the University. Conditions for readmission may be specified. Students who are involuntarily separated from the University are restricted from visiting or entering Southeastern Louisiana University premises for the period during which their sanction is in effect without advance written authorization from the Chief Student Conduct Officer. A hold may be placed on the ability to register and or the records of students involuntarily separated from the University for the period of separation.

l. Disciplinary Dismissal - involuntary separation of the student from the University for a definite period of time after which the student may apply for readmission. There is no guarantee of readmission. Conditions for consideration of readmission may be specified. Consideration of readmission must be addressed to the Chief Student Conduct Officer and will not be considered for at least one calendar year beginning with the date of dismissal. The burden of proof lies with the student. Students who are involuntarily separated from the University are restricted from visiting or entering Southeastern Louisiana University premises for the period during which their sanction is in effect without advance written authorization from the Chief Student Conduct Officer. A hold may be placed on the ability to register and or the records of students involuntarily separated from the University for the period of separation.

m. Disciplinary Expulsion - Permanent separation of the student from the University. Students who are involuntarily separated from the University are restricted from visiting or entering Southeastern Louisiana University premises for the period during which their sanction is in effect without advance written authorization from the Chief Student Conduct Officer. A hold may be placed on the ability to register and or the records of students involuntarily separated from the University for the period of separation.

More than one of the sanctions listed above may be imposed for any single violation.

Disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's confidential disciplinary record. One year after graduation, or five years after the student last attended the University, the student's confidential disciplinary record may be expunged of disciplinary actions other than separation from the institution. Confidential disciplinary records involving the imposition of sanctions entailing separation from the institution are kept indefinitely.

The following sanctions may be imposed upon groups or organizations:

- a. Those sanctions listed above in Section D 1, a-1.
- b. Deactivation - loss of privileges, including loss of university recognition, either permanently or for a specified period of time.

In each case in which a hearing body determines that a student has violated the Student Code of Conduct, the sanction(s) shall be recommended by the hearing body but final determination will be imposed by the Hearing Board Advisor. Sanctions are not limited to those recommended by the hearing body but may be modified by the Chief Student Conduct Officer, the Assistant Director of Student Conduct, and/or Hearing Board Advisor. Following the hearing, the Hearing Board Advisor shall advise the accused in writing of the determination of the sanction(s) imposed, if any. In cases of sexual assault or other physical violence, the complainant shall also be informed of the determination.

Missing Student Notification

It is the policy of Southeastern Louisiana University to ensure that every reasonable effort is made to assist in the location of missing persons.

Students, faculty, staff members, family members of students, and others are strongly encouraged to report any student who has been missing for 24 hours or more by calling the University Police Department at 985-549-2222. All official missing student reports made to any other person or agency on campus should be referred to the University Police Department immediately.

Each student living in an on-campus student housing facility has the option to register a confidential contact person to be notified in the case that the student is determined to be missing. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information.

Even if the student has not registered a contact person, local law enforcement agencies will also be notified that the student is missing. The parent or guardian of any student who is less than 18 years of age and not emancipated and is reported missing will be notified.

The initial responding police officer will attempt to gather identifying and other information intended to aid in locating the missing person and relay this information to others on duty so a search may begin as soon as reasonably possible.

If the person is not located on campus or if relevant information makes it unlikely the person is on campus, surrounding law enforcement agencies will also be contacted to assist in the search. If the situation meets the criteria set forth by the National Crime Information Center (NCIC), the person's name and identifying information will be entered into the NCIC computer system.

A search for a missing person will continue until the person is located or the search is ended by order of the Director, University Police.

Database of Registered Sex Offenders in Louisiana

The Louisiana State Police (LSP) is responsible for maintaining a database of registered sex offenders in Louisiana. To view information about registered sex offenders attending classes and/or employed at Southeastern, members of our community can access the following URL:

[Louisiana State Police - State Sex Offender and Child Predator Registry](#)

After accessing the website, select "Southeastern Louisiana University" to conduct a search.

FIRE SAFETY REPORT

For the purposes of fire safety reporting, a fire is "any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner."

Any person becoming aware of a fire on campus should immediately contact the University Police Department at 985-549-2222 and sound the relevant alarm. The University Police Department has contact with the Hammond Fire Department and other emergency services that may be necessary.

Each on-campus student housing facility is equipped with heat-activated sprinklers and an automated alarm system with lighted strobes and an audible siren. The fire alarms are monitored on a 24 hour basis by University Police and Physical Plant personnel. Every room also has an individual smoke detector in addition to the listed alarm sensors for the building.

The Office of Student Housing conducts at least two fire drills in each residence hall every semester: one announced and one unannounced.

Residents of on-campus housing facilities are not authorized to use any electrical heating appliance (space heaters, as well as kerosene, and propane heaters), cooking (no electrical

appliances with exposed element or open flame – toaster, hot plate, etc), or other equipment/appliance (halogen/torch-style lamps), except as furnished or approved by the University.

Smoking is prohibited in University residences and within 25 feet of doors, windows, and ventilation inlets. Smokers must stand a sufficient distance from the building to prevent smoke from drifting into the building and into student's living units.

Candles may not be burned in on-campus housing facilities. The use of incense (a substance that when burned produces an aromatic odor) is also prohibited.

Evacuation plans are posted in each residence hall and evacuation routes are posted on every floor. When an alarm sounds or when an order to evacuate is given through other means, all persons in the building are expected to evacuate immediately. Housing Staff members and University Police Officers will check each building to ensure all persons have exited.

Annually, the Office of Safety and Hazardous Materials mails a document to all University employees with information about fire drills and how to evacuate buildings safely.

Fire Log

The Southeastern Louisiana University Police Department maintains a fire log on which is recorded each instance of fire on campus including:

- The nature of the fire;
- The date the fire occurred;
- The time of day the fire occurred;
- The general location of the fire.

The log is updated within two business days of any reported fire occurrence and is available for public viewing during regular business hours at the University Police Department.

Reported Fires, Calendar Year 2010

March 15, 2010 at 12:33 PM – Outside D Vickers Hall (Non-residential Building)

A bystander reported a trash can was smoldering. An unidentified subject sprayed the can with a fire extinguisher and the smoldering stopped. No damage was reported.

July 29, 2010 at 7:10 PM – The Village, Building M (Residence Hall)

An electrical fire was started by a microwave. The Hammond Fire Department arrived and extinguished the fire. The microwave was damaged (valued at \$150.)

September 15, 2010 at 1:09 PM – Outside Fayard Hall (Non-residential Building)

A bystander reported a trash can was burning. A police officer extinguished the fire with a fire extinguisher. The Hammond Fire Department also responded. Insignificant damage was reported and no repairs were necessary.

September 15, 2010 at 9:04 PM – The Village, Building I (Residence Hall)

A resident burnt some food while cooking on a stove top, setting off the smoke detector. No fire was reported, but the Hammond Fire Department responded. No damages were reported.

September 25, 2011 at 10:13 PM – Zachary Taylor Hall (Residence Hall)

A trash can was found smoldering, causing the fire alarm to sound. An officer poured some water into the trash can and the smoldering stopped. The Hammond Fire Department responded, but no further action was necessary. No damages were reported.

September 28, 2010 at 4:03 PM – Student Union (Non-residential Building)

Grease on the grill at Burger King became over-heated, causing a cloud of smoke which set off the smoke detector. The Hammond Fire Department responded, but no action was necessary. No damages were reported.

October 3, 2010 at 12:11 AM – The Village, Building M (Residence Hall)

A resident burnt some popcorn in a microwave, setting off the smoke detector and fire alarm. No damages were reported.

October 16, 2010 at 7:45 PM – Outside 12 Oaks Dining Hall (Non-residential Building)

An officer observed a fire in a trash can. The officer extinguished the fire with a pitcher of water. No damages were reported.

October 22, 2010 at 1:06 PM – Outside D Vickers Hall (Non-residential Building)

A student reported an ashtray on fire outside of the building. Another student extinguished the fire with a fire extinguisher. The Hammond Fire Department responded, but no further action was necessary. No damages were reported.

November 4, 2010 at 3:11 AM – Outside Garrett Hall (Non-residential Building)

An employee reported a trash can on fire outside of the building. An officer responded and extinguished the fire with a bucket of water. Damages were reported at \$50.00.

December 1, 2010 at 12:25 PM – Outside Sims Memorial Library (Non-residential Building)

A student reported a trash can on fire outside of the building. The fire had gone out before officers arrived. No further action was necessary and no damages were reported.

December 3, 2010 at 12:22 AM – Outside of Hammond Hall (Residence Hall)

A student reported a trash can on fire outside of the building. The fire had gone out before officers arrived. No further action was necessary and no damages were reported.

Crime Statistics for Southeastern Louisiana University Main Campus (Hammond, LA)

CRIMINAL OFFENSES

CRIMINAL OFFENSES	On-Campus			Residential Life & Apartments			Non-Campus Property			Public Property		
	2008	2009	2010	2008	2009	2010	2008	2009	2010	2008	2009	2010
ARSON	1	1	0	1	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	4	2	1	1	0	0	0	0	0	0	0	0
BURGLARY	30	13	20	7	10	7	1	0	0	0	0	0
HOMICIDE, NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	3	0	0	0	0	0	0	0	0	0	2	0
ROBBERY	4	2	1	0	0	0	0	0	0	0	0	1
SEXUAL ASSAULT, FORCIBLE	2	1	2	2	1	2	0	0	0	0	0	0
SEXUAL ASSAULT, NON-FORCIBLE	0	0	0	0	0	0	0	0	0	0	0	0

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Crime Statistics for Southeastern Louisiana University Main Campus (Hammond, LA)

HATE CRIMES

	On-Campus			Residential Life & Apartments			Non-Campus Property			Public Property		
	2008	2009	2010	2008	2009	2010	2008	2009	2010	2008	2009	2010
ARSON	0	0	0	0	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	1*	0	0	0	0	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0	0	0	0	0	0	0
HOMICIDE, NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0	0	0	0	0	0
SEXUAL ASSAULT, FORCIBLE	0	0	0	0	0	0	0	0	0	0	0	0
SEXUAL ASSAULT, NON-FORCIBLE	0	0	0	0	0	0	0	0	0	0	0	0
SIMPLE ASSAULT	0	0	1**	0	0	0	0	0	0	0	0	0

*Ethnicity//National Origin

**Race

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Crime Statistics for Southeastern Louisiana University Main Campus (Hammond, LA)

NUMBER OF ARRESTS FOR...

	On-Campus			Residential Life & Apartments			Non-Campus Property			Public Property		
	2008	2009	2010	2008	2009	2010	2008	2009	2010	2008	2009	2010
WEAPONS LAW VIOLATIONS	2	0	1	0	0	1	0	0	0	0	0	1
DRUG LAW VIOLATIONS	18	9	25	7	7	13	0	0	0	31	8	15
LIQUOR LAW VIOLATIONS	8	4	13	0	1	0	0	0	0	40	6	11

NUMBER OF STUDENT CONDUCT REFERRALS FOR...

	On-Campus			Residential Life & Apartments			Non-Campus Property			Public Property		
	2008	2009	2010	2008	2009	2010	2008	2009	2010	2008	2009	2010
WEAPONS LAW VIOLATIONS	0	0	1	0	0	1	0	0	0	0	0	0
DRUG LAW VIOLATIONS	11	6	9	7	5	2	0	0	0	1	6	0
LIQUOR LAW VIOLATIONS	6	0	7	4	0	4	0	0	0	6	6	0