



DISCLOSURE OF CAMPUS SECURITY POLICY

**LIVINGSTON PARISH LITERACY AND TECHNOLOGY CENTER
9261 FLORIDA BOULEVARD
WALKER, LA 70785
(SATTELITE CAMPUS)**

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 the Hammond Campus, Baton Rouge Nursing Center, St. Tammany Center, and Livingston Parish Literacy and Technology 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 Livingston Parish Literacy and Technology Center Main Desk at 225-665-3303 during times the center is open. After hours, please contact the Walker City Police Department or Livingston Parish Sheriff's Office by dialing 911. One may also make a report on an 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.

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 are 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.

Timely Notice

Southeastern Louisiana University will publish, in a timely manner, 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.

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 (arrest, misdemeanor summons, and/or referral to the Office of Student Conduct). The log is updated each working day and is available for public viewing during regular business hours (7:45 a.m. through 4:30 p.m., Monday through Friday, except holidays).

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.

The Livingston Parish Literacy and Technology Center has no residential facilities.

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.

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, 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 Memoranda of Understanding with any local law enforcement agencies in Livingston Parish.

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.

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 surrounding main campus 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.

Programs offered by the University Police Department include, but are not limited to, Crime Prevention and Awareness; Personal Safety; Sexual Assault Awareness and Prevention; Rape Aggression Defense (RAD); and Contemporary Drugs and Alcohol.

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, personal security, campus security policies and procedures, and how to contact the University Police Department for any assistance needed.

Information concerning crime prevention and awareness is also made available through crime alert and community awareness bulletins; crime prevention posters and brochures; the University radio station, KSLU; the By-Lion; and The Lion's Roar.

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

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.

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 as detailed above. 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 medical exam should be conducted. The hospital where the exam is performed may keep the results for up to 30 days and may also check for diseases 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:

- River Oaks Hospital
- Meadow Wood Hospital
- North Shore Psychiatric Hospital

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.

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 charges under the Southeastern Louisiana University Student Code of Conduct against any student for violence or other misconduct. Charges shall be prepared in writing and directed to the Student Conduct 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 sexual 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 and or 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 and/or physical violence, the complainant shall also be informed of the determination.

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:

<http://lasocpr1.lsp.org/>

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

