SOUTH LOUISIANA COMMUNITY COLLEGE

SLCC

SOUTH LOUISIANA COMMUNITY COLLEGE

Safety and Security Department
ANNUAL REPORT
2017

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Availability of SLCC's Annual Security Report

This report includes statistics for the previous three years concerning reported crimes that occurred in on-campus buildings owned or controlled by South Louisiana Community College; and on public property within, immediately adjacent to, or accessible from the campus. The report also includes institutional policies concerning issues of campus security, such as sexual assault and other matters.

SLCC's annual security report is made available to the general public via the Public Safety section of SLCC's website. A notice of the report's release and availability is disseminated electronically to all current students, faculty, and staff members; this notice includes the following direct link to the report:

http://www.solacc.edu

If necessary, a paper copy can be obtained by contacting South Louisiana Community College's

Safety and Security Department at 337-521-8914. The Annual Security Report is also composed of a Daily Crime Log used to record alleged criminal incidents reported to campus security departments. Crime log entries include *all* crimes reported to campus security departments, in addition to *Clery-Act* Crimes. South Louisiana Community College provides the Daily Crime Log in a hard copy format for all criminal incidents reported to the Department of Public Safety Department within the 60-day period prior to October 1 annually. Requests for data can be made on-site during normal business hours at SLCC's Safety and Security Department (Devalcourt Building) located on the main campus at 320 Devalcourt St. Lafayette, LA 70506.

Legal Requirements of the Campus Security (Jeanne Clery) Act
The *Campus Security Act* (also known as the *Jeanne Clery Act*) requires colleges and universities to:

- o Publish an annual report every year by October 1 that contains five years of campus crime statistics and certain campus security policy statements;

- o Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. The statistics must be gathered from campus security, local law

enforcement, and other college officials who have "significant responsibility for student and campus activities;"

- o Provide "timely warning" notices of those crimes that have occurred and pose an ongoing "threat to students and employees;"

- o Disclose in a public crime log "any crime that occurred on campus...or within the patrol jurisdiction of the campus security."

It should be noted that SLCC does not have off-campus student clubs/organizations. While SLCC student clubs/organizations may conduct activities off campus, college regulations require the approval of the college administration and the presence of a faculty/staff advisor(s) at all such activities. These advisors serve as monitors for such events and can notify the appropriate law enforcement authorities of any criminal activity.

The South Louisiana Community College (SLCC) Safety and Security Department is responsible for preparing and distributing this report, this is compiled through a cooperative effort with other departments and agencies such as the Vice Chancellor of Student Affairs, the Lafayette Police Department, the Louisiana State Police, and the Lafayette Parish Sheriff's Office for the Lafayette campuses, other campuses will be through the assistance of the local law enforcement agencies within the college's jurisdiction.

We encourage members of the South Louisiana Community College community to use this report as a guide for safe practices both on and off campus.

SOUTH LOUISIANA COMMUNITY COLLEGE SAFETY AND SECURITY DEPARTMENT

SLCC's Safety and Security Department is charged with the responsibility for on-campus security, safety, law enforcement, emergency services, traffic, and parking. The department is located in the Devalcourt Building, which is commonly referred to as Devalcourt. The department operates on a schedule that encompasses college operating hours and employs full-time, non-commissioned support staff.

Co-ordination of law enforcement efforts with other agencies

South Louisiana Community College maintains Memoranda of Understanding and operational agreements with local, parish, and state law enforcement agencies. The SLCC Safety and Security Department will investigate all criminal activity and incidents committed on SLCC property. In the event of an emergency or crisis on campus that poses an immediate threat to the health or safety of SLCC's students, faculty, staff, or visitors, the college will call upon the **Lafayette City Police Department** as the primary agency to assist in handling major crimes/incidents occurring on SLCC Lafayette campus property. The Louisiana State Police will give additional forensics and investigative support in handling suspicious persons and major incidents. The Lafayette Parish Sheriff's Office will provide extra assistance as needed. LPD, as the primary assisting law enforcement agency may coordinate with other assisting law enforcement agencies and emergency responders, and designate operational responsibility as needed to assist in managing the incident or emergency.

This interagency Operations and Protocol Agreement (MOU) between most parties clarifies agency jurisdiction and the collaborative roles and responsibilities of each agency as required by the Higher Education Act (HEA), amended July 2010. All other campuses located in the surrounding parishes have a MOU with their perspective local law enforcement agencies these agencies include: Evangeline Parish Sheriff's Office, Opelousas Police Department, Crowley Police Department, Abbeville Police Department, Franklin Police Department, Iberia Parish Sheriff's Office, and St. Martinville Police Department.

Campus Security Authorities (CSA)

The *Clery Act* (and its accompanying guidance from the Department of Education) considers certain personnel members at colleges and universities to be *Campus Security Authorities* (CSA). In addition to all members of an institution's campus security department, Campus Security Authorities also include:

1) Any individual or individuals who have responsibility for campus security but who are not part of the campus security department (e.g., an individual who is responsible for monitoring the entrance into college/university property).

2) Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.

3) An official of an institution who has significant responsibility for student and campus activities, including (but not limited to) student housing, student discipline, and campus judicial proceedings.

An **_official_** is further defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution. Examples of CSAs include (but are not limited to) the Dean of Students and faculty/staff advisors of student clubs/organizations. Pastoral counselors and professional counselors functioning within the scope of those roles are *not* considered to be CSAs. A listing of individuals SLCC identifies as its Campus Security Authorities is maintained by the College's Safety and Security Department.

Encouragement of Prompt Reporting

It is the policy of South Louisiana Community College that *all* crimes be promptly reported to, campus security authorities, and/or other law enforcement agencies as appropriate. SLCC's All-Hazards Emergency Response Plan provides information to aid in the rapid and accurate reporting of various incidents, such as important details to report and the location of all on-campus emergency phones. Additionally, this policy is reflected in the statements posted on various informational materials (including this document's section on *Reporting Crime or Emergencies*, below) which encourage faculty, staff, and students to immediately report all suspicious activity to campus police.

Reporting Crime or Emergencies

Anyone who is involved in an emergency situation, is the victim of a crime, or witnesses any criminal activity while on SLCC's campus should notify SLCC's Safety and Security Department as soon as possible by dialing (337) 521-8914 or (8914 from any campus line), or using any of the following campus emergency phones. Students and employees, may send an email reporting a crime or incident to the Safety and Security Department.

Note: This is for non-emergency crimes or incidents or anonymous reports.

• **Solar-Powered/hard wired Outdoor Call Stations**, with blue lights, located throughout the campus grounds and parking lots.

 Students can also personally notify any SLCC security uniformed personnel on-campus, or any of the individuals SLCC has designated as a Campus Security Authority (CSA) as defined under the Jeanne Clery Act. Off-campus crimes may be reported to their local law enforcement agencies listed above, for each campus location, these law enforcement agencies can be reached by dialing 911.

Crimes should be reported promptly to South Louisiana Community College to ensure inclusion in annual crime statistics and to aid in providing timely warnings to the community when appropriate. Reports of crimes made to non-law-enforcement CSAs are forwarded to SLCC's Safety and Security Department for appropriate action. Individuals who wish to file a report of criminal activity should note that while SLCC's Safety and Security Department accepts reports made anonymously, SLCC security are legally bound to investigate and take appropriate enforcement action on any criminal activity reported.

GENERAL EMERGENCY EVACUATION PROCEDURES

South Louisiana Community College's *Emergency Response Guidelines* provides detailed information on the college's procedures in responding to various emergencies and incidents; a printed copy of the plan is available in each SLCC classroom and office. The following is an overview of the procedures utilized for emergencies and situations that may present an immediate threat to the health or safety of students, faculty, staff, and visitors on campus. Emergency procedures and guidelines may be accessed by the following link:

 www.solacc.edu

Initial Reporting

The Office of Facilities and the Office of Safety and Security actively monitor the campus for hazardous situations, as well as naturally-occurring conditions that can develop into emergencies, such as severe weather. Additionally, students, faculty, and staff are encouraged to report emergencies to SLCC's Safety and Security Department. Once a dangerous condition has been reported, security personnel from SLCC's Safety and Security Department will immediately verify and evaluate the hazard, and report this information to the Chancellor of SLCC (for this section, the term "Chancellor" includes any appointed designee or authorized administrator, as in instances when the Chancellor is absent).

 Determination of Notification

Taking into account the safety of the college community, SLCC's Chancellor will, without delay, take the following actions:

1. Use the information reported to determine if the emergency is of significance to require notification to the campus and college community,

2. Determine the content of any such notification and who should be notified.

3. Authorize the activation of the institution's emergency notification systems and dissemination of the notification via those systems.

4. In the event of immediate of imminent physical injury or the potential of serious injury the Safety Coordinator as well as security personnel may send emergency notifications or timely warnings which will aid in the safety and protection of any student or employee.

The Chancellor may decline to take any action or disseminate any information that, in his/her professional judgment, would compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

Dissemination of Information

In keeping with its tradition of maintaining pace with current evolutions in technology, the college utilizes the following means to notify students, faculty, staff, and visitors of emergency situations:

- FirstCall emergency notification system
- campus E-mail
- SLCC webpage postings

Evacuation

SLCC's Safety and Security Department has primary responsibility for evacuating the campus facilities and grounds. SLCC's Safety and Security Department, Office of Facility Services and the designated Safety Captains of each building provide assistance with the transportation of disabled personnel and any other evacuation procedures as necessary.

SLCC's Crisis Communication Team

The South Louisiana Community College Crisis Communication Team is the group charged with executing the college's emergency response and evacuation procedures in the event of an emergency on campus. The Team is led by the college's Chancellor and includes the following personnel:

- Chancellor
- Vice Chancellor of Academic Affairs
- Vice Chancellor of Administration and Finance/Audits
- Safety and Security Directors
- Chief of Facilities/Physical Plant
- Executive Director of Performing Arts and Public Relations

Distribution of Information to the Public

Taking into account the safety of the general community, efforts to assist victims, and actions in progress to respond to an emergency, the Chancellor may direct SLCC's Office of Public Relations to provide information to various local and regional news/media outlets as necessary to assist in the safety and security of the general community at large.

SAFETY POLICIES

South Louisiana Community College makes every effort to ensure that the campus facilities, buildings, and grounds are designed and maintained in such a way as to promote safety and reduce criminal opportunity. Particular attention is paid to landscaping and exterior lighting.

Use and Security of College Facilities

With the exception of events open to the general public and advertised as such, SLCC's facilities and programs are generally reserved for accomplishing the objectives and programs of the College. As an institution of higher education funded by the State of Louisiana, SLCC is considered public property – however, access is reserved for those who have legitimate business with the college (students, faculty/staff, authorized visitors, etc.) and who have not been restricted from campus (e.g., recipients of disciplinary suspensions). Visitors and groups not affiliated with SLCC seeking to utilize college facilities are expected to make prior arrangements with the appropriate office. Authorization to use SLCC facilities is determined by current College regulations.

During normal operating hours, campus buildings are available to the public. Security-sensitive and non-public areas (such as some offices) may have access restricted to authorized personnel even during normal operating hours. After business hours, when college offices are closed but weekend/evening classes are being held, certain areas within buildings become locked, requiring personnel to have the proper identification for entry. When the college is closed for the night and during holidays, all campus buildings are locked. SLCC Safety and Security, as well as Facilities personnel have full access to campus facilities during both regular and non-business hours for security and maintenance purposes. Both departments' personnel wear uniforms clearly identifying them as SLCC college employees. SLCC currently does not have dormitories or residential facilities for students either on- or off-campus.

Academic and Administrative Buildings

Academic and administrative buildings are secured by SLCC's Safety and Security Department personnel. Hours of security may vary from building to building, depending upon use. These buildings contain fire safety equipment that includes smoke detectors and/or heat sensors that activate the central fire alarm system.

Weapons Policy

SLCC prohibits the possession or use of a dangerous weapon by students, employees, or visitors while on campus. If you observe a person on campus with a firearm or other deadly weapon, contact Police Enforcement immediately. If a person is threating someone, call 911 immediately.

Sales or Use of Illegal Drugs

South Louisiana Community College complies with all federal and state laws which prohibit the use, possession, and sale of illegal drugs. SLCC is a drug-free zone under Louisiana law and will not shield any student, employee, or visitor from action by civil authorities.

Sales or Use of Alcoholic Beverages

South Louisiana Community College complies with all federal and state laws which regulate the sale and use of alcohol. The college neither condones nor shields from prosecution any individual found in violation of Louisiana Alcoholic Beverage Control laws. LRS 14:93.11 prohibits the purchase, possession or consumption of alcoholic beverages by those less than 21 years of age.

TIMELY WARNINGS

It is the policy of SLCC and its Safety and Security Department to keep the campus community informed of serious incidents. Working in conjunction with other college departments, the Safety and Security Department will issue Safety Bulletins in a timely manner to the campus community about crimes in and around the campus. When the department receives information that a violent crime against a person or a serious threat to property has occurred or is imminent, a Safety Bulletin will be sent out via E-mail and the campus' FirstCall Emergency Notification System. A Crime Alert will also be posted to the SLCC Safety and Security Department Website. The Safety Bulletin and Crime Alert will contain the following information:

- **Type of incident.**
- **Time of the incident.**
- **Location of the incident.**
- **Description of the suspect(s).**
- **Summary of the incident.**
- **If possible, information that could help avoid a similar incident.**

SAFETY PROGRAMS

SLCC uses a variety of means to inform students and employees about campus security, crime prevention, and personal safety principles applicable on- or off-campus. The college and/or the Safety and Security Department may conduct safety events semi-annually on a relevant topic (e.g., safeguarding identity, physical defense tactics, etc.). Additionally, various college brochures and publications such as this one include campus crime prevention and safety information. Students and employees may report to the Safety and Security Department for individual personal safety issues and advice. Finally, SLCC may post information on its social media outlets that addresses present issues of campus safety, based on current events and/or situations at other colleges and universities.

Lighting

A group of administrators, security officers, and Facility Services personnel examines the campus on a daily basis to ensure adequate lighting.

SLCC Blood Borne Pathogens Policy & Procedure

BLOOD BORNE PATHOGENS

The purpose of this Program is to reduce or eliminate occupational exposure to blood and other potentially infectious materials to state employees. This exposure control plan can minimize or eliminate exposure through the use of protective equipment, training, clean up procedures and medical protocol involving post exposure evaluation. All bodily fluids will be considered infectious regardless of the perceived status of the source individual. Procedures for providing first aid and decontaminating/sanitizing contaminated areas will duplicate those developed and used by the health industry. Health care facilities and health care professionals as well as other occupations with a higher risk for exposure shall comply with state and federal standards, regulations and laws.

Blood Borne Diseases

HIV: Human Immunodeficiency Virus causes AIDS

Hepatitis B and C

Syphilis

Malaria
Hepatitis B (HBV) and C (HCV):
Inflammation of the liver – most common blood borne disease

Symptoms vary

Can be infectious or non-infectious

Hepatitis infects hundreds of thousands of people in the USA annually

An infected person may carry the virus for years before symptoms appear

No cure or vaccine at present

Means of Transmission – Must Enter Body through contact or injected (examples: Sexual contact, sharing needles, cutting yourself with a sharp object, body fluids, Infected blood or body fluid on skin with open cuts, sores, getting blood or body fluid in eyes, mouth)

HBV has a preventive vaccine available

HCV does not have a preventive vaccine available

Preventive Measures
◆ Use universal precautions: **TREAT ALL BLOOD AND BODY FLUIDS AS POTENTIALLY INFECTIOUS.**
◆ Unbroken skin provides some protection from blood borne pathogens
◆ Wear personal protective equipment (PPE) (examples: latex gloves, safety glasses, goggles, face shields, aprons, boots) whenever blood or body fluids are present or expected
◆ Utilize engineering techniques (examples: tongs, recognized work practices, specialized equipment) whenever possible

Decontamination Procedures
1) Call a professional for proper decontamination and disposal.

2) Obtain BBP Clean up Kits and either require employees to follow the manufacturer's instructions that are provided with the kits or train employees on their use and disposal.

The following are the general guidelines for decontamination:

◆ After an accident, the contaminated area must be cleaned with the proper recommended decontamination solution
◆ Cleaning equipment must be properly decontaminated

◆ Wear required PPE
◆ Restrict access to the area
◆ Use disposable supplies whenever possible and dispose of properly

Disposal

Disposal of all regulated waste shall be in accordance with applicable federal, state, and local regulations. All waste with the possibility of contamination of BBP shall be placed in containers that are closeable, constructed to contain all contents and prevent leakage of fluids during handling, storage, transportation or shipping. The waste must be labeled or color-coded prior to removal to prevent spillage or protrusion of contents during handling, storage, transportation or shipping.

Medical Provisions

Preventive Vaccine
If the HBV vaccine is offered to an employee and the employee accepts it, it will be provided to the employee free of charge. Training by a knowledgeable person will be provided to the employee.
If an employee declines the offer of the HBV vaccine then the employee is required to sign a declination statement. If at any time the employee changes his/her decision and decides to accept the offer of the HBV vaccine then the series will be provided free of charge and training by a knowledgeable person will be provided to the employee.

Post-exposure Procedures

◆ Wash hands with antibacterial soap after contact
◆ Flush eyes and face with fresh water for several minutes after contact
◆ Follow agency's notification/reporting procedures for an exposure
◆ Follow agency's written procedures for seeking medical counseling

Other Exposure Hazards

◆ Cleaning surfaces contaminated with blood, vomit, feces
◆ ALWAYS wear gloves and protective apron or clothing
◆ Be alert for sharp objects, broken glassware, used syringes in trash
◆ Do not pick up broken glass – use brush or broom & dustpan
◆ Dispose of glass, sharp objects safely
◆ Laundry – bloody or contaminated linens or sharp objects

Training

The training schedule shall be contingent upon the level of exposure to BBP:

High Risk: Health Care Facilities/professionals, and other high risk occupations Workers with occupational exposure shall receive training when they are hired and at least once per year thereafter. The training

must be given during working hours and at no cost to the employee and training records shall be maintained for five years.

Low Risk: General Office/Classroom personnel. All employees shall participate in a training program within 12 months of employment. If there are no BBP events, the training shall be required every five years thereafter. If an agency's unit experiences a BBP event, the employees of that unit shall be required to retrain within the following 60 days.

Common Sense Rules

◆ Wash hands & remove protective clothing before eating, drinking, smoking, handling contact lenses, applying lip balm or cosmetics

◆ Keep hands away from eyes, nose, and mouth while cleaning

◆ Frequent hand washing is best defense against spreading infection

Blood borne Pathogens, Drug Testing/Substance Abuse, and Sexual Harassment training records are kept for five (5) years.

Summary
◆ Protect yourself on and off the job; know the facts
◆ Practice good personal hygiene
◆ Follow work rules, use gloves and protective clothing
◆ Wash your hands often, after work or exposure
◆ Keep areas clean – report problems immediately to supervisors

SEXUAL ASSAULT POLICY

On college campuses, acquaintance and date rape are more apt to occur than rape by strangers. Research indicates that as much as 20 percent of a college's female population may at some time be sexually coerced by acquaintances. While some students may not consider forced sexual relations as rape, such action constitutes a serious crime and is clearly defined as a felony under LRS14:42.

If You Are the Victim of Sexual Assault……..

Contact a friend to help you collect your thoughts and focus on your needs. If the assault occurred on campus, call the SLCC Safety and Security Department at 521-8914. If the assault occurred off campus, dial 911 for the Lafayette Police Department or Lafayette Parish Sheriff's Department. If the assault occurred at any other of SLCC's campuses, report the assault through the 911 system to the local law enforcement agency, or call the Stop Rape Crisis Center from any location at 337-233-7273.

Medical Care

Quickly obtain medical care from a hospital emergency room. Do not bathe shower, douche, or change clothes before seeking medical attention. The treatment for rape may require an examination at a

designated hospital, test(s) for sexually transmitted diseases, medication to prevent pregnancy, and the documentation of evidence so you can decide whether to pursue prosecution.

Assisting with the Investigation

It is a personal decision regarding whether to report a rape or sexual assault to police, but you are strongly encouraged to do so…reporting such crimes can help prevent it from happening again to you or others. The primary concern of the security personnel is your safety and well-being; their second and third concerns are apprehending the assailant and preserving the evidence of the crime.

Counseling

Whether or not you report the assault or pursue prosecution, you should consult a trained counselor for help in dealing with the emotional aftermath of a rape. Trained counselors are available at Rape Crises of Acadiana. Talking with a counselor or psychologist in no way compels a victim to take further legal action. SLCC does not have any specific measures for encouraging professional/pastoral counselors, if and when they deem it appropriate, to inform individuals being counseled of procedures to report crimes on a voluntary, confidential basis for inclusion in annual crime statistics.

Campus Judicial System

A victim may choose to pursue action through the campus judicial system if the assault was committed by another student. The Vice-Chancellor of Student Affairs is available to advise victims of their rights under the Code of Student Conduct. Even if you choose not to pursue disciplinary action, you are encouraged to report your experience to the Vice-Chancellor of Student Affairs.

In any campus disciplinary action, the accuser and the accused are entitled to the same opportunities to have others present during the proceedings. Both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding alleging a sexual assault.

Programs and Resources for Students
The Vice-Chancellor of Student Affairs is available to help victims identify their options following an assault and to notify the proper law enforcement authorities. In all situations involving sexual assault or rape, victims are encouraged to report the incident and seek further assistance.

SEX OFFENDER STATEMENTS

The *Campus Sex Crimes Prevention Act of 2000 (CSCPA)*, signed into law October 28, 2000, amends the *Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act*, and the *Clery Act*.

Any person required to register under a state sex offender registration program must notify the state regarding whether he/she is enrolled or works at an institution of higher education; identify each institution of higher education in that State at which the person is employed, carries on a vocation, or is

a student; and alert the state of any change in enrollment or employment status. CSCPA is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, such institutions; it requires state law enforcement agencies to provide South Louisiana Community College with a list of registered sex offenders who have indicated that they are enrolled, employed, or carrying on a vocation at the college.

The Louisiana State Police maintains the Louisiana Sex Offender and Child Predator Registry (SOCPR) for the State of Louisiana, and is responsible for the enforcement of the applicable sections of law cited above. Information about any such registered individual affiliated with South Louisiana Community College may be found at the public SOCPR website:
www.lasocpr.lsp.org/socpr.

In addition to the amendments previously mentioned, the CSCPA also amends the *Family Educational Rights and Privacy Act of 1974* (FERPA) to clarify that nothing in FERPA can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

For More Information or Assistance, Please Contact:

SLCC EMERGENCY (337) 521-8914 or 911 / on campus dial 8914

SLCC Safety and Security Department (337) 521-8914

For More Information or Assistance, Please Contact:

- Advising Counseling & Career Services (337) 521-8988
- Vice Chancellor of Student Affairs (337) 521-8951
- Acadiana Rape Crisis Center (337) 233-7273
- Lafayette Police Department non-emergency (337) 291-8600
- Lafayette Parish Sheriff's Department non-emergency(337) 232-9211
- Emergency Calls 911
- Other campus areas dial 911

CRIME STATISTICS

The SLCC Department of Public Safety complies with the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act*. Campus crime, arrest, and referral statistics include those incidents reported to the SLCC Department of Public Safety, designated campus officials, and local law enforcement agencies. These statistics may also include crimes that have occurred in private residences or businesses, and is not required by law.

The Lafayette Police Department, Lafayette Parish Sheriff's Department, Evangeline Parish Sheriff's Office, Opelousas Police Department, Crowley Police Department, Abbeville Police Department,

Franklin Police Department, Iberia Parish Sheriff's Department, and St. Martinville Police Department assists SLCC Safety and Security as necessary with crimes that occur within the geographical confines of SLCC's campuses. However, within the *Public Property* reporting category, crimes occurring in locations that are adjacent to or easily accessible from the campus fall under the direct jurisdiction of each of the law enforcement agencies listed above.

Because of the reporting standards utilized by that agency, the statistics for those areas cover geographical patrol zones and subzones which are far larger than the adjacent-area standard required by the Clery Act. For details on crimes occurring within those non-campus areas, please review the websites of the agencies listed and review their *Crime Statistics for their individual jurisdictions.*

SLCC currently does not have dormitories or residential facilities for students either on- or off campus. The SLCC Safety and Security Department currently reports crime statistics to the U.S. Department of Education, and continual efforts are made to inform the SLCC community of matters that affect their personal safety and well-being – South Louisiana Community College believes that an informed public is a safer public. For more information on the SLCC

For the Safety and Security Department, please visit our website at ***www.solacc.edu*** or call us at (337) 521-8914.

The following SLCC statistics are provided for your information, in compliance with the 1998 provisions of the Student Right-To-Know and Campus Security Act (Jeanne Clery Act). An attempt has been made with each law enforcement agency within SLCC campus jurisdiction to respond to a request for the required crime statistics. However, some agencies did not reply to the request for this information.

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SOUTH LOUISIANA COMMUNITY COLLEGE

Crime Statistics

Ville Platte Campus

Selected Crimes   Calendar Year

                                                            (January 1-December 31)

	2013	2014	2015	2016	2017
Murder/ Non-negligent manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Sex Offenses – Forcible	0	0	0	0	0
Sex Offenses – Non-Forcible	0	0	0	0	0
Robbery	0	1	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	0	1	0	1	0
Motor Vehicle Theft	0	0	0	0	0
Arson	0	0	0	0	0
Hate-Base Crimes	0	0	0	0	0
Illegal Weapons Possessions	0	0	0	0	0
Drug Law Violations	0	0	0	0	2
Liquor Law Violations	0	0	0	0	1

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Crime Statistics

Lafayette Campus

Selected Crimes   Calendar Year

                                                 (January 1-December 31)

	2013	2014	2015	2016	2017
Murder/ Non-negligent manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Sex Offenses – Forcible	0	0	0	0	0
Sex Offenses – Non-Forcible	0	0	0	0	0
Robbery	0	1	0	0	0
Aggravated Assault	0	0	0	0	1
Burglary	0	0	0	0	1
Motor Vehicle Theft	0	1	0	0	0
Arson	0	0	0	0	0
Hate-Base Crimes	0	0	0	0	0
Illegal Weapons Possessions	0	0	1	0	2
Drug Law Violations	0	0	0	0	3
Liquor Law Violations	0	0	0	0	1

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Crime Statistics

Abbeville (Gulf) Campus

Selected Crimes   Calendar Year

(January 1-December 31)

	2013	2014	2015	2016	2017
Murder/ Non-negligent manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Sex Offenses – Forcible	0	0	0	0	0
Sex Offenses – Non-Forcible	0	0	0	0	0
Robbery	0	0	0	0	1
Aggravated Assault	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Arson	0	0	0	0	0
Hate-Base Crimes	0	0	0	0	0
Illegal Weapons Possessions	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0

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SOUTH LOUISIANA COMMUNITY COLLEGE

Crime Statistics

Acadiana Regional Airport Site

Selected Crimes   Calendar Year

(January 1-December 31)

	2013	2014	2015	2016	2017
Murder/ Non-negligent manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Sex Offenses – Forcible	0	0	0	0	0
Sex Offenses – Non-Forcible	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Arson	0	0	0	0	0
Hate-Base Crimes	0	0	0	0	0
Illegal Weapons Possessions	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0

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Crime Statistics

Crowley Campus

Selected Crimes   Calendar Year

(January 1-December 31)

	2013	2014	2015	2016	2017
Murder/ Non-negligent manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Sex Offenses – Forcible	0	0	0	0	0
Sex Offenses – Non-Forcible	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	5	0	2	0	0
Motor Vehicle Theft	0	0	0	0	0
Arson	0	0	0	0	0
Hate-Base Crimes	0	0	0	0	0
Illegal Weapons Possessions	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0

SLCC

SOUTH LOUISIANA COMMUNITY COLLEGE

Crime Statistics

Franklin Campus Site

<u>Selected Crimes</u>   Calendar Year

(January 1-December 31)

	2013	2014	2015	2016	2017
Murder/ Non-negligent manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Sex Offenses – Forcible	0	0	0	0	0
Sex Offenses – Non-Forcible	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	1	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Arson	0	0	0	0	0
Hate-Base Crimes	0	0	0	0	0
Illegal Weapons Possessions	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0

SLCC

SOUTH LOUISIANA COMMUNITY COLLEGE

Crime Statistics

New Iberia Campus

Selected Crimes

Calendar Year

(January 1-December 31)

	2013	2014	2015	2016	2017
Murder/ Non-negligent manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Sex Offenses – Forcible	0	0	0	0	0
Sex Offenses – Non-Forcible	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Arson	0	0	0	0	0
Hate-Base Crimes	0	0	0	0	0
Illegal Weapons Possessions	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0

SLCC

SOUTH LOUISIANA COMMUNITY COLLEGE

Crime Statistics

Opelousas Campus

Selected Crimes   Calendar Year

(January 1-December 31)

	2013	2014	2015	2016	2017
Murder/ Non-negligent manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Sex Offenses – Forcible	0	0	0	0	0
Sex Offenses – Non-Forcible	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	0	0	0	1	2
Motor Vehicle Theft	0	0	0	0	1
Arson	0	0	0	0	0
Hate-Base Crimes	0	0	0	0	0
Illegal Weapons Possessions	0	0	0	0	2
Drug Law Violations	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0

SLCC

SOUTH LOUISIANA COMMUNITY COLLEGE

Crime Statistics

St. Martinville Campus

Selected Crimes   Calendar Year

(January 1-December 31)

	2013	2014	2015	2016	2017
Murder/ Non-negligent manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Sex Offenses – Forcible	0	0	0	0	0
Sex Offenses – Non-Forcible	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	3	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Arson	0	0	0	0	0
Hate-Base Crimes	0	0	0	0	0
Illegal Weapons Possessions	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0

SLCC

SOUTH LOUISIANA COMMUNITY COLLEGE

Crime Statistics

New Iberia (Teche) Campus

Selected Crimes   Calendar Year

(January 1-December 31)

	2013	2014	2015	2016	2017
Murder/ Non-negligent manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
0Sex Offenses – Forcible	0	0	0	0	0
Sex Offenses – Non-Forcible	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	0	0	0	0	1
Motor Vehicle Theft	0	0	0	0	0
Arson	0	0	0	0	0
Hate-Base Crimes	0	0	0	0	0
Illegal Weapons Possessions	0	0	0	0	0
Drug Law Violations	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0

The Clery Act requires higher education institutions to collect and post Campus Crime Statistics. Statistics noted above represent actual reporting to the United States Department of Education. Note: These statistics are for on campus incidents only. They do not reflect occurrences at locations considered non-campus or public property. Non-campus locations are defined as any building or property owned or controlled by the school that is not within the same reasonable contiguous area, is used in direct support of or in relation to the school's educational purpose and is frequently used by the students. Public property includes thoroughfares, streets, sidewalks, and parking facilities within the same campus or immediately adjacent to and easily accessible from the campus.

Drug and Alcohol Awareness

Substance Abuse Policy

This information is provided pursuant to the Student-Right-To-Know Act. The mission of South Louisiana Community College is to identify and meet the educational and workforce needs of our community through innovative, accessible, and dynamic programs. In order to comply with the mission of our campus, the illegal use of drugs or alcohol by any member of the South Louisiana Community College is prohibited. Louisiana law prohibits the consumption, possession, distribution, possession with intent to distribute, or manufacture of drugs described as dangerous controlled substances in the Louisiana Revised Statute 40:964, as well as the illegal possession and/or consumption of alcohol.

Counseling and support services may be available at SLCC's Office of Advising and Counseling, located within the Center for Academic Success, for all full-time and part-time students who are experiencing alcohol and other drug problems. Students who have substance abuse problems which require in-patient or specialized out-patient drug treatment are also encouraged to visit a Counseling service.

Conduct Prohibited by the College

Students and employees are responsible for knowing and abiding by the provisions of Louisiana and federal law that make it a crime to possess, consume, possess with intent to distribute, dispense, or manufacture drugs, including alcohol, except as provided for by law. Any member of the campus community who violated state or federal law, either on property owned or controlled by SLCC, or at such other locations in the community which affect the community college interest as an academic institution, shall be considered in violation of SLCC policy. The College will take disciplinary action against any student, faculty member, unclassified staff, classified staff, or community college employee whose alleged criminal conduct is deemed by responsible authority to affect the community college's interest as an academic community. Students are encouraged to consult their SLCC College Counselors for additional information.

CAMPUS SAFETY

Emergency Communications

In the event of an emergency, SLCC will communicate vital information as quickly and efficiently as possible in a manner to provide the greatest safety for the college community. One or more of the following communication tools will be used to notify students, faculty, and staff:

- Website notices posted on SLCC's home page; first call notification system; employee/student email system.
- News Media.

Additionally, SLCC has incorporated the use of *FirstCall*, an electronic notification system, to provide free emergency notifications. This service is optional and offers communication through a variety of means – text messages sent to mobile communication devices, phone calls, and messages sent to school/personal E-mail accounts – to inform students, faculty, and staff in the event of a crisis situation. Everyone is encouraged to sign up at:

https://alertregistration.com/SLCC/faculty/

Emergency Preparedness Plan

SLCC has an extensive Emergency Preparedness Plan in place that includes procedures to ensure an immediate response to crisis situations. An Emergency Preparedness Plan is posted in every building and every classroom at South Louisiana Community College. All crisis communication equipment is tested and evaluated on a regular basis. Emergency Preparedness

Guidelines are posted on-line as previously indicated. Additionally, Emergency Plans, Evacuation Routes and Emergency Guidelines are posted on the SLCC Website at www.solacc.edu.

Campus Safety Zones

Campus Safety Zones are listed in the Emergency Procedures and Guidelines posted at each campus.

Bomb Threats

Every threat should be taken seriously. If a bomb threat is received by mail, message, or telephone, record in writing the time and type of threat, location of bomb, expected time of detonation, if it is a male or female voice, and any other important information. If the threat is received by phone, keep the person on the phone as long as possible to determine any unusual voice characteristics such as raspy, hoarse, or stutter. Try to notice any background noises. Ask why the bomb was placed there and whom the caller wishes to hurt. **DO NOT HANG UP THE PHONE WHEN THE CALL ENDS. POLICE MAY BE ABLE TO REVERSE TRACE THE CALL.** Report a bomb threat to a supervisor, who will contact the proper authorities. The phone number of local law enforcement shall be placed in conspicuous places throughout agencies. It is important that each employee visually scans his/her work area before leaving to look for unusual packages of something out of the ordinary. Do NOT touch anything suspicious but report it immediately to law enforcement personnel as you arrive at your designated outside area.

- Only take your personal items with you

- Do not use a cell phone in or near the building or during the evacuation as this could trigger the bomb

- Do not return to your work area until you receive the all-clear signal by the authorized person

In the event of a bomb threat, the person taking the call should do the following:

- Get an accurate message. Try to write down each word

- Request the caller to repeat the message as if you did not hear what was said. Do not get excited and fail to get the statements of the caller.

- Ask the caller where the bomb is located and when it is set to go off.

- Identify the caller's voice-whether male or female.

- Try to detect an accent or dialect.

- Note the caller's style of speech

- Note any background noises or conversation

- Ask the name of the caller. Oddly enough, there have been cases where correct names and addresses have been given

- Try to determine the length of the call

- After taking the call, do not broadcast the matter and cause panic

When the call is completed, call the Campus Administrator and advise that a bomb threat has been received. It will be the responsibly of the Campus Administrator to determine the need to evacuate.
Evacuation should be to an outdoor area as far from the building as safely possible. The area to be evacuated to should be searched quickly before evacuation.

Hostage Situation

If you are involved in a hostage situation:

- Dial 911, if possible, and supply as many details as possible including number of persons involved, description of hostage takers, weapons displayed, threats made, etc

- Do what you are told without argument

- Do not attempt to negotiate or argue with the hostage taker

- Try to get others to remain calm. Tell them to do what they are told

Explosions

In the event of an explosion occurring on the premises of any SLCC Campus, the building will be evacuated immediately.

Chemical Spills

In the event of a spill or release, the following actions are to be taken:

- The Safety Coordinator is to be notified immediately, followed by the Campus Administrator

- The Safety Coordinator will then notify all staff and instructional personnel so that appropriate safeguards can be taken to prevent exposure

- Both the Civil Defense and Fire Department will be notified

- If evacuation becomes necessary, the campus evacuation chart and evacuation procedures are to be followed

Proximity Threats

These occur near location and can cause damage to life and property. They may require need for evacuation. Examples include:

Railroad, interstate, and water vessel disasters

1) Obtain emergency response procedures from local municipality
2) Once notified, determine if voluntary or mandatory evacuation is required
3) Use applicable emergency response procedures as per the local municipality

Local chemical or nuclear plant disasters-by law, all plants must report what is produced and include all of the following emergency procedures:

1) Contact local/municipal government
2) Contact local authorities

Proximity Threat by Location

Lafayette Campuses (Devalcourt and Ardoin)
No Known Threat

Acadian Campus (Crowley)
Railroad Only

C.B. Coreil Campus (Ville Platte)
Railroad Only

Evangeline Campus (St. Martinville)
No Known Threat

Franklin Campus
No Known Threat

Gulf Area Campus (Abbeville)
No Known Threat

New Iberia Campuses (New Iberia and Teche)
UL Research Laboratory, Railroad and Air Traffic

T. H. Harris Campuses (Main Campus and Annex Campus)
Interstate Highway
Active Shooter Events
When an active shooter is in your vicinity, you must be prepared both mentally and physically to deal with the situation. **You have three options:**

Option 1:
RUN

- Leave your belongings behind
- Evacuate regardless of whether others agree to follow
- Help others escape, if possible
- Do no attempt to move the wounded
- Prevent others from entering an area where the active shooter may be
- Keep your hands visible
- Call 911 when you are safe

Option 2:
HIDE

- Hide in an area out of the shooter's view
- Lock door or block entry to your hiding place
- Silence your cell phone (including vibrate mode) and remain quiet

Option 3:
FIGHT

- Fight as a last resort any only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with as much physical aggression as possible
- Improvise weapons or throw items at the active shooter
- Commit to your actions….your life depends on it

Important Safety Tips

Crime prevention means being aware of your environment and remaining alert to situations that could make you vulnerable to crime. It is impossible to list specific measures that will protect you from every threatening situation that may arise. Instead, we hope to teach you how to think "crime prevention" in day-to-day living. The suggestions presented should not be thought of as a list of crime prevention measures, but as examples and common-sense principles that will help you to make life safer and more secure.

IF ANYTHING MAKES YOU "LOOK TWICE" OR FEEL UNCOMFORTABLE, CALL THE SAFETY AND SECURITY DEPARTMENT. REPORT ANY UNUSUAL OR SUSPICIOUS ACTIVITY IMMEDIATELY.

Protect Yourself

Do not give your name, address, or phone number to strangers. If you have your name published in the local telephone directory, use only initials and do not list your address. *At night, travel in frequently-used and well-lit areas*. Avoid taking "shortcuts" that you may not be as familiar with or that may take you out of frequently-traveled areas. *Walk facing traffic whenever possible*. This increases awareness of potential traffic hazards and also reduces the possibility of being followed by someone in a vehicle. Avoid walking by the curb, near buildings, or close to shrubbery. Walk in the middle of the sidewalk with confidence. *If you feel threatened or suspect that you are being followed, walk toward lighted areas where there are people.* Look over your shoulder frequently - this lets the follower know that you are aware of both his presence and your surroundings.

Protect Your Car

Keep your car in good working order and the gas tank at least half full. When riding in a car, keep the doors locked. Do not park in isolated, dark places if these areas can be avoided. Park where the car will be well-illuminated, and if possible, where people will also be about. *Lock your car and take the keys with you*. Many car burglaries and car thefts occur because the owner did not take the time to secure the car. Don't make your vehicle a target of opportunity by leaving it unlocked.

Do not leave valuable items unattended in your car. Place expensive items such as cameras, packages, and even textbooks out of sight in the locked trunk. *Upon returning to your car, have your keys ready as you approach your vehicle*. Check the back and front seats to make sure that the car is empty before you get in.

Protect Yourself While Driving

If you get a flat, drive carefully on it until you reach a safe, well-lit, and well-traveled area. If your car breaks down, put the hood up and the hazard lights on…stay inside the car with the doors locked. Use flares as roadside markers if you have them and it is safe to deploy them. If someone stops to help, don't get out of your car. Roll down the window slightly and ask the person to contact the police or a tow service. *Never stop to assist a stranger whose car has broken down*. Instead, call the police for

help. *Exercise extra caution when using underground and enclosed parking areas*. Try not to enter alone.

If you are being followed, don't drive home. Go to the nearest police or fire station and honk your horn. If that is not possible, drive to an open gas station or other business where you can safely contact the police. Don't leave your car unless you are certain you can make it inside the building safely. If possible, try to obtain the license plate number and the description of the vehicle following you.

Protect Yourself in Public Areas

Do not leave personal property unattended in public areas such as the library and classrooms…not even "just for a minute." *Do not carry more cash than you need*. Avoid "flashing" your cash in public. *Avoid carrying both your identification cards and checks in your wallet*. Keep them separate: I.D.s in your wallet in one pocket and your checkbook in another pocket. Do not write your PIN number down – this helps prevent a thief from gaining access to that number if you do lose your checkbook or bankcard.

Carry your purse or your backpack close to your body, and keep a tight grip on it.
Mark items that you normally take to class, such as textbooks, backpacks, and calculator, with either your name or school ID number. *Keep a list of your credit cards, identification cards, and checking account numbers*. If they are stolen or lost, you will have a list of numbers to provide to the police. Remember that you must contact not only the police, but also all of the credit card companies and banks with which you do business. Make these notifications immediately.

Keep and maintain a working cellular telephone…it is an excellent way to remain in touch and summon help in an emergency.

Personal Security at the Office

1. Never leave your purse, backpack, or briefcase in plain view.
2. Personal property should be marked with your driver's license number.
3. Don't leave cash or valuables at the office.
4. If you work alone or before/after normal business hours, keep the office door locked.
5. If you work late, try to find another worker or call for a security escort when exiting the building.
6. Be alert for pickpockets on crowded elevators.
7. Be aware of escape routes for emergencies, and post phone numbers of the campus police near telephones.
8. Be extra careful in stairwells and restrooms.
9. In an elevator, stand near the controls and locate the emergency button.
10. If you are assaulted while in an elevator, hit the emergency or alarm button and press as many floor buttons as possible.

If You are Attacked:

1. Keep your head.
2. Stay as calm as possible, think rationally, and evaluate your resources and options.
3. It may be more advisable to submit than to resist and risk severe injury or death. You will have to make the appropriate decision based on the circumstances. *Be especially careful if your attacker has a weapon.*
4. Continue to assess the situation as it develops.
5. If one strategy doesn't work, try another.
6. Possible options in addition to nonresistance include negotiating, stalling for time, distracting the assailant and fleeing to a safe place, verbal assertiveness, screaming to attract attention, and physical resistance.
7. Stay alert and observant so that you can better describe your attacker(s) and the assault to the police.

After an Attack:

1. Go to a safe place and call the police.
2. The sooner you make the report, the greater the chances the attacker will be caught.
3. Do not destroy any clothing you were wearing at the time of the assault.
4. Do not disturb anything in the area where the assault took place.
5. Write down a description of the attacker and the circumstances of the assault. Police will need all the information they can get about the assailant.

Know How to Call for Help

The following guidelines apply to emergency conditions on campus. It is not possible to establish procedures for every type of emergency, but these guidelines cover many emergency or hazardous situations. Please review them frequently so that you will be prepared in an emergency.

- *FIRE ALARMS - If you hear a fire alarm, you must leave the building immediately.* In multi-story buildings, do not use the elevator; exit via the stairway. Cooperate with all staff members and other authorities. Do not reenter the building until you are given permission to do so by a police officer, fire fighter, or staff member.

- *BOMB THREATS* - Notify the police at once if you receive a bomb threat. Try to be as specific as possible when relaying what the caller said.

- *MEDICAL EMERGENCIES* - For any situation requiring emergency medical assistance on campus, call 521-8914 or 911**.**

- *MOTOR VEHICLE ACCIDENTS* - State statutes require that the police be notified of any motor vehicle accident resulting in personal injury or property damage in excess of $500.00. Accidents on campus should be reported to the SLCC Safety and Security Department at 521-8914.

SEXUAL HARASSMENT POLICY STATEMENT

Sexual harassment is a form of sex discrimination that is illegal under the Title VII of the Civil Rights Act of 1964 employees.

Sexual Harassment may be unwelcome sexual advances, request for sexual favors, or other verbal or physical conduct of sexual nature whereby:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as a basis for decisions affecting the individual; or
- Such conduct has the purpose or effect of substantially interfering with an individual's performance or creating an intimidating, hostile or demeaning environment. No employee- either male or female- should be subjected to unsolicited sexual overtures or conduct, either verbal or physical.

The ethical obligation of SLCC is to provide an environment that is free from sexual harassment. Employees may report cases of alleged harassment to the Human Resources Coordinator and/or file a grievance with the same.

LOUISIANA COMMUNITY AND TECHNICAL COLLEGE SYSTEM HUMAN RESOURCES POLICY REGARDING HARASSMENT

Approved by the Board of Supervisors on June 13, 2011.

Harassment, including sexual harassment, is prohibited by the Equal Employment Opportunity Commission, the Office for Civil Rights and State Regulations (R.S. 23:301, 312, 332), and therefore, it is the policy of LCTCS that unlawful harassment of employees and students is prohibited.

Harassment is physical, verbal and visual conduct that creates an intimidating, offensive, or hostile environment, which interferes with work performance. This includes harassment because of race, sex, sexual orientation, religious creed, color, national origin, ancestry, disability or medical condition, age, or any other basis protected by federal, state, or local law, ordinance or regulation.

Sexual harassment is defined by the Equal Employment Opportunity Commission as:

- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature… when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose and effect of unreasonably interfering with an individual's work performance or creating and intimidating, hostile or offensive working environment.

LCTCS applies this definition to the areas of academic advancement, academic standing or academic performance.

Workplace harassment infringes on employee's right to a comfortable work environment, and it is a form of misconduct that undermines the integrity of the employment relationship. No employee- male or female- should be subjected to unsolicited and unwelcome overtures or conduct, either verbally, visually, physically, or electronic ally transmitted. Although this list is not all-inclusive, examples of conduct that is prohibited includes:

- Taking any personal action on the basis of an employee's submission to or refusal of sexual overtures
- Unwelcome or unwanted conversations
- Unwelcome or unwanted touching
- Continued or repeated verbal abuse of a sexual nature
- Explicit or degrading verbal comments, suggestions, or slurs about another individual or his/her appearance
- Offensive comments regarding sexual or private matters
- Display of sexually suggestive pictures, objects
- Offensive jokes
- Verbal abuse, comments, names or slurs that in any way relate to a verbal abuse, comments, names or slurs that in any wary relate to an individual's race, color, sex, sexual orientation, age, religion, national origin or disability
- Any other offensive or abusive physical, visual or verbal conduct

This policy applies to all members of the LCTCS Board of Supervisors, unclassified employees, students, supervisors, managers, faculty, vendors, and all other individuals doing business with LCTCS. It is the policy of LCTS that no member of the LCTCS community may harass another. This includes harassment of an employee by another employee, of a student by an employee, of an employee by a student, of a student by another student from harassment, on LCTCS property or at LCTCS-sponsored events, by individual who are not students or employees of LCTCS.

A complaint of harassment should be presented as promptly as possible after the alleged harassment occurs. Any employee who believes he/she is the subject of harassment or who has knowledge of harassing behavior must report such conduct to their direct supervisor, and the institution's human resource department. All institutions are required to develop a system of recording all formal written complaints to be submitted and kept on file in the institution Chancellor's office and in the office of the system president for the LCTCS system office staff. Any student who believes he/she is the subject of harassment or who has knowledge of harassing behavior must report such conduct to student affairs

personnel. He/she also may submit a complaint of harassment to the person who is allegedly engaging in the problematic conduct.

In the event that an individual feels uncomfortable making a complaint at the institution level, such complaint may be made at the system level with the LCTCS Director of Human Resources (225-219-8700), Louisiana Community and Technical College System, 822 Neosho Avenue, Baton Rouge, Louisiana, 70802. Each campus is required to provide to employees and students a copy of this policy and post a poster with contact list identifying individual names, titles, physical location and telephone number where complaints may be filed.

Complaints of harassment will be investigated promptly and in as impartial and confidential a manner as possible. A member of human resources will conduct investigations, unless otherwise deemed necessary, in order to assure an impartial and confidential investigation. LCTCS will not tolerate any type of discipline or retaliation, direct or indirect, against any employee or other person who, in good faith, files a complaint of or responds to questions in regard to having witnessed prohibited harassment. False charges are treated as serious offenses and may result in disciplinary and/or civil action.

Any employee or member of management who is found, after appropriate investigation, to have engaged in harassing conduct is subject to appropriate disciplinary action up to and including termination of employment and/or student standing per the institution's policies in place governing students.

LOUISIANA COMMUNITY AND TECHNICIAL COLLEGE SYSTEM

Policy # 6.011

Title: Harassment Policy

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- Verbal abuse, comments, names or slurs that in any way relate to a verbal abuse, comments, names or slurs that in any wary relate to an individual's race, color, sex, sexual orientation, age, religion, national origin or disability
- Any other offensive or abusive physical, visual or verbal conduct

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Any employee or member of management who is found, after appropriate investigation, to have engaged in harassing conduct is subject to appropriate disciplinary action up to and including

termination of employment and/or student standing per the institution's policies in place governing students.

Sexual Assault

Definition of Sexual Assault

Sexual assault is any involuntary sexual act in which a person is threatened, coerced, or forced to engage against their will, or any non-consensual sexual touching of a person. Some types of sexual assault can include rape, groping, elderly sexual assault, child sexual abuse, and sexual harassment.

Types of Sexual Assault

Rape (such as forced vaginal, anal, or oral penetration or drug facilitated sexual assault) is the unlawful compelling of a person through physical force to have sexual intercourse; any act of sexual intercourse that is forced upon a person without any consent. **Groping** is touching or fondling another person in a sexual way, typically using the hands. Groping may be applied when a person rubs up against another person, typically using their sexual parts. **Elderly sexual assault** is victimization of persons over the age of 60, most of who suffer from decreased functionality, frailty, and weakness and therefore are reliant on caretakers. Signs that an elder is being assaulted include:

- increased vaginal tearing, bleeding, bruising, infection, pelvic injury, soft tissue or bone injury

An altered mood might be an indication of sexual assault as well. These symptoms include:

- extreme agitation, post-traumatic stress disorder, withdrawal, panic attacks, STDs, exacerbation of existing illness, sleep disturbances, longer recovery times

Child sexual abuse (child molestation) is a form of child abuse in which an adult or older adolescent uses a child for sexual stimulation. Forms of child sexual abuse include:
- Asking or pressuring a child to engage in sexual activities

- Indecent exposure of the genitals (both male and female) to a child with intent to gratify one's own sexual desires
- Physical sexual contact with a child
- Using a child to produce any kind of child pornography

Statistics of Sexual Harassment

The U.S. Department of Justice's National Crime Victimization Survey states that on average there are 237,868 victims (age 12 or older) of sexual assault and rape each year. By these calculations an American is sexually assaulted every two minutes.

- 15% are under the age of 12
- 44% are under age 18
- 80% are under age 30
- Girls ages 16–19 are 4 times more likely than the general population to be victims of rape, attempted rape, or sexual assault
- 9 out of every 10 rape victims were women
- 17.7 million women have been victims of attempted or completed rape

Only 30% of people age 65 or older who are victimized report it to the police. The most common assailants are caretakers, adult children, spouses and fellow facility residents.

Effects of Sexual assault

Victims who experience a traumatic act such as a sexual assault suffer from profound long-term psychological effects. Some of these effects include:
- denial, helplessness, dislike of sex, anger, self-blame, anxiety
- nightmares, fear, flashbacks of the assault
- mood-swings, numbness, promiscuity, loneliness, social anxiety, difficulty trusting oneself or others

Prosecution

Like rape, sexual assault is also considered to be an under-reported crime. Many cases of sexual assault incidents happen each year. On average, 60% of sexual assaults go unreported each year. Only 3% of perpetrators serve time in prison.

Treatment Options/ Help for Victims

If you are anyone you know has been a victim of rape or sexual assault, there is help in dealing with the situation. There are local support groups, therapy and counseling services, as well as sexual assault hotlines that offer confidential assistance to victims who are in need. Also, check for local sexual assault crisis centers in your local community. The following can be contacted in reference to help with dealing with a sexual assault and/or sexual abuse encounter:
- RAINN (Rape, Abuse & Incest National Network)

- National Sexual Assault Hotline (1.800.656.HOPE)
- The Date Safe Project (http://www.datesafeproject.org