

Published in the Year
2015

Annual Security Report for 2014



Office of Public Safety

**University of Louisiana at
Lafayette**

This information is provided in compliance with federal
law, known as the Clery Act

Introduction

The University of Louisiana at Lafayette prepares this report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by the University of Louisiana at Lafayette; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies on campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, domestic violence, dating violence, stalking and other matters.

The full text of this report is available online at police.louisiana.edu/jeanne-clery-act/annual-reports. This report is prepared in cooperation with local law enforcement agencies and the Vice President for Student Affairs. These entities provide updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest, and referral statistics include those reported to the University of Louisiana at Lafayette police, designated campus security officials as defined under the Act, and local law enforcement agencies. Each year, an email notification is sent to all enrolled students, faculty, and staff. The email provides information on how to access the Annual Security Report online. Copies of this report may also be obtained at the Division of Public Safety (Bittle Hall) located at 210 Hebrard Blvd, Lafayette, LA

All phone numbers use the area code (337) unless otherwise noted.

LETTER FROM THE DIRECTOR OF PUBLIC SAFETY AND CHIEF OF POLICE



The safety and well-being of the students, faculty, staff, and visitors are a priority here at the University of Louisiana at Lafayette. Through the assistance of several other University departments, every effort is made to better serve the University community and provide a safe environment in which the mission of the University may be attained. However, a truly safe campus can only be achieved through the cooperation of all students, faculty, and staff. This guide is a part of our effort to ensure this collaborative endeavor is successful. We hope you will read it carefully and use this information to help foster a safe environment for yourself and others on the University campus.

*Joey Sturm
Director of Public Safety
Chief of Police*

In compliance with the Jeanne Clery Disclosure of Campus Crime Statistics Act, a copy of this Annual Security report is available on line at: police.louisiana.edu/jeanne-clery-act/annual-reports.

A hard copy may be obtained by contacting the Division of Public Safety at 337.482.6447.

ABOUT THE POLICE DEPARTMENT AND PUBLIC SAFETY

ROLE, AUTHORITY, AND TRAINING

Mission Statement

"We Solve Problems"

Values: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship

Objectives: Proactive Crime Prevention - Smart Policing - Intelligence Led Policing - Community Involvement - Excellence in Investigation and Follow-up.

Authority and Role

The UL Lafayette Police Department is a department within the Division of Public Safety and is a team of professionals working to provide a safe environment in which the educational mission of the University can be fully realized. The UL Lafayette Police Department is service-oriented and tailored to meet the needs of a large progressive institution. The department provides police services such as police patrol, taking of crime/offense reports, criminal investigations, traffic supervision, emergency first aid, the maintenance of public order, and other related services. The department's ability to function as an independent law enforcement agency enables it to provide assistance while still maintaining the autonomy of the University.

The UL Lafayette Police Department provides a 24-hour-a-day patrol protection to the campus and its satellite facilities. Officers are vested with full law enforcement powers and responsibilities of any law enforcement officer of the state on property owned or operated by the University, including adjacent streets. Title 17 Section 1805 (A) of the Louisiana Revised Statutes grants police powers to University officers. In addition, this law grants officers the authorization to carry concealed weapons, powers of arrest on and off campus, jurisdictional boundaries, and authorization for the investigation of crimes occurring within ones jurisdiction to include the entire state. Officers must successfully complete a minimum of 360 hours of basic law enforcement training at a Louisiana Peace Officers Standards and Training (POST) approved academy. In addition, officers also receive advanced training in areas of criminal investigation, firearms, OWI detection, defense tactics, legal updates, narcotics, forensics, etc.

The UL Lafayette Police Department has a working relationship with all local, state, and federal law enforcement agencies. The department is part of a parish-wide emergency preparedness response team and responds when requested by other agencies. Additionally, the UL Lafayette Police Department is a member of the FBI JJTF (Joint Terrorism Task Force).

The University also uses a private contract security guard service for access control at the University's residence halls during nighttime hours. Daytime hours are staffed by student workers managed by the Housing and Student Life and Conduct Departments. Additionally, there are Community Assistants assigned to each residence hall. An Area Coordinator, a professional staff person, is assigned to each residence hall area. They live on-site. These persons serve as additional "eyes and ears" for reporting.

Reporting Crimes or Emergencies

The UL Lafayette Police Department is located in Bittle Hall on the UL Lafayette Campus, 210 Hebrard Boulevard. The department is open 24 hours a day and is staffed by commissioned police officers. Students have 24 hour access to emergency phone lines to UL Lafayette Police Department as well as 911. **If you are the victim of a crime, involved in an emergency, a witness to an incident, learn of something suspicious, and/or in need of assistance, contact the UL Lafayette Police Department on an on-campus phone by dialing:**

- **26447 or 911**
- **To contact the UL Lafayette Police Department on an off-campus line dial 482-6447 (long distance code is “337”).**
- **911**

Emergency Phones

The University has approximately 51 Emergency Blue Light phones throughout campus. These phones automatically ring in the UL Lafayette Police Department communications area.

Accurate and Prompt Reporting

Community members, students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents to the UL Lafayette Police Department in a timely manner and, when applicable, also to the Title IX Coordinator at (337) 482-1394. Reporting in a timely manner allows for the police department to assess the complaint for the purpose of making timely warnings reports and the annual statistical disclosure of the complaint. Failure to report as soon as practical hinders our ability to review for timely warnings.

The UL Lafayette Police Department and, when applicable, Title IX Office will investigate all complaints. A person wishing to file a report with the UL Lafayette PD has the right to file a report with local law enforcement agencies, to wit: Lafayette Police Department, Lafayette Parish Sheriff’s Office, Iberia Parish Sheriff’s Office, St. Martin Parish Sheriff’s Office and/or Acadia Parish Sheriff’s Office depending on the jurisdiction.

Any Code of Student Conduct violations will be forwarded to the Office of Student Life and Conduct for review. Any employee matters will be forwarded to Human Resources for review. When appropriate, an incident will be referred to the Title IX Office for review.

Off-Campus Crime & Student Organizations

If local law enforcement is contacted about criminal activity occurring off-campus involving UL Lafayette students, that agency may notify UL Lafayette PD. However, there is no official policy requiring such notification. Students in these cases may be subject to arrest by the local law enforcement agency and University disciplinary proceedings through the Office of Student Life and Conduct.

UL Lafayette does have an official recognized student organization that has housing facilities “off campus.” There are several recognized student organizations that occupy privately owned houses within the south campus area (Fraternity and Sorority Row). The houses are located on university property. If

LPD is called by a citizen to respond, LPD will typically notify UL Lafayette PD to respond with them or they will notify UL Lafayette PD to respond as the primary agency. This is part of the existing Memorandum of Understanding.

Limited Voluntary Confidential Reporting

If you are the victim of a crime and do not want to pursue action within the University system or the criminal justice system, you may still consider making a confidential report. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the University can keep an accurate record of the number of incidents involving students, employees, and visitors; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential dangers. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution, and when they involve allegations of sexual harassment (including sexual violence) are made available to the University's Title IX Coordinator. Reporting procedures applicable to allegations of sexual assault are further discussed later in this brochure.

The UL Lafayette Police Department encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, the UL Lafayette Police Department cannot hold reports of crime in confidence. Furthermore, the police department is obligated to report the name of the victim and perpetrator to the Title IX Coordinator. The Title IX Coordinator can generally accept confidential reports. There may be some instances in which the Title IX Coordinator may not be able to ensure confidentiality. The University has an obligation to evaluate the confidentiality request in the context of its responsibility to provide a safe and nondiscriminatory environment for all community members.

Confidential reports of crime may also be made to the UL Lafayette TIPS Hotline at 482-TIPS. The TIPS line is monitored by the UL Lafayette PD communications officer. The TIPS line should not be used to report emergencies. For emergencies dial 911 or (337) 482-6447. Additionally, TIPS can be reported on line at <http://police.louisiana.edu>.

Confidential Crime Reporting and Counselors

As a result of the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to people considered to be campus security authorities. Campus "Pastoral Counselors" and Campus "Professional Counselors," when acting as such are not considered to be a campus security authority and are not required to report crimes for inclusion in the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

Counselors are defined as:

Pastoral Counselor

An employee of an institution who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

Professional Counselor

An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community and who is functioning within the scope of his or her license or certification.

Memorandum of Understanding (MOU)

The University recognizes that laws and rules are necessary for society to function and supports the enforcement of law by governmental agencies and rules by officials of the University. All persons on the campus are subject to these laws and rules at all times. All law enforcement agencies are expected to check in with the UL Lafayette Police Department when on campus to investigate further an investigation they are working on for their respective jurisdiction. **Additionally, all law enforcement agencies with concurrent jurisdiction recognize that the UL Lafayette Police Department is the primary law enforcement unit to handle any crime that occurs on the campus.**

The UL Lafayette Police Department enjoys an especially good relationship with the Lafayette Police Department and the Lafayette Parish Sheriff's Office as well as with the St. Martin Parish Sheriff's Office (Cade Farm), Acadia Parish Sheriff's Office and the Iberia Parish Sheriff's Office (New Iberia Research Center). The primary agency designation exists and is described in a "memorandum of understanding" (MOU) between UL Lafayette Police Department and the aforementioned agencies. **UL Lafayette Police is responsible for all crimes occurring on the campus to include our public property areas for reporting of Clery and FBI Uniform Crime Reporting (UCR).** Any Clery crime coming to the attention of another agency shall be turned over to the agency with primary jurisdiction on the campus to include the University's public property areas, to wit: UL Lafayette Police Department. In addition, the University requests the Lafayette Police Department provides annually, UCR statistics for the areas surrounding the campus in a one mile radius. The UL Lafayette Police Department also receives a daily call for service report from the Lafayette Police Department that includes a one mile radius surrounding the campus. This aids the department in generating timely notifications to the University community concerning crimes that occur within the City of Lafayette within a one mile radius of the campus.

Each agency notifies each other in the event of a major crime via telephone, two way radio or in person. In addition, the UL Lafayette Police Department and the Lafayette Police Department participate in an additional MOU that governs a partnership between both agencies titled "CUSP" City and University Safety Program whereby each agency assigns an officer to a single patrol vehicle to provide patrol, safety programs, intelligence gathering and operational support for the areas surrounding the campus where students reside and/or socialize, but not on the campus.

Timely Warnings

Notifying the UL Lafayette Community about Reported Crimes

In the event that a situation arises, either on or off campus, that, in the judgment of the Director of Public Safety/Chief of Police or designee, **constitutes an ongoing or continuing threat**, a campus wide "timely warning" will be issued. The warning(s) are generally written and distributed through the university e-mail system to students, faculty and staff. The message will be drafted by the police

department's Public Information Officer or designee and sent to the University's Communication and Marketing Office for dissemination. During after hours, the Communication and Marketing Office is responsible for maintaining an on-call person 24/7 to assist in the timely warning dissemination. Updates to the UL Lafayette community about any particular case resulting in a Security and Safety alert may be distributed via blast email, may be posted on the UL Lafayette Police website, or may be shared with the media, including and specifically The Vermilion Newspaper. Safety and Security alerts may be posted in campus buildings on the monitors in various locations. These alerts are usually distributed for the following Uniform Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: arson, criminal homicide, and robbery. Incidents of aggravated assault and sex offenses are considered on a case-by case basis, depending on the facts of the case and whether there is a continuing danger to the campus community. For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to other UL Lafayette community members and a Safety and Security Alert would not be distributed. The Chief of Police or designee reviews all reports to determine if there is an on-going threat to the community and if the distribution of a Safety and Security alert is warranted. Safety and Security Alerts may also be issued for other crime classifications, as deemed necessary.

A daily crime and fire log is available for review 24 hours a day on the UL Lafayette PD website at <http://police.louisiana.edu> or at the UL Lafayette Police Department located at 210 Hebrard Blvd, Lafayette, Louisiana from 7:30 am to 5:00 pm Monday through Thursday and 7:30 am to 12:30 pm on Fridays, excluding holidays. The information in the crime log typically includes the case number, classification, date reported, date occurred, time occurred, general location, and disposition of each reported crime.

Incidents reported to UL Lafayette PD that fall into one of the required reporting classifications will be disclosed as a statistic in this annual brochure published by the UL Lafayette PD.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the UL Lafayette Police Department may also post the warning on the police department's website at: <http://www.police.louisiana.edu>, providing the University community with more immediate notification. Anyone with information warranting a timely warning should report the circumstances immediately to the UL Lafayette Police Department, by phone (337-482-6447) or in person at the police department located at 210 Hebrard Blvd, Lafayette, Louisiana.

Additionally, the Director of Public Safety/Chief of Police or designee, may issue an immediate Emergency Notification System warning concerning an imminent threat to public safety. This Emergency Notification System alert uses the following modes of communication: land line telephone, cell phone, text messages, RSS feeds on monitors throughout the campus, University on campus computer screens, website alert, and could include face to face notification as well as public address systems such as bull horns and police unit PA.

Access to Campus Facilities

The UL Lafayette campus is open to the public even though some portions of the campus are surrounded by fencing such as residence halls and athletic facilities. The campus has multiple city streets

that are either contiguous to the University property and/or traverse through the campus. The police department is located on the main campus at 210 Hebrard Blvd., Bittle Hall and is open 24/7/365. Other Academic buildings are typically secured after the end of evening courses, typically 9:00 pm. Custodial staff remains working through 12 midnight in most buildings. Schedules of buildings fluctuate dependent upon the nature of the academic work and the semester. Dupre Library typically closes at 6:00 pm during the summer, 12 midnight during the fall and spring semester, and may remain open all night during the week leading up to final exams. The residence halls are restricted to residents and their approved guests, and other approved members of the University community. Each resident has an access control card (Cajun Card) to allow entry into the buildings. Additionally, a private contract guard service staffs each main entry to the residence halls from 12 midnight to 8:00 am during times of occupancy. The Housing department maintains a student worker during all other times of occupancy. Special arrangements are made for private contract guard service in residence halls during summer sessions when camps are in session and residence halls are in use. Residents are cautioned against allowing entry to strangers or any unauthorized persons into the residence halls and are urged to require individuals seeking entry to use their access control cards. UL Lafayette Police officers regularly patrol the residence halls either on foot or bike. Community Assistants, House Directors, and Area Coordinators also enforce security measures in the halls and work with residents to achieve a community respectful of individual and group rights and responsibilities. These staff and UL Lafayette Police officers also conduct periodic educational sessions on prevention of various crimes including crimes against property and persons- specifically sexual assault and acquaintance rape.

Maintenance of Campus Facilities

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. UL Lafayette PD regularly patrols campus and reports malfunctioning lights and other unsafe conditions to Facilities Management for correction. Facilities Management does periodic lighting surveys at night. UL Lafayette PD does this twice annually and sends a report to Facilities Management to address new lighting concerns in addition to lights that are malfunctioning. Other members of the University community are helpful when they report equipment problems to UL Lafayette PD or to Facilities Management. Additionally, unsafe conditions can be reported via the web at <http://police.louisiana.edu>.

University Emergency Preparedness

The University of Louisiana at Lafayette primarily resides within the City and Parish of Lafayette, Louisiana. As such, the University must abide by and is protected for emergencies by the policies and regulations set forth in the City and Parish of Lafayette, Louisiana – Lafayette Parish Office of Homeland Security and Preparedness (Laf.OHSEP).

However, the University must be prepared for specific emergencies that may occur within the campus. The Division of Public Safety members attend Laf.OHSEP meetings and receive specialized training on emergency preparedness. Public safety administrators and police supervisory and line personnel have received training in Incident Command and Responding to

Critical Incidents on Campus. The Incident Command System (ICS) is utilized when responding to incidents and police officers work with other Division of Public Safety units, UL Lafayette departments, and local public safety agencies to manage, mitigate, and recover from incidents. Additional preparations have been previously adopted by the police department. These documents are called Procedural Orders and exist for situations such as fires, proximity threats, terrorism, bomb emergencies and threats, suspicious packages, unusual occurrences, disasters, civil disturbances, mass arrests, etc. These Procedural Orders and other police department policies are updated regularly. Additionally, designated areas of operation outside of public safety are responsible for developing contingency plans and continuity of operations plans for their staff and areas of responsibility. These plans are termed functional annexes.

The University conducts numerous emergency exercises each year, such as table top exercises, field exercises, and tests of the emergency notification systems on campus. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

General information about the emergency response and evacuation procedures for UL Lafayette is publicized each year as part of the University's Clery Act compliance efforts, and is available at the UL Lafayette Police Department and the Division of Public Safety website <http://louisiana.edu/CampusLife/PublicSafety>. Functional Annexes are maintained by each department and updates are mandated annually with the updated documents housed with the Division of Public Safety, Emergency Management.

All Hazard Emergency Operations Plan

1.2

Purpose

The University of Louisiana Lafayette (UL Lafayette) Emergency Operations Plan (EOP) establishes University policies, methodology, responsibilities and operations designed to effectively and efficiently leverage the human capital and resources of the University.

The primary objectives of the Emergency Operations Plan (EOP) are:

- protect health and safety of people in the threatened or impacted area
- contain and control emergency incidents
- minimize damage to University property, facilities, research, and the environment
- minimize disruption of University activities and operations
- resume normal University activities and operations in a timely manner

1.2 Scope

The UL Lafayette EOP provides the framework for the coordination and delivery of preparedness, response, recovery, and mitigation assistance to students, visitors, and employees threatened or impacted by a large scale emergency or disaster situation affecting UL Lafayette.

The EOP was developed and is maintained through collaboration with University stakeholders as well as public, private, non-government, and volunteers with assigned responsibilities and recognized in the plan.

The EOP takes an all-hazards approach to natural and human caused incidents that include but are not limited to those listed in section 2.2. It is scalable by design to afford maximum flexibility to University officials, decision-makers, and local and state partners.

This plan addresses preparedness, response, recovery and mitigation activities, it is at all times activated and relevant. Activities and tasks, including those assigned in the functional annexes that are part of this EOP, needed in response to an incident will be activated and directed by the University President, Emergency Management Executive Group (EMEG) or appropriate individual(s) as designated in succession of authority. The EOP is applicable to all departments, agencies or organizations that provide assistance or conduct operations in the context of actual or potential incidents that may impact the UL Lafayette.

Notification to the UL Lafayette Community about an Immediate Threat

Emergency Notification Systems

The Division of Public Safety and the Communications and Marketing receive information from various offices/departments on campus, such as the police department, environmental health and safety/emergency management and physical security systems. If one of these units confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the UL Lafayette Community, the Division of Public Safety will collaborate to determine the content of the message and will use some or all of the systems described below to communicate the threat to the UL Lafayette community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population/campus. The Division of Public Safety will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders (including but not limited to: UL Lafayette PD, LPD, LPSO, LFD), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

In the event of a serious incident that poses an immediate threat to members of the UL Lafayette community, the University has various systems in place for communicating

information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the UL Lafayette campus community. These methods of communication include UL Lafayette ENS, a system that provides email, phone and text message alerts to members of the UL Lafayette community. Students, staff, and faculty are automatically signed up for email alerts through their official UL Lafayette email address. To add/modify your email address or mobile phone number to this service, you must log onto to u-link at <http://louisiana.edu> and click on u-link then click on ENS tab. Currently, this service is only available to UL Lafayette community members. Students and employees may enter up to three phone numbers and 2 email addresses for their respective emergency notification system profile. Students are encouraged to include their parents/loved ones in their profile. The ENS system is tied into the social media pages including Facebook at: <https://www.facebook.com/officialullafayette> and Twitter at: <https://twitter.com/ULLafayette>.

ENS alerts may also be received directly on your computer as the alerts will take over the main website page and the message will scroll on the monitor of each University computer.

Updates will be communicated via the same systems. Individuals can call into the ENS advisory information phone number (337) 482-2222 for updates. Members of the community at large who are interested in receiving information about emergencies on campus should use the website, social media or call the information line at (337) 482-2222.

The UL Lafayette community members are encouraged to notify the UL Lafayette PD of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students, faculty, staff, or visitors on campus. UL Lafayette PD has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, UL Lafayette PD has a responsibility to respond to such incidents to determine if the situation does in fact, pose a threat to the community. If so, federal law requires that the institution notify the campus community or the appropriate segments of the community that may be affected by the situation.

Emergency Response and Evacuation Testing Procedures

Summary of the Emergency Response Plan

The University's All Hazards Emergency Operations Plan includes information about Incident Teams; University operating status parameters; incident priorities and performance expectations; shelter-in-place and evacuation guidelines; and local contingency and continuity planning requirements. University departments are responsible for developing contingency plans and continuity of operations plans for their staff and areas of responsibility. The University conducts numerous emergency response exercises each year, such as table top exercises, field exercises, and tests of the emergency notification systems on campus. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

UL Lafayette police officers and supervisors have received training in Incident Command and Responding to Critical Incidents on Campus. When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually UL Lafayette PD, Lafayette PD, Lafayette Fire and Lafayette HAZMAT, and they typically respond and work together to manage the incident. Depending on the nature of the incident, other UL Lafayette departments and other local, state, or federal agencies could also be involved in responding to the incident. General information about the emergency response and evacuation procedures for UL Lafayette is publicized each year as part of the institution's Clery Act compliance efforts, and that information is available on the UL Lafayette PD website. Detailed information and updates to the UL Lafayette All Hazards Emergency Operations Plan and associated Functional Annexes which include departmental Contingency and Continuity Plans are available on the Public Safety website at <http://police.louisiana.edu>.

Summary of Emergency Evacuation Procedures

An evacuation drill is coordinated by UL Environmental Health and Safety each semester for all residential facilities on campus. Thus, the emergency response and evacuation procedures are tested at least twice each year and, for some of the buildings, multiple times a year. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. UL Lafayette Environmental Health and Safety does not tell residents in advance about the designated locations for long-term evacuations because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, UL Lafayette PD and Housing Programs staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. At UL Lafayette, evacuation drills are used as a way to educate and train occupants on fire safety issues specific to their building. During the drill, occupants 'practice' drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. Palm cards with educational information are distributed to residents re-entering a facility immediately after an evacuation drill. In addition to educating the occupants of each building about the evacuation procedures during the drills, the process also provides the University an opportunity to test the operation of fire alarm system components. Evacuation drills are monitored by UL Lafayette PD, EHS, and the Housing Programs Department to evaluate egress and behavioral patterns. Reports are prepared by participating departments that identify deficient equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments/offices for consideration.

Students receive information about evacuation and shelter-in-place procedures during their first floor meetings and during other educational sessions that they can participate in throughout the year. The House Staff members are trained in these procedures as well and act as an on-going resource for the students living in residential facilities.

Shelter-in-Place Procedures –

What it Means to “Shelter-in-Place”

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to “shelter-in-place” means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

Basic “Shelter-in-Place” Guidance

If an incident occurs and the building you are in is not damaged, stay inside in an interior room until you are told it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, UL LAFAYETTE Cajun Card, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest University building quickly. If police or fire department personnel are on the scene, follow their directions.

How You Will Know to “Shelter-in-Place”

A shelter-in-place notification may come from several sources, including UL LAFAYETTE PD, Housing Staff members, other University employees, the state government, Lafayette PD, Lafayette Parish Sheriff’s Office, or other authorities utilizing the University’s emergency communications tools.

How to “Shelter-in-Place”

No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise, follow these steps, unless instructed otherwise by local emergency personnel:

1. If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
2. Locate a room to shelter inside. It should be:
 - An interior room;
 - Above ground level; and
 - Without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms may be necessary.
3. Shut and lock all windows (tighter seal) and close exterior doors.
4. Turn off air conditioners, heaters, and fans.
5. Close vents to ventilation systems as you are able. (University staff will turn off the ventilation as quickly as possible.)
6. Make a list of the people with you and ask someone (House Staff, faculty, or other staff) to call the list in to UL Lafayette PD so they know where you are sheltering. If only students are present, one of the students should call in the list.
7. Turn on a radio or TV and listen for further instructions.
8. Make yourself comfortable.
9. Call the (337) 482-2222 line for updated information related to an Emergency Notification Alert message.

Campus Wide Evacuation

If you are directed to evacuate the entire campus, you should leave the main campus area and do not return until directed to do so. It is important to evacuate by foot, bicycle, and/or vehicle as soon as possible based on your individual circumstance. There will be traffic congestion and it is important to avoid major intersections and leave the outlying areas of the University community. The Division of Public Safety has a traffic evacuation plan that involves area law enforcement agencies; however, remember that the University would be the 17th largest city in the state if it were classified as a city. The mass evacuation of the campus will adversely impact traffic in the Lafayette area. You should decide on your own the appropriate method for leaving the campus depending on your location and your circumstances. Simply walking on foot may be the best option if traffic congestion is a concern. You can expect limited cell phone coverage during this type of incident. The University will continue to use its Emergency Notification System, social media, and the 482-2222 emergency line to disseminate information concerning the incident and the evacuation. In addition, during an emergency and when practical, local media coverage will be used to assist in the dissemination of information.

Residence hall students should stay tuned to the information sources for direction should a campus wide evacuation or partial evacuation of residence halls take place. The Housing Department will be involved in relocation housing in the event of a protracted incident.

Faculty and staff essential personnel will be directed by the Division of Public Safety to assist in the evacuation process and/or management of the incident where appropriate. There will typically be a designated staging area, to be determined and communicated, for essential personnel to be briefed on the situation and incident objectives.

Education Programs

The UL Lafayette Police Department provides various programs and systems designed to enhance the safety and well-being of the University community. Campus security and fire safety procedures are discussed at new student orientation and residence hall orientation at the beginning of each semester. The UL Lafayette PD, Environmental Health and Safety, Student Affairs, including Student Life and Conduct, Housing, Residence Hall staff, Student Health Services and Counseling and Testing participate in forums and programs in residence halls to address students and to explain University security, public safety, and fire safety measures and procedures at UL Lafayette. Members of the police department conduct crime prevention and general security and safety awareness presentations scheduled by the police department as well as when requested by various community groups, including students and employees of the University. During these presentations, the following information is typically provided: crime prevention tips, statistics on crime at UL Lafayette, fire safety information, information regarding security procedures and practices, including encouraging participants to be responsible for their own security/safety and for the security/safety for others on campus, such as bystander training. In addition, UL Lafayette PD sets up demonstrations with the Mobile Operations Center and crime prevention awareness displays at various locations throughout the year. This provides for one-on-one interaction to answer questions and enter into a dialogue concerning safety and security. New employee orientation includes the distribution of this very document. The UL Lafayette PD also periodically sponsors a women's self-defense class and will provide said class to any organization requesting.

During the 2014 year, UL Lafayette PD conducted 14 events and presentations and staffed crime prevention tables. UL Lafayette PD also participates in Student Affairs programs. The Student Affairs areas conducted 100 programs including information regarding alcohol education, fire safety, personal safety, and crime prevention for the UL Lafayette community. Environmental Health and Safety participated in and/or conducted 320 educational programs for students and employees. Presentation were conducted for Community Assistance (CAs), Student Orientation Staff (SOS), as well as several sections of University 100 on the following topics:

- Campus Security Authority
- Bystander Intervention
- Risk Reduction
- Run, Hide, Fight

Blue Light Emergency System

The UL Lafayette Police Department operates 51 emergency telephones installed at various locations throughout the campus. The Code Blue Stations are easily recognizable by a tall blue pole with a light at the top or attached to a building with the signature blue light located on top of the device. When the user pushes the easily accessible emergency button, the phone automatically dials the number and direct contact is made with the UL Lafayette Police Department. A blue strobe light is activated and an officer is dispatched to the location. The Code Blue System provides the opportunity for immediate contact with police officers. Our hope is that the system provides a feeling of security to all who walk the University campus.

Police Bike Patrol

UL Lafayette Police Department utilizes a Bike Patrol to supplement vehicle and foot patrol as part of its overall effort to make the campus safe. The Bike Patrol enables officers to cover more of an area and at the same time allows for quick response should the need arise. Officers are also better able to converse with students, faculty, and staff when utilizing bike patrol.

482-2TIP: Crime Stoppers Tips Line

The UL Lafayette Police Department operates an anonymous Crime Stoppers Tips Line to assist the department and the community in the prevention and solving of crime. Members of the community are encouraged to report any information regarding crimes that may or have occurred by dialing **482-2TIP or 2-2TIP** and follow the instructions given. All callers will remain anonymous.

On-Call Response Team

In addition to on-duty police officers, the University has an on-call response team consisting of the Vice President of Student Affairs, Dean of Students, Chief of Police, Student Affairs staff, Counseling and Testing staff, and additional police personnel. In most cases, this team can be assembled from initial contact. In cases of facility problems, there are standby personnel available for call-out by the UL Lafayette Police Department.

Escort Van Service

The Parking and Transit Department provides an evening on campus escort service using shuttles which are available 7 days a week to students, staff, faculty and visitors who request it by calling (337) 262-1740. Escorts are provided to and from campus within the main campus and campus south areas from 7 pm to 12 midnight weekdays and 12 noon to 12 midnight on weekends.

Self Defense Program

This program is offered to all members of the UL Lafayette Community. The program teaches basic self-defense skills and techniques. The programs assist participants in gaining confidence in their own abilities, as well as making them more aware of their surroundings.

Operation Safeguard

The UL Lafayette PD promotes Operation Safeguard program, engraving serial numbers or owner's recognized numbers on items of value, and makes engravers available upon request at no charge.

Physical Security Systems

The Division of Public Safety maintains a campus wide system that records over 480 cameras, controls over 100 access control points, and has separate burglar/intrusion alarms, duress alarms, and fire alarm systems.

Other areas of Education can be found on the UL Lafayette PD Website:

How to respond when an active shooter is in your vicinity

- [Information Guide \(PDF\)](#)

Information about the Jeanne Clery Act

<http://police.louisiana.edu/jeanne-clery-act>
<http://www2.ed.gov/admins/lead/safety/campus.html>

Reference Guide for Emergencies

- [UL Emergency Procedure Guide, Pt. 1 \(PDF\)](#)
 - [UL Emergency Procedure Guide, Pt. 2 \(PDF\)](#)
- See more at: <http://police.test.uclouisiana.edu/staying-safe/guides#sthash.N1uxd8g0.dpuf>

Additionally, video presentations on Recognizing and Preventing Violence on Campus, Intimate Partner Violence and Stalking- The Impact on the Workplace, and Safe Travel are presented.

See Something, Say Something Campaign



Courtesy Officer Program

The UL Lafayette PD and the Housing Department sponsor a Courtesy Officer Program whereby two commissioned police officers reside in Legacy Park- an on campus Apartment Complex. These officers provide a presence when off-duty, educational programs and lead a community awareness group, Legacy Watch.

Crime Statistics

The information below provides context for the crime statistics reported as part of compliance with the Clery Act.

The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the University community obtained from the following sources: the UL Lafayette Police Department, the request from Lafayette PD, Iberia SO, St. Martin SO, Acadia SO, and non-police officials (as defined below). For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported.

A written request for statistical information is made on an annual basis to all Campus Security Authorities (as defined by federal law) and to all University Deans, Directors, and Department Heads. Statistical information is requested and provided to UL Lafayette PD by the Student Health Center Director and Title IX Coordinator.

All statistics are gathered, compiled, and reported to the University via this report, entitled “Annual Security and Fire Safety Report” which is published by UL Lafayette PD. UL Lafayette PD submits the annual crime statistics published in this brochure to the Department of Education (ED). The statistical information gathered by the Department of Education is available to the public through the ED website.

UL Lafayette PD sends an email to every enrolled student and current employee on an annual basis. The email includes a brief summary of the contents of this report. The email also includes the address for the UL Lafayette PD website where the “Annual Security and Fire Safety Report” brochure can be found online (<http://police.louisiana.edu/jeanne-clery-act/annual-reports>) and a physical copy may be obtained by making a request to the UL Lafayette PD.

The statistics in this brochure are published in accordance with the standards and guidelines used by the FBI Uniform Crime Reporting Handbook and relevant federal law (the Clery Act).

The number of victims involved in a particular incident is indicated in the statistics column for the following crime classifications: Murder/Non-negligent Manslaughter, Forcible and Non-Forcible Sex Offenses, and Aggravated Assault. For example, if an aggravated assault occurs and there are three victims, this would be counted as three aggravated assaults in the crime statistics chart.

The number reflected in the statistics for the following crime categories includes one offense per distinct operation: Robbery, Burglary, Larceny, Vandalism, and Arson. For example, if five students are walking across campus together and they are robbed, this would count as one instance of robbery in the crime statistics chart.

In cases of Motor Vehicle Theft, each vehicle stolen is counted as a statistic.

In cases involving Liquor Law, Drug Law, and Illegal Weapons violations, each person who was arrested is indicated in the arrest statistics.

The statistics captured under the “Referred for Disciplinary Action” section for Liquor Law, Drug Law, and Illegal Weapons violations indicates the number of people referred to the Office of Student Life and Conduct for disciplinary action for violations of those specific laws. Being “found responsible” for a violation includes a referral that resulted in a student being charged by the Office of Student Life and Conduct and a record of the action being kept on file.

The statistics in the Hate Crime charts are separated by category of prejudice. The numbers for most of the specific crime categories are part of the overall statistics reported each year. The only exceptions to this are the addition of Simple Assault, Intimidation, and any other crime that involves bodily injury that is not already included in the required reporting categories. If a Hate Crime occurs where there is an incident involving Intimidation, Vandalism, Larceny, Simple Assault, or other bodily injury, the law requires that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of the compliance document. Note: A hate or bias related crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender’s bias. For example, a subject assaults a victim, this is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of his/her bias, against the victim’s race, sexual orientation, gender, religion, ethnicity, or disability, the assault is then also classified as a hate/bias crime.

Statistics for “Residential Facilities” are also counted in the “On Campus” crime category. The law requires institutions to break out the number of “On Campus” crimes that occur in residential facilities.

Statistics under the heading of “Referred for Disciplinary Action” include those individuals referred to the Office of Student Life and Conduct for disciplinary action. The numbers include incidents that are reported via UL Lafayette PD referrals and referrals provided directly to the Office of Student Life and Conduct from other members of the UL Lafayette community.

Annual Fire Safety Report

UL Lafayette PD & the UL Environmental Health And Safety Office publishes this safety report as part of its annual Clery Act Compliance document, which contains information with respect to fire safety practices and standards for UL Lafayette. This report includes statistics concerning the number of fires, the cause of each fire, the number of injuries and deaths related to a fire, and the value of the property damage caused by a fire, if applicable. The compliance document is available for review by making a request to the UL Lafayette PD (337-482-6447).

If a fire occurs in one of the UL Dorms, Apartments, or any Resident Hall, community members should immediately call the UL Lafayette Police Department at (337) 482-6447 or 911. Once the UL Lafayette PD is contacted, they will summon the fire department. If a member of the housing staff ever finds evidence of a fire in a trashcan, cigarette disposal container, recycling container, etc., they should not touch the container and should report the incident to the UL Lafayette PD immediately and wait for an officer’s response. The officer will document the incident prior to removing the container.

Fire alarms alert residents of potential hazards and are required to heed their warning and evacuate buildings immediately upon hearing a fire alarm in a facility. Use the nearest stairwell and/or exit to leave the building immediately. Do not use the elevator. Community Advisors should familiarize themselves with the exits in each building.

If a student is caught in the elevator, push the emergency phone button. The emergency phone will ring to the UL Lafayette PD communications, who will summon help.

Fire exits may be used only in cases of emergency. Residents should not exit or enter through any exits other than the designated primary entrance(s) to the building. Use of fire exits at any other time will result in disciplinary action.

All occupants of a building (residents and guests) must immediately evacuate the building when the fire alarms sound. Students should report immediately to the designated gathering location for the building and report to the Housing & Residence Life Staff on site. Upon arrival at the designated evacuation location, the residents must check in with the staff on site to confirm the resident’s presence and safety. Failure to immediately evacuate the building, gather in the designated location, and/or check in with staff on site will result in disciplinary action. The setting of false fire alarms and/or the improper and/or unauthorized use of fire safety equipment (fire extinguishers, smoke detectors, exit signs, etc.) compromises the safety of all residents and is prohibited. Burning any substance and/or setting fires in the housing areas, including lighting candles and/or igniting flyers, decorations, or other posted materials, is not permitted under any circumstances. Violations of fire safety regulations will result in disciplinary action. Evacuation Sites for the residents halls of UL Lafayette are as follows:

Rose Garden:

- Randolph & Bonin Hall evacuates to the inside courtyard (in the rear of Randolph Hall).
- Harris Hall evacuates to the front of Hamilton Hall.
- Coronna Hall evacuates to the front of Hamilton Hall.

Taft Street:

- Baker & Huger Halls evacuate to the parking lot of Hamilton (in the rear of Hamilton Hall).

Conference Center:

- Conference Center evacuates to the sidewalk across the street (along the side of Montgomery Hall).

Legacy Park:

- Center of the back parking lot for all buildings.

Cajun Village:

- Center of the back parking lot for all buildings.

UL Lafayette Fire Protection Systems

The residence halls on the UL Lafayette campus are equipped with automatic fire detection, suppression and alarm systems that are constantly monitored by Accel Fire Protection & Securities. Please refer to Table 1 of this document for more information about fire detection, notification and suppression systems in each residence hall.

Procedures for Students and Employees in the Event of a Fire:

Note: The information provided in this section supplements, but does not supersede, regulations set forth by the National Fire Protection Association (NFPA) and their Life Safety Code (NFPA 101). A complete copy of these codes is available in the Facility Management Department.

Chapter 4 of the NFPA Life Safety Codes designates all non-residence buildings on campus as “business occupancy” (see LSC 4-1.8). Residence halls, dormitories, and apartments are designated as “residential occupancy” (see LSC 4-1.6).

General Fire Safety: In case of a serious fire or smoke:

- If possible, pull the nearest fire alarm station.
- Leave the building immediately.
- Once evacuated, dial 911 from a nearby telephone.
- The proper evacuation routes are posted. If you cannot find this information, contact the EH&S office at 482-1840 or safetyman@louisiana.edu.
- The point of assembly after evacuation is also located on the Emergency Information Floor Plan.
- Keep all fire doors closed. Do not tamper with the self-closing systems on these doors, if they exist.

- Smoke only in designated areas. Use ashtrays when smoking (see section 8.5).
- Store flammables only in approved containers.

To prepare for an emergency before the fire alarm rings:

- Familiarize yourself with the closest exit and an alternate exit.
- Locate the fire extinguishers in the building. Know how to use a fire extinguisher. For use of a fire extinguisher, please visit the safety website, www.safety.louisiana.edu .
- Locate the fire alarm pull stations in the building.
- Know your Departmental or the Building Safety Coordinator (DSC). This person will act as the liaison with emergency personnel. Your building may have more than one DSC; make sure you know who you have to interact with.
- Know where the “Safe Haven” is for the building. The Safe Haven is an area designated by the DSC for all employees to meet outside the building. This area allows the DSC to determine that everyone is safely out of the building.
- The safe area for handicap persons inside the building (if multistory) is in the designated stairwell. Emergency personnel will rescue them from this area.
- If applicable, know where all stairs are located.

The fire alarm has just rung in the building. What do you do now?

- DO NOT ASSUME THAT THE RINGING ALARM IS A FALSE ALARM.
- Exit the building in an orderly manner.
- Exit the building via the closest route (unless you see fire or smoke).
- If you are the person discovering the smoke, on your way out of the building – pull the fire alarm (located at all exit doors).
- Do not use the elevators.
- Do not attempt to fight the fire.
- Upon exiting the building, go immediately to the “Safe Haven”. Make sure the Community Assistant knows that you are safely out of the building.
- Call University Police (337-482-6447) if no one has done so already or dial 911 from any university phone and it will connect you to University Police. (If you dial 911 from a cellular phone, let the dispatcher know you are calling from UL Lafayette Campus and they will transfer you to the UL Lafayette PD).
- Follow University Police instructions.

Plans for Future Improvements in Fire Safety

The University continues to assess and upgrade fire safety equipment as an ongoing process to ensure that all equipment meets National Fire Safety Standards. Future improvements will be made as needed as part of the ongoing assessment process. The University is investigating the replacement of Legacy Park communications conduit with Fiber Optic Technology. This cannot be done at this time due to incompatibility between the different panels.

Health and Safety Inspections

Health & Safety Inspections are conducted to ensure the health and safety of all residents. Health and Safety inspections are completed on a quarterly basis and residents are provided with at least 72 hours of advance notice via hall postings. Community Assistants and/or other authorized University personnel conduct these inspections and check for health and safety violations, general cleanliness, and maintenance needs. Residents in violation of University policies may be fined or sanctioned.

- Inspections of each apartment will be conducted and a copy of the evaluation will be left in the room/apartment.
- If conditions are found that are out of compliance or require attention, the resident(s) will be asked to make the necessary corrections within 72 hours for a second inspection.
- If the same or similar condition(s) exist during the second inspection, the resident(s) will face additional administrative action and fines.
- Repeated violations of health or safety standards may result in removal from the on campus community.

The H&S inspections are primarily designed to find and eliminate safety violations. The inspections include, but are not limited to, a visual examination of electrical cords, sprinkler heads, smoke detectors, fire extinguishers, fire evacuation floor plans in place, floor conditions and other life safety systems. These inspections are conducted quarterly by the Departmental Safety Coordinators and a full function test on these systems is conducted at minimum of once a year.

In addition, each room is examined for the presence of prohibited items (candles, non-surge protected extension cords, portable cooking appliances and the like) or prohibited activity (smoking, tampering with life safety equipment, etc.).

Fire Drills – Residence Halls

The purpose of a fire drill is to simulate a fire in a building whereby occupants of that building are evacuated. By doing this, these occupants can anticipate what will happen if a real fire occurs. This anticipation helps to minimize panic and confusion among the building occupants.

Fire Drill Guidelines:

- Fire Drills shall be conducted at all dormitories at least twice per year. Two drills will be scheduled during both the Fall and Spring semesters (one during the day and one at night).
- The Dean of Students shall coordinate the scheduling of these drills with the Environmental Health and Safety Director and the Assistant Safety Director.
- Students and other building occupants shall not be notified of the fire drill.
- At the time of the fire drill, the fire alarm shall be sounded throughout the building.
- Building personnel shall alert all residents to evacuate the building.
- The entire fire drill shall be documented using the FDR-9-01 form.

- Once completed, the deans of students shall review the fire drill and offer suggestions to housing employees.
- Records associated with the fire drill shall be kept on file with the Environmental Health and Safety Director and the Housing Director.

False Alarm Procedures:

- False alarms will be treated as fire drills and documented accordingly.
- False alarms will be documented using the FDR-9-0 form and simply treated as additional fire drills for the building.
- After a false alarm in a residence hall, an email message will be distributed to building residents, the next business day, informing them of the cause of the activation and reason of the evacuation.

The FDR-9-01 (Figure 1) form shall be used to document all scheduled fire drills and false alarms that result in the evacuation of the building. This document is available for download from the EH&S website at <http://www.safety.louisiana.edu/>. Housing administrators are responsible for ensuring this documentation. Hall directors shall assist in completing this documentation. Housing administrators shall send a copy of each FDR-9-01 form to the EH&S office. Assistance in completing the FDR-9-01 form can be obtained from the Assistant Safety Director at (337- 482-1840). The following page contains a blank copy of the FDR-9-01 form.

Fire Extinguisher Safety

The University utilizes 4 types of fire extinguishers for different hazards. These include:

- A -Common Combustibles (wood, paper, trash, cloth)
- B -Flammable Liquids (gasoline, natural gas, solvents carbon dioxide)
- C -Live Electrical Equipment (computers, fax machines)
- K -Cooking materials (cooking oils and fats) **wet chemical

The location of fire extinguishers is posted on the Emergency Information Floor Plan Maps for every building. If you cannot find this information, contact the EH&S office at (337-482-1840) or safetyman@louisiana.edu .

- Ensure that the proper type of fire extinguisher for a particular area is available and operable.
- As per Life Safety Code (LSC) 27-7.2, business and residential occupants shall be periodically instructed on how to properly use a portable fire extinguisher.
- Use the **PASS** guide when operating a fire extinguisher:
 - **P**ull the pin (or **P**ress the puncture lever)
 - **A**im the fire extinguisher toward the base of the fire
 - **S**queeze or press the handle
 - **S**weep, from side to side, at the base of the fire until it appears to be out.
- After using a fire extinguisher, always back away from the location of the fire.
- Departmental Safety Coordinators shall inspect portable fire extinguishers during their building safety inspections.
- A contracted external vendor shall certify fire extinguishers yearly.
- For replacing uncharged or discharged fire extinguishers, or to request additional fire extinguishers, please contact the Assistant Safety Director at 482-1840.

Fire Safety Tips

A door can be the first line of defense against the spread of smoke or fire from one area to another. Some doors such as fire doors in corridors or stairwells of residence halls are designed to stand up to fire longer than those of an individual room. It is important that these doors are CLOSED for them to work. Additionally, if a door has a device that automatically closes the door, it should not be propped open.

Sprinklers are very effective in preventing the spread of fire when operating correctly. Please DO NOT hang material from the piping.

Smoke detectors cannot do their job if they are disabled or covered by the occupant, which is a violation of University Policy.

The majority of fires that are caused by smoking material are the result of a cigarette being disposed of incorrectly. Smoking is NOT ALLOWED in any Residence Hall on campus.

Dormitory Safety Rules

Note: The following rules supplement, but do not supersede, guidelines in the handbook entitled Residence Hall Handbook... A guide to On-Campus Living.

- Possession, consumption, sale, manufacturer, or furnishing alcoholic beverages or any drug or drug paraphernalia in the residence hall or residence hall rooms is prohibited.
- The UL Lafayette Campus is a Drug-Free and Weapons-Free Zone (see sections 14 and 15).
- Students must familiarize themselves with the locations of all fire extinguishers and fire exits.
- In the event of a residence fire, residents should grab a towel and exit the building immediately.
- Smoking is permitted in designated areas only.
- Tampering with fire equipment or falsely activating fire alarms is prohibited in residence halls.
- Tampering with or disrupting the service of elevators is prohibited in residence halls.
- Students must follow the guidelines in section 8.33 with respect to electrical safety and room decorations.
- Every residence hall has designated areas for microwaves, and some contain kitchen areas. Residents are responsible for keeping the kitchen areas clean after each use.
- Cooking of any kind is not allowed in residence hall rooms. This includes the use of hot plates, coffee makers, toasters, toaster ovens, sandwich makers, and microwaves.
- Small space heaters are permitted in residence hall rooms provided they do not cause electrical circuit breakers to trip when in use.

Section 8.33 General Campus Electrical Safety

Note: The information provided in this section supplements, but does not supersede, regulations set forth by the National Electrical Code. A copy of this code is available in the Facility Management.

The following information pertains to electrical issues that apply to all campus employees and students.

- Do not attempt to repair an electrical circuit of any kind. To report broken circuits or any other electrical problem, call the Facility Management at 482-6440 or email at workorder@louisiana.edu.
- If an activity you are doing “trips” an electrical breaker, do not attempt to reset the breaker. Report this problem to the Facility Management at 482-6440 or email at workorder@louisiana.edu.
- Do not use an electrical receptacle or switch whose faceplate is missing or displays burn marks.
- Unplug and do not use any electrical device that emits a burnt odor.
- Do not use any device whose electrical cords are frayed or cut.
- Do not use receptacle splitters or other devices that are designed to allow multiple devices to be plugged into one receptacle. Power strips for computers are acceptable provided they are equipped with a circuit breaker or surge protection device. Only one power strip should be used in any wall receptacle – attaching multiple power strips in line with one another is unsafe and prohibited.
- Occasionally, florescent light fixtures will emit a burning smell. This is usually caused by a faulty ballast and is easily fixed. Turn off the light immediately and contact the Facility Management at 482-6440 or email at workorder@louisiana.edu.
- When not in use, turn off the lights in a room. Conserve energy wherever possible.

Extension Cords

- Extension cords may not be hung over sharp edges such as nails or bolts.
- Extension cords cannot cross aisles as this creates a tripping hazard.
- Extension cords cannot be used as a substitute for fixed or permanent wiring.
- Extension cords cannot be used inside walls, above ceilings, across floors in the path of walkways, or along doorways and windows.
- When using an extension cord, ensure that the cord wire size is adequate for the devices that are to be powered by that cord. If you are unsure about this, contact EH&S office at 482-5357.

Christmas and Other Electrical Decorations

- Use only approved cool bulb lighting strings.
- Ensure that lighting strings are operable and not missing bulbs **before** they are installed.
- Do not use lighting strings that are frayed, broken, or cut.
- Do not overload the building circuit with lighting strings. To accommodate multiple strings, do not use receptacle splitters. Power strips are acceptable provided they are equipped with a circuit breaker or surge protection device.
- Do not leave Christmas lights on unattended while they are illuminated.

- Illumination is not allowed on artificial trees made of metal. This is both a fire hazard and a shocking hazard.

Illegal Drugs & Weapons Policy

The entire campus is considered a “Drug Free Zone” and a “Gun Free Zone” as outlined in Title 40 Section 981.3 and Title 14 Section 95.2 of the Louisiana Revised Statutes.

The University does not condone the possession, use, and/or distribution of marijuana, LSD, or other hallucinogenic substances, narcotics, or drug paraphernalia by anyone. Any individual known to be in possession, using, or distributing such drugs is subject to University disciplinary action, arrest, imprisonment, or can be fined according to state law.

The University prohibits the use or possession of firearms while on campus. Anyone in violation is subject to disciplinary action and/or arrest according to state law.

Alcoholic Beverages

Drug & Alcohol Abuse Policy/Programs

The University of Louisiana at Lafayette seeks to encourage and sustain an academic environment that both respects individual freedom and promotes the health, safety, and welfare of all members of the community. In keeping with these objectives, the University has established a policy and guidelines governing the possession, sale, and consumption of alcoholic beverages on the University campus, and conforming to the laws of Louisiana. The University is committed to promoting the health and safety of its campus community through a program of alcohol education and the implementation of a relevant policy. A copy of this policy may be obtained by going to <http://counselingandtesting.louisiana.edu/content/slidde/alcohol-and-drugs/campus-alcohol-drug-policy>.

The University affirms its adherence to the following principles:

- The misuse and/or abuse of alcoholic beverages and related behavior, such as disorderly conduct, illness due to excessive consumption of alcohol, and destruction of property, pose a danger to an individual member of the University community and to the community at large.
- The promotion of alcoholic beverage consumption as the primary focus of on-or-off campus activities is inappropriate because it invites members of the University community to violate the University regulations and state law.
- Consumption of alcoholic beverages should only be by persons of legal age and by personal choice.
- Those that choose to consume alcoholic beverages should do so responsibly and in moderation.
- Consumption of alcoholic beverages should not be the main focus of an event or the only means of refreshment at an event.
- The responsibility for proper consumption of alcoholic beverages and for compliance with state law rests with each individual member of the University community.
- The University will contact by one and/or letter of underage students who violate the Alcohol Policy.
- The University does not condone the violations of laws proscribing possession, use, or sale of alcoholic beverages and possession, use, sale, manufacture, or distribution of illegal drugs. Members of the UL Lafayette community should know that violations of the laws concerning

illegal drugs may lead to disciplinary action, which may include eviction from residence halls, revocation of other privileges, or suspension or expulsion from the University. Disciplinary action may be taken in order to protect the interests of the University and the rights and safety of others.

Abuse of alcohol and drugs can have a dramatic impact on the professional, academic and family life. The University, therefore, encourages members of the community who may be experiencing difficulty with drugs or alcohol to contact the UL Lafayette Counseling and Testing Center at 220 Hebrard Blvd., OK Allen Hall-Saucier Wellness Center (337) 482-6480.

Sex Offenders Registry

In accordance to the “Campus Sex Crimes Prevention Act” of 2000, which amends the Jacob Wetterling Crimes against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, The University of Louisiana at Lafayette Police Department is providing a link to the Louisiana State Police Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. ***Any person who uses information contained in or accessed through the Louisiana State Police Sex Offender and Child Predator Registry Website to threaten, intimidate, or harass any individual, including registrants or family members, or who otherwise misuses this information, may be subject to criminal prosecution or civil liability.*** The Louisiana State Police is responsible for maintaining this registry. Follow the link below to access the Louisiana State Police website.

<http://www.lsp.org/socpr/default.html>

SEXUAL ASSAULT, DATING VIOLENCE, DOMESTIC VIOLENCE, AND STALKING.

The University of Louisiana at Lafayette (the “University”) does not tolerate *Prohibited Sexual Conduct*. The University is committed to creating and maintaining a campus environment in which all individuals are treated with respect and dignity and are free to participate in a lively exchange of ideas. Furthermore, the University is committed to fostering an environment in which all members of our campus community are safe, secure, and free from *Sexual Misconduct* of any form, including but not limited to *Sexual Assault, Dating Violence, Domestic Violence, and Stalking*. The University expects that all interpersonal relationships and interactions – especially those of an intimate nature – be grounded upon mutual respect, open communication, and clear consent. Each student has the right to learn and each employee has the right to work in an environment free of *Prohibited Sexual Conduct*.

All University community members are strongly encouraged to report incidents of Prohibited Sexual Conduct to the Title IX Coordinator, the Equal Employment Officer, the Office of the Dean of Students, or the University Police (“ULPD”). After normal business hours, individuals are encouraged to report incidents of Prohibited Sexual Conduct to the Office of the Dean of Students or the ULPD. As an alternative, as outlined below, an individual can also seek confidential assistance that does not involve notice to the University.

Upon receipt of a report by the Equal Employment Officer, the Office of the Dean of Students, or the ULPD, the recipient will notify the Title IX Coordinator. The Title IX Coordinator will conduct an Initial Assessment, considering the nature of the report, the safety of the parties and the campus community, Complainant’s expressed preference for resolution, and the necessity for any Interim Protective Measures.

Following the Initial Assessment, the Title IX Coordinator may: (1) take no further action (e.g., at Complainant’s request or where the conduct, on its face, would not rise to the level of a Policy violation); (2) pursue Voluntary Resolution; or (3) pursue Investigation to determine if disciplinary action is warranted. Each resolution process is guided by the same principles of fairness and respect for all parties. Resources are available for both Complainant and Respondent to provide support and guidance throughout the process.

A Complainant may explore all available options for resolution, including a report under the Policy and a report to law enforcement. The processes are not mutually exclusive; an individual can choose to pursue both a report under the Policy and a criminal investigation at the same time.

EMERGENCY LAW ENFORCEMENT, MEDICAL, AND CRISIS RESPONSE RESOURCES

All individuals are encouraged to seek the support of on and off campus resources, regardless of when or where the incident occurred. Trained professionals can provide guidance in making decisions, information about available resources and procedural options, and assistance to either party in the event that a report and/or resolution under the Policy is pursued.

As a first priority, the University encourages all individuals to report potential criminal conduct by calling 911 or by contacting the ULPD.

The University also encourages individuals to seek assistance from a medical provider or crisis response service immediately after an incident of Sexual Assault. This provides the opportunity to address physical well-being or health concerns, preserve any available evidence (see <http://counselingandtesting.louisiana.edu/sites/counseling/files/SEXUAL%20ASSAULT.pdf> for a quick reference on preservation of evidence), acquire preventative treatment for sexually transmitted diseases, and begin a timely investigative and remedial response. Emotional care, counseling, and crisis response are also available on and off campus.

The University participates in the Lafayette Parish Sexual Assault Response Team (SART), which allows it to quickly and effectively collaborate with local agencies in responding to reported cases of Sexual Assault. The University maintains a permanent liaison to serve on the SART and participates in all related discussions and trainings. SART works to improve service delivery and response to individuals who have experienced Sexual Assault, including

accompaniment in medical care, investigation, collection of forensic evidence, and related counseling. Individuals' use of these resources does not obligate them to pursue a disciplinary or criminal investigation; however, if they choose to do so, the resources provided by SART are designed to ease the process.

Furthermore, Sexual Assault Nurse Examiners (SANE) are specialized nurses who are trained in examining individuals who have experienced Sexual Assault in a sensitive manner that gathers and retains forensic evidence. If an individual uses SANE services s/he is under no obligation to file a report, but the evidence will be preserved should s/he choose to do so. Hearts of Hope maintains SANE nurses that respond to Lafayette Hospitals as well as St. Martin Hospital. Any survivor of sexual assault may request SANE services or to be connected to SART by calling the 24-hour Hearts of Hope hotline at 337-232-RAPE (7273).

The following is emergency law enforcement, medical, and crisis response contact information:

Law Enforcement	Medical Providers & Crisis Response
ULPD http://police.louisiana.edu/ 337-482-6447 Bittle Hall 210 Hebrard Blvd. Lafayette, LA 70504	University Counseling and Testing Center http://counselingandtesting.louisiana.edu/ 337-482-6480 O.K. Allen Hall, Saucier Wellness Center, 220 Hebrard Boulevard
Lafayette Police Department http://www.lafayettela.gov/PoliceDepartment/Pages/default.aspx 337-291-8600 900 E. University Ave. Lafayette, LA 70502	Office of Student Health Services http://studenthealth.louisiana.edu 337-482-1293 O.K. Allen Hall, Saucier Wellness Center, 220 Hebrard Boulevard
Lafayette Parish Sheriff's Office http://www.lafayettesheriff.com/ 337-232-9211 316 West Main St. Lafayette, LA 70501	Hearts of Hope http://www.theheartsofhope.org/ 337-232-RAPE (7273) Located in Lafayette, LA Hearts of Hope provides the survivor with advocacy, counseling, and accompaniment to all medical, forensic, and criminal investigations following an incident of sexual assault or abuse and other related incidents.

	<p>Faith House http://www.faithhouseacadiana.com 337-232-8954 800-411-1333 (24 hour crisis hotline)</p> <p>Faith House provides advocacy, counseling, medical and legal assistance, shelter, safety plans, and accompaniment at hearings for all survivors of interpersonal violence and their children.</p>
	<p>Lafayette General Medical Center www.lafayettegeneral.com 337-289-7991</p>
	<p>Our Lady of Lourdes Hospital www.lourdesrhc.com 337-470-2000</p>
	<p>Women’s & Children’s Hospital http://womens-childrens.com/ 337-521-9100</p>
	<p>The Regional Medical Center of Acadiana http://medicalcenterofacadiana.com/ 337-981-2949</p>

WHO TO REPORT TO

The University encourages individuals who have experienced Prohibited Sexual Conduct to talk about what happened so they can get the support they need and so the University can respond appropriately. This section identifies University employees who are authorized to receive reports, their roles, and their ability to maintain an individual’s confidentiality.

Responsible Employees

A Responsible Employee is a University employee who has the authority to redress sexual violence, who has the duty to report incidents of sexual violence or other student misconduct, or who a student could reasonably believe has this authority or duty. When an individual tells a Responsible Employee about an incident of sexual violence, the individual has the right to expect the University to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably. A Responsible Employee must report to the Title IX Coordinator all relevant details about the alleged Prohibited Sexual Conduct shared by the individual, including the names of the individual who allegedly experienced Prohibited Sexual Conduct and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident. To the extent possible, information

reported to a Responsible Employee will be shared only with people responsible for handling the University’s response to the report.

The following individuals are the University’s Responsible Employees:

- Title IX Coordinator’s staff
- Dean of Students and Assistant Deans of Students
- Dean of Student Life & Conduct and Assistant Deans of Student Life & Conduct
- EEO Officer and staff
- Provost
- Academic Deans
- ULPD

Other Mandatory Reporters

In addition to Responsible Employees, it is mandatory that all University employees (other than the Confidential Resources listed below) report Prohibited Sexual Conduct to the Title IX Coordinator, the individual’s supervisor, or another Responsible Employee.

Confidential Reporting Resources

Some individuals on and off the University are required to maintain near complete confidentiality. Talking to these individuals is sometimes called a privileged communication. The trained professionals designated below can provide counseling, information, and support in a confidential setting. These confidential resources will not share information about a patient/client (including whether that individual has received services) without the individual’s express, written permission unless there is a continuing threat of serious harm to the patient/client or to others or there is a legal obligation to reveal such information (e.g., suspected abuse or neglect of a minor).

Confidential resources may include clergy, medical/healthcare providers, and mental healthcare providers. Some confidential resources are listed below:

On Campus Confidential Resources	Off Campus Confidential Resources
University Counseling and Testing Center http://counselingandtesting.louisiana.edu/ 337-482-6480 O.K. Allen Hall, Saucier Wellness Center, 220 Hebrard Boulevard	Hearts of Hope http://www.theheartsofhope.org/ 337-232-RAPE (7273) Located in Lafayette, LA Hearts of Hope provides the survivor with advocacy, counseling, and accompaniment to all medical, forensic, and criminal investigations following an incident of sexual assault or abuse and other related incidents.

Office of Student Health Services http://studenthealth.louisiana.edu 337-482-1293 O.K. Allen Hall, Saucier Wellness Center, 220 Hebrard Boulevard	Faith House http://www.faithhouseacadiana.com 337-232-8954 800-411-1333 (24 hour crisis hotline) Faith House provides advocacy, counseling, medical and legal assistance, shelter, safety plans, and accompaniment at hearings for all survivors of interpersonal violence and their children.
	Lafayette General Medical Center www.lafayettegeneral.com 337-289-7991
	Our Lady of Lourdes Hospital www.lourdesrhc.com 337-470-2000
	Women’s & Children’s Hospital http://womens-childrens.com/ 337-521-9100
	The Regional Medical Center of Acadiana http://medicalcenterofacadiana.com/ 337-981-2949

Confidential Advisors

Pursuant to La. R.S. 17:3399.15, no later than the beginning of the 2016-2017 academic year, the University shall designate Confidential Advisors. Contact information for the Confidential Advisors will be provided at that time on the University’s website. Those individuals designated as Confidential Advisors shall complete online training developed by the Attorney General in collaboration with the Board of Regents.

The Confidential Advisor shall inform the Complainant of the following:

- Their rights under federal and state law, as well as University Policy;
- Reporting options and potential outcomes;
- Investigation and disciplinary/adjudication proceedings of the University and the criminal justice system;

- Potential accommodations; and
- Emergency response options.

The Confidential Advisor may liaise with the University on behalf of the Complainant, as appropriate. In addition, the Confidential Advisor may accompany the Complainant through various proceedings in the Investigation.

The Confidential Advisor shall not be obligated to report crimes to the institution or law enforcement in a way that identifies an alleged victim or an accused individual, unless otherwise required to do so by law.

HOW TO REPORT

The University encourages all individuals, whether a Complainant, witness, or third party, to promptly report Prohibited Sexual Conduct directly to the Title IX Coordinator, the EEO Officer, the Office of the Dean of Students, or ULPD. After normal business hours, individuals are encouraged to report incidents of Prohibited Sexual Conduct to the Office of the Dean of Students or the ULPD. The reporting options are the same whether the reporter is a Complainant, a witness, third party, or other individual.

The University recognizes that deciding whether to make a report and choosing how to proceed are personal decisions that may evolve over time. At the time a report is made, a Complainant does not have to decide whether to request any particular course of action. Through a coordinated effort, staff from the offices listed below provide support to assist each individual in making these important decisions, and consistent with the goal of safety for all community members, will make every effort to respect an individual's autonomy in making the determination as to how to proceed. Any individual can also make a report to external law enforcement agencies, including those listed below. If a report is made to the police, the University and the police may share information under certain circumstances.

Reporting (Not Anonymous)

On Campus Reporting Options for University Action under the Policy	Off Campus Reporting Options for External Law Enforcement Action
Title IX Coordinator 337-482-1394 309 Martin Hall 104 University Circle Lafayette, LA 70504	911
Equal Employment Officer 337-482-1394 309 Martin Hall 104 University Circle Lafayette, LA 70504	Lafayette Police Department http://www.lafayettela.gov/PoliceDepartment/Pages/default.aspx 337-291-8600 900 E. University Ave. Lafayette, LA 70502
Office of the Dean of Students http://studentaffairs.louisiana.edu/ Student Union, Room 168 620 McKinley Street Lafayette, LA 70504	Lafayette Parish Sheriff's Office http://www.lafayettesheriff.com/ 337-232-9211 316 West Main St. Lafayette, LA 70501
ULPD http://police.louisiana.edu/ 337-482-6447 Bittle Hall 210 Hebrard Blvd. Lafayette, LA 70504	

Anonymous Reporting

Any individual may make a report of *Prohibited Sexual Conduct* to the University without disclosing his or her name and without identifying *Respondent* or requesting any action. Depending on the level of information available about the incident or the individuals involved, the University's ability to respond to an anonymous report may be limited. Anonymous reporting can be made using the following link: www.louisiana.edu/ethicsreport.

These reports will be referred to the Title IX Coordinator.

Reporting Considerations: Timeliness and Location of Incident

All individuals, including a *Complainant*, witness, or third party, are encouraged to report *Prohibited Sexual Conduct* regardless of when or where it occurred, as soon as possible to maximize the ability to respond promptly and effectively. The University does not, however, limit the time frame for reporting. If *Respondent* is no longer a student at the time of the report, or if the conduct did not occur on campus, in the context of an education program or activity of the University, or have continuing adverse effects on campus or in an off-campus education program or activity, the University may not be able to fully investigate nor take disciplinary action against *Respondent*. In each instance, the University will still provide any fair and reasonable support and resources to a *Complainant* designed to end the *Prohibited Sexual Conduct*, prevent its recurrence, and address its effects. The Title IX Coordinator will also help a *Complainant* identify external reporting options.

Amnesty

Any individual, including a *Complainant*, witness, or third party, who makes a report will not be subject to disciplinary action by the University for his/her, personal consumption of alcohol or other drugs at or near the time of the incident.

Procedure For Resolution

Initial Assessment

When a report is made, the Title IX Coordinator will conduct an *Initial Assessment*. The *Initial Assessment* will determine whether the alleged conduct would present a potential violation of the Policy and whether further action is warranted based on the alleged conduct.

1. *Preliminary Meeting*

The first step of the *Initial Assessment* will usually be a preliminary meeting between *Complainant* and the Title IX Coordinator or designee to gather facts that will enable the Title IX Coordinator to:

- Assess the nature and circumstances of the allegation;
- Address any immediate concerns about the physical safety and emotional well-being of the *Complainant* and *Respondent*;
- If the conduct is criminal in nature, notify *Complainant* of the option to notify law enforcement;
- Provide *Complainant* with information about:

- On and off campus resources, including the availability of medical treatment to address any physical and mental health concerns, including counseling and support, and to preserve evidence, whether or not *Complainant* chooses to make an official report or participate in the institutional disciplinary or criminal process;
 - The available range of *Interim Protective Measures*; and
 - Procedural options, including *Voluntary Resolution*, *Investigation*, and *Appeal*.
- Discuss *Complainant's* expressed preference for manner of resolution and any barriers to proceeding;
 - Explain the University's policy prohibiting *Retaliation*;
 - Explain the role of the *Support Person* and *Advisor*;
 - Assess potential pattern evidence or other similar conduct; and

Requests for Confidentiality or No Formal Action

Where a *Complainant* requests that his/her name or other identifiable information not be shared with *Respondent* or that no formal action be taken, the Title IX Coordinator will balance this request against the following factors in reaching a determination whether the request can be honored:

- The nature and scope of the alleged conduct;
- The respective ages and roles of *Complainant* and *Respondent*;
- The risk posed to any individual or to the campus community;
- Whether there have been other reports of misconduct by *Respondent*;
- Whether the report reveals a pattern of misconduct at a given location or by a particular group;
- *Complainant's* wish to pursue disciplinary action;
- Whether the University possesses other means to obtain relevant evidence;
- Considerations of fundamental fairness and due process with respect to *Respondent* should the course of action include disciplinary action against *Respondent*; and
- The University's obligation to provide a safe and non-discriminatory environment.

Where possible based on the facts, circumstances, and the factors listed above, the Title IX Coordinator will seek action consistent with *Complainant's* expressed preference for manner of resolution, recognizing that the University must move forward with cases. The University's ability to fully investigate and respond to a report may be limited if *Complainant* requests that their name not be disclosed to *Respondent* or declines to participate in an *Investigation*.

Determination of Resolution Route

At the conclusion of the *Initial Assessment*, the Title IX Coordinator will determine the appropriate resolution route. Resolution may include: (1) no further action; (2) *Voluntary Resolution*; or (3) the initiation of an *Investigation* that may lead to disciplinary action.

Regardless of the manner of resolution, a *Respondent* may choose to accept responsibility at any stage in the process.

Nondisclosure

The University will not require a party to abide by a nondisclosure agreement, in writing or otherwise, that would prevent the re-disclosure of information related to the outcome of proceedings under this Policy.

Voluntary Resolution

Voluntary Resolution is a path designed to eliminate the conduct at issue, prevent its recurrence, and remedy its effects in a manner that meets the expressed preference of *Complainant* and the safety and welfare of the campus community. *Voluntary Resolution* does not involve an *Investigation* or disciplinary action against a *Respondent*, and is not appropriate for all forms of conduct under the Policy.

If a *Complainant* requests *Voluntary Resolution*, and the Title IX Coordinator concludes that *Voluntary Resolution* is appropriate based on the *Initial Assessment*, the Title IX Coordinator will take appropriate action designed to protect *Complainant's* access to employment, educational, and extracurricular opportunities and benefits at the University. A *Complainant* may request and decide to pursue *Voluntary Resolution* at any time. In those cases in which the *Voluntary Resolution* involves either notification to or participation by *Respondent*, it is *Respondent's* decision whether to accept *Voluntary Resolution*.

Voluntary Resolution may include: establishing *Interim Protective Measures*; conducting targeted or broad-based educational programming or training for relevant individuals or groups; providing increased monitoring, supervision, or security at locations or activities where the misconduct occurred; facilitating a meeting between *Respondent* and *Complainant* (in cases that do not involve *Sexual Assault*); and any other remedy that can be tailored to the involved individuals to achieve the goals of the Policy. In some forms of *Voluntary Resolution*, the remedies will focus on supporting *Complainant* with no participation or involvement by *Respondent*. In other forms of *Voluntary Resolution*, *Respondent* may agree to participate. Depending on the remedy employed, it may be possible for a *Complainant* to maintain anonymity.

Voluntary Resolution may also include the option to allow a *Respondent* to accept responsibility for misconduct and acknowledge harm to *Complainant* or to the University community.

As the title implies, participation in *Voluntary Resolution* is a choice, and either party can request to withdraw and pursue an *Investigation* at any time, including if *Voluntary Resolution* is unsuccessful. Similarly, a *Complainant* can request to end an *Investigation* and pursue *Voluntary Resolution* at any time. Either party may request *Interim Protective Measures* regardless of whether any particular course of action is sought.

Voluntary Resolution is not mediation. Mediation is never appropriate in *Sexual Misconduct* cases.

Investigation

Following the *Initial Assessment*, and in consultation with *Complainant*, the University will initiate a prompt, thorough, and impartial *Investigation* of conduct that is a potential violation of the Policy and is not being addressed through *Voluntary Resolution*. The Title IX Coordinator will designate an investigator(s) who has training and experience investigating allegations of *Prohibited Sexual Conduct*. The investigator will coordinate the gathering of information to make an *Investigative Finding* regarding whether the alleged conduct constitutes a violation of the Policy by a preponderance of the evidence. A preponderance of the evidence means that it is more likely than not that the conduct occurred.

Information gathered during the *Investigation* will be used to evaluate the appropriate course of action, provide for individual and campus safety, and identify the need for additional *Interim Protective Measures* and other remedies to eliminate the alleged conduct and to address its effects.

2. Time Frame for Resolution

Consistent with the goal to maximize educational opportunities and minimize the disruptive nature of the *Investigation* and resolution, the Title IX Coordinator seeks to resolve all reports within one academic semester, depending on when the report is received. In general, an *Investigation* will typically last up to sixty (60) days, from the date the Title IX Coordinator determines there is sufficient information to determine if the allegation raises a potential violation of this Policy and that *Investigation* is the appropriate route for Resolution. This time frame does not include *Appeals*. The Title IX Coordinator may set reasonable time frames for required actions under the Policy.

Time frames may be extended for good cause to ensure the integrity and completeness of the *Investigation*, comply with a request by external law enforcement, accommodate the availability of witnesses, *Complainant*, or *Respondent*, account for University breaks, or address other legitimate issues, including the complexity of the *Investigation* and the severity and extent of the alleged conduct. *Complainant* and *Respondent* will be given periodic status updates throughout the process. Best efforts will be made to complete the process in a timely manner by balancing principles of thoroughness and fundamental fairness with promptness.

Investigative Process

After the Title IX Coordinator initiates an *Investigation*, the investigator will notify *Complainant* and *Respondent* of the *Investigation*, which constitutes a formal charge. The notification will include a summary of the allegation or conduct at issue, the range of potential violations under the Policy, and the range of potential sanctions. Once the notification has been made to *Complainant* and *Respondent*, the *Investigation* phase begins.

Upon notification, or at any stage in the process, *Respondent* may choose to accept responsibility for the Policy violation. Even if *Respondent* accepts responsibility for the Policy violation, the investigator may continue the *Investigation* as necessary to determine appropriate sanction(s).

The investigator will also inform *Complainant* and *Respondent* that they have the ability to challenge the investigator on the basis of an actual conflict of interest, bias, or lack of impartiality. Any such challenge must be submitted in writing to the Title IX Coordinator within three (3) business days of the notification. The challenge must clearly state the grounds to support a claim of bias, conflict of interest, or an inability to be fair and impartial. Failure to timely object eliminates the possibility of any later appeal or objection based on the assertion that the investigator had a conflict of interest, was biased, or lacked impartiality.

The Title IX Coordinator will oversee the *Investigation* by the investigator. The *Investigation* is designed to provide a fair and reliable gathering of the facts by a trained and impartial investigator. All individuals, including *Complainant*, *Respondent*, and any third party witnesses, will be treated with appropriate sensitivity and respect throughout the *Investigation*. The *Investigation* will safeguard the privacy of the individuals involved in a manner consistent with federal law and University policy.

During the *Investigation*, *Complainant* and *Respondent* will have an equal opportunity to be heard, to submit information, and to identify witnesses who may have relevant information. The investigator will speak separately with *Complainant*, *Respondent*, and other individuals willing to participate and who have relevant information. As part of the *Investigation*, the investigator may gather or receive information that is relevant to the determination of an appropriate sanction or remedy, including information about the impact of the alleged incident on *Complainant* and *Respondent*. The investigator will gather any available physical or documentary evidence, including prior statements by *Complainant*, *Respondent*, or witnesses, any communications between the *Complainant* and *Respondent*, email messages, social media messages, text messages, and other records as appropriate and available. In the event *Respondent* declines to participate in proceedings or withdraws from the University, the *Investigation* and *Appeal* may proceed without *Respondent*.

A *Respondent* that withdraws from the University prior to a finding will not be eligible to return to the University until the proceedings under the Policy have been finally concluded.

If a *Respondent* accused of *Sexual Misconduct* seeks to transfer to another institution during an *Investigation*, the University shall withhold the *Respondent's* transcript until such *Investigation*

or adjudication is complete and a final decision has been made. The University shall inform the *Respondent* of the University's obligation to withhold the transcript during the *Investigation*.

At any meeting or proceeding related to the resolution of an allegation under the Policy, *Complainant* or *Respondent* may have a *Support Person* and/or an *Advisor* present. The *Support Person* and/or *Advisor* may not be otherwise a party or witness involved in the *Investigation* or proceedings. A party's inclusion of a *Support Person* or *Advisor* is at the sole initiative and expense of the party.

Once chosen by a *Complainant* or *Respondent* to serve as an *Advisor*, at the discretion of the Title IX Coordinator or investigator, the *Advisor* may be required to meet with the Title IX Coordinator in advance of any attendance of any activity related to the *Investigation* to understand the expectations of the role, privacy considerations, and appropriate decorum.

The University, its officials, Title IX Coordinator, and investigator will at all times only communicate directly with *Complainant* and *Respondent* even if he/she authorizes the *Advisor* to receive information on his/her behalf. It is the party's responsibility to communicate and share information with his/her *Advisor*.

Where the University is made aware that there is a concurrent criminal investigation, the Title IX Coordinator will coordinate with law enforcement so that any University processes do not interfere with the integrity or the timing of the law enforcement investigation. At the request of law enforcement, the University may agree to defer the fact-finding portion of its *Investigation* until after the initial stages of a criminal investigation. The Title IX Coordinator will nevertheless communicate with *Complainant* and *Respondent* regarding resources and accommodations, procedural options, anticipated timing, and the implementation of any necessary *Interim Protective Measures* for the safety and well-being of all affected individuals.

All community members, including students, faculty, and staff, are expected to cooperate with the Title IX Coordinator and investigator in the *Investigation*, as well as any *Appeal*, to assure fairness and procedural due process. The Title IX Coordinator may request the appearance of persons from the University community who can provide relevant evidence. Both a *Complainant* and a *Respondent* may decline to participate in proceedings under the Policy.

Relevance and Special Considerations

The investigator has the discretion to determine the relevance of any witness or other evidence to the finding of responsibility, and may exclude information in preparing the *Investigation* Report if the information is irrelevant, immaterial, or more prejudicial than informative.

The investigator may also exclude statements of personal opinion by witnesses and statements as to general reputation for any character trait, including honesty. The investigator will not exclude direct observations or reasonable inferences drawn from the facts.

Character Evidence

Character evidence is information that does not directly relate to the facts at issue, but instead, reflects upon the reputation, personality, qualities, or habits of an individual. In general,

information regarding the character of *Complainant*, *Respondent*, or any witness is not relevant to the determination of whether there is a Policy violation.

Prior Sexual History

Questioning about *Complainant's* sexual history with anyone other than *Respondent* should not be permitted. Further, the University recognizes that the mere fact of a current or previous *Consensual* dating or sexual relationship between *Complainant* and *Respondent* does not itself imply *Consent* or preclude a finding of a violation of the Policy.

Consultation of Other Administrative Units

In reaching these determinations, the investigator will consult with other administrative units with information relevant to the *Investigation*. The investigator may also seek information from the Office of Student Life and Conduct and the Dean of Students' Office regarding prior disciplinary history and ULPD regarding prior criminal history.

Consolidation of Reports

At the discretion of the University, multiple reports may be consolidated in one *Investigation* if the information related to each incident would be relevant and probative in reaching a determination on the other incident. This includes, but is not limited to, matters where the evidence of the other conduct is inextricably intertwined with *Prohibited Sexual Conduct* under the Policy. Matters may also be consolidated where they involve multiple *Complainants*, multiple *Respondents*, or related conduct involving the same parties that would otherwise have been heard under the Student Code of Conduct (provided that it does not delay the prompt resolution of determinations of violations of this Policy).

Review of Draft *Investigation* Report

At the conclusion of the *Investigation*, the investigator will prepare a written report that summarizes the information gathered, synthesizes the areas of agreement and disagreement between *Complainant* and *Respondent* with any supporting information or accounts, and includes an *Investigative Finding* regarding whether a Policy violation occurred. However, at the discretion of the investigator and based on the circumstances, before the report is finalized *Complainant* and *Respondent* may be given the opportunity to review a draft *Investigation* Report, which will not include the *Investigative Finding*, and may be presented in redacted format. *Complainant* and *Respondent* will not receive an electronic or written copy, nor may they photograph or copy the draft *Investigation* Report.

If allowed to view the draft *Investigation* Report, *Complainant* and *Respondent* may submit any additional comment or information to the investigator within five (5) business days of the date of the notice of the opportunity to review the draft *Investigation* Report. This is the final opportunity for *Complainant* and *Respondent* to identify any additional information or witnesses prior to an *Investigative Finding*.

In the absence of good cause, information discoverable through the exercise of due diligence that is not provided to the investigator either at this juncture or prior to the conclusion of the *Investigation* will not be considered by the investigator or *Appeal Panel*.

Investigative Finding

Upon the conclusion of the Investigation the investigator will make an Investigative Finding, by a preponderance of the evidence, regarding whether a Policy violation occurred.

Sanctions

In keeping with the University's commitment to foster an environment that is safe, inclusive, and free of *Prohibited Sexual Conduct*, the Policy provides the Title IX Coordinator with wide latitude in the imposition of sanctions tailored to the facts and circumstances of each violation of the Policy, the impact of the *Prohibited Sexual Conduct* on *Complainant* and surrounding community, and accountability for *Respondent*. The imposition of sanctions is designed to eliminate *Prohibited Sexual Conduct*, prevent its recurrence, and remedy its effects, while supporting the University's educational mission and federal and state obligations. Sanctions may include educational, restorative, rehabilitative, and punitive components, including suspension or expulsion.

The Title IX Coordinator, in concert with the investigator, is responsible for determining the appropriate sanction(s).

In determining appropriate sanction(s), the following factors shall be considered:

- The nature and violence of the conduct at issue;
- The impact of the conduct on *Complainant*;
- The impact or implications of the conduct on the University community;
- Prior misconduct by *Respondent*, including *Respondent's* relevant prior discipline history, both at the University or elsewhere, including criminal convictions;
- Whether *Respondent* has accepted responsibility for the conduct;
- Maintenance of a safe and respectful environment conducive to learning; and
- Any other mitigating, aggravating, or compelling circumstances to reach a just and appropriate resolution in each case.

Restorative outcomes may also be considered that, taking into account the safety of the University community as a whole, allow *Respondent* to develop insight about his/her responsibility for the behavior, learn about the impact of the behavior on *Complainant* and the community, and identify how to prevent or change the behavior.

Sanctions may be imposed individually or in combination. The list of possible sanctions can be found in Section 14 of the Student Code of Conduct.

Furthermore, if the *Respondent* is found responsible for sexually-oriented criminal offenses upon the completion of such *Investigation* and/or adjudication and seeks to transfer to another institution, the University is required to communicate such a violation, when the University becomes aware of the Respondent's attempt to transfer, with the institution(s) to which the *Respondent* seeks to transfer or has transferred.

Remedies

The Title IX Coordinator may identify short and long-term or permanent remedies to address the effects of the conduct on *Complainant* and ensure there are no barriers to *Complainant's* ability to benefit from the University's employment or educational opportunities. Such remedies should seek to restore to *Complainant*, to the extent possible, all benefits and opportunities lost as a result of the *Prohibited Sexual Conduct*. The Title IX Coordinator will also identify remedies to address the effects of the conduct on the University community, such as conducting targeted or broad-based educational programming or training for relevant individuals or groups; providing increased monitoring, supervision, or security at locations or activities where the misconduct occurred; and any other remedy that can be tailored to the campus community to achieve the goals of the Policy.

The Title IX Coordinator will consider the appropriateness of remedies, including Protective Measures, on an ongoing basis to assure the safety and well-being of the parties throughout the process. Long-term remedies may include extending or making permanent any *Interim Protective Measures* or implementing additional measures tailored to achieve the goals of the Policy. Many of the remedies and supports that a *Complainant* might need after a finding of a Policy violation will have already been provided as *Interim Protective Measures*. The Title IX Coordinator will, in all cases, consider whether there is a need for additional remedies. Additional remedies or supports may be included in the sanctions, such as reassignment or removal of *Respondent* from a class or a dormitory.

Notification of Investigative Finding, Sanctions, and Remedies

Both *Complainant* and *Respondent* will be notified of the *Investigative Finding* in writing concurrently. *Complainant* will also be notified of any individual remedies offered or provided to *Complainant* or any sanctions imposed on *Respondent* that directly relate to *Complainant*. *Respondent* will be notified of any sanctions imposed, but will not be notified of the individual remedies offered or provided to *Complainant*. These notifications will also include information on the *Appeal* process.

Investigation Outcome Conference

Upon notification to *Complainant* and *Respondent* of the *Investigative Finding*, and where appropriate, recommended sanction(s) and/or remedy(ies), each party will have the opportunity to meet, separately, with the Title IX Coordinator. The Title IX Coordinator will share the *Investigative Finding* and, as applicable, the recommended sanction(s) with *Complainant* and *Respondent* and the remedy(ies) with *Complainant*. During the *Investigation Outcome*

Conference, *Complainant* and *Respondent* will each have an opportunity to review the *Investigation* Report, which may be redacted. *Complainant* and *Respondent* will not, however, receive an electronic or written copy, nor may they photograph or copy the *Investigation* Report.

After an *Investigative Finding*, both *Complainant* and *Respondent* may:

- Accept both the *Investigative Finding* and recommended sanction(s);
- Accept the *Investigative Finding*, but request an *Appeal* on the recommended sanction(s); or,
- Request an *Appeal* on the *Investigative Finding* and recommended sanction(s).

If either party requests an *Appeal*, the matter will be referred to an *Appeal Panel* to determine whether a Policy violation was committed and/or if the appropriate sanction(s) were issued.

Complainant and *Respondent* must communicate their chosen course of action to the Title IX Coordinator in writing (e.g., email, facsimile, letter) within five (5) business days of notification of the *Investigative Finding*.

At the conclusion of the *Investigation* Outcome Conference, one of the following will occur:

Where both *Complainant* and *Respondent* agree to the *Investigative Finding* and any recommended sanction(s), or where neither party requests an *Appeal*, the *Investigative Finding* and any sanction(s) will become final. The finality of the *Investigative Finding* and any sanction(s), which is not subject to further appeal or review, will be communicated to *Complainant* and *Respondent*, in writing concurrently. Concerning the finality of sanctions, *Complainant* will only be notified of any sanctions imposed on *Respondent* that directly relate to *Complainant*.

If either party challenges the *Investigative Finding* and/or sanction(s), the Title IX Coordinator will issue a Notice of *Appeal* to *Complainant* and *Respondent* and forward the report for *Appeal* procedures by the *Appeal Panel*. The Title IX Coordinator shall have sole discretion to determine whether any sanctions or remedies are put on hold pending the *Appeal* outcome.

Appeal

Scope of Appeal

The scope of review by the *Appeal Panel* is determined by what *Complainant* and/or *Respondent* have *Appealed*. The parties may *Appeal* the *Investigative Finding* and/or the sanction(s). If the *Investigative Finding* is *Appealed*, the scope of the *Appeal* includes review of the factual findings, *Investigative Finding*, and any sanction(s). If only the sanctions are appealed, the scope of the *Appeal* includes review of appropriate sanctions based on the factual findings and *Investigative Finding*.

Support Person and Advisor

In order for a *Support Person* or an *Advisor* to participate in an *Appeal Hearing*, *Complainant* or *Respondent* must complete and submit an informational form to the Appeal Chair no later than five (5) business days prior to the *Appeal Hearing*. If required by the Appeal Chair, the *Support Person* or *Advisor* must also meet with the Appeal Chair in advance of participation in any activity related to any *Appeal Hearing* to understand the expectations of the role, privacy considerations, and appropriate decorum. Neither the *Support Person* nor the *Advisor* can be a fact witness or provide testimony in the proceedings.

The University, its officials, Title IX Coordinator, investigator, and *Appeal Panel* will at all times only communicate directly with *Complainant* and *Respondent* even if *Complainant* or *Respondent* authorizes the *Advisor* to receive information on his/her behalf. It is the party's responsibility to communicate and share information with his/her *Advisor*.

When scheduling an *Appeal Hearing* before the *Appeal Panel* in which a party has notified the University that an *Advisor* plans to attend, the University will make reasonable efforts to accommodate the *Advisor's* schedule, while balancing the University's commitment to a prompt and equitable process. The University will prioritize the availability of the parties, witnesses, and *Appeal Panel* members assigned to the matter when determining the date and time for the *Appeal Hearing*.

A party's *Support Person* and/or *Advisor* may not delay, disrupt, or otherwise interfere with the *Appeal* procedures. An *Advisor* may be present at *Appeal* meetings or related proceedings, but may not speak or participate.

Appeal Panel

Upon receipt of a Notice of Appeal Hearing, an *Appeal Panel* will be appointed by the President or the President's designee to review all relevant information gathered in the *Investigation*. An *Appeal Panel* is comprised of three (3) individuals, selected from a diverse pool of trained individuals. Any individual designated by the University to serve on an *Appeal Panel* must have sufficient training or experience to serve in this capacity. A University student may not serve as a panelist. An *Appeal Panel* member must decline to participate if he/she has an actual conflict of interest, bias, or lack of impartiality. The Appeal Chair may also dismiss an *Appeal Panel* member on the same or other relevant grounds.

An Appeal Chair will conduct and preside over the *Appeal Hearings*. The Appeal Chair is not a voting member of any *Appeal Panel*, but is available to provide consistency in process, informed understanding of Policy definitions, and guidance as to available sanctions; the Appeal Chair will also draft the *Appeal Panel* findings.

The Appeal Chair will notify *Complainant* and *Respondent* who the members of the *Appeal Panel* are prior to the Pre-*Appeal Hearing* Meeting.

Pre-Appeal Hearing Meeting

As a first step, the Appeal Chair will meet separately with the investigator, *Complainant*, and *Respondent* to resolve pre-*Appeal Hearing* concerns. At these pre-*Appeal Hearing* meetings, *Complainant* and *Respondent* will each have the opportunity to identify the witnesses (who have already been identified to or interviewed by the investigator during the *Investigation*) they wish to call at the *Appeal Hearing*; raise any challenge to the composition of the *Appeal Panel* based on bias, conflict of interest, or lack of impartiality; and identify any evolving or newly discovered information that has been obtained that was not previously available during the *Investigation* process through the exercise of due diligence, which would substantially affect the *Investigative Finding* or and/or sanction(s) imposed. *Complainant* and *Respondent* will also have the opportunity to address questions about the *Appeal* process. If not participating in the *Appeal Hearing*, *Complainant* is not required to attend this meeting.

Complainant and *Respondent* have the ability to challenge an *Appeal Panel* member on the basis of an actual conflict of interest, bias, or lack of impartiality. The request must be submitted in writing or raised no later than the date of the pre-*Appeal Hearing* meeting and must clearly state the grounds to support a claim of bias, conflict of interest, or an inability to be fair and impartial. Failure to object by the date of the pre-*Appeal Hearing* meeting eliminates the possibility of appealing the *Appeal Hearing* Outcome based on the assertion that a member of the *Appeal Panel* had a conflict of interest, was biased, or lacked impartiality.

Appeal Hearing Procedures

The *Appeal Hearing* will take place in a closed session. The factual findings, *Investigative Finding*, and any sanctions are presumed to be correct. The party appealing the *Investigative Finding* and/or sanctions has the burden of demonstrating that the *Investigative Finding* and/or sanctions were incorrect. At the *Appeal Hearing*, the investigator will present the evidence supporting the findings and the evidence supporting it. The party appealing will be responsible for presenting evidence showing that the factual findings, *Investigative Finding*, and/or sanction(s) imposed were incorrect.

In reaching its decision, the *Appeal Panel* will solicit information from the investigator, *Complainant*, *Respondent*, and/or any witnesses as appropriate to ensure a full assessment of the relevant facts. This information shall be provided in the presence of *Complainant* and *Respondent*, unless he/she waives his/her right to participate.

Upon request, *Complainant*, *Respondent*, or witness may participate by telephone or video conference or may request that a visual barrier be placed to limit the individual's exposure to other *Appeal Hearing* participants.

Questions directed to *Complainant*, *Respondent*, the investigator, and any witnesses will be made through the Appeal Chair. *Complainant* and *Respondent* may submit questions to the Appeal Chair, who will screen them for relevance. In all instances, the Appeal Chair may require measures to assure the integrity of the process.

In making its determination, the *Appeal Panel* may not consider any information that was not presented during the *Appeal Hearing*. The *Appeal Panel's* determination must be reached by a majority vote. The *Appeal Panel* will make a determination of whether there were any errors in

the factual findings, *Investigative Finding*, and/or sanction(s) imposed. Based on the information presented, the *Appeal Panel* may:

- Affirm, alter, or reverse the factual findings; and/or
- Affirm, alter, or reverse the *Investigative Finding*; and/or
- Affirm, alter, or reverse the sanction(s) imposed.

Imposition of Sanctions

The *Appeal Panel* may impose sanctions individually or in combination in the manner described in Section V(D)(5)(a) of these Procedures. The list of possible sanctions can be found in Section 14 of the Student Code of Conduct.

Notice of Appeal Finding

Complainant and *Respondent* will be notified of the *Appeal Finding* in writing concurrently.

The notification of *Appeal Finding* will include, where applicable, the finding by the *Appeal Panel* as to whether a Policy violation occurred, the rationale for the result, and a brief summary of the evidence on which the decision is based, as appropriate. Where there is a finding of a Policy violation, *Complainant* will also be notified of any sanctions imposed on *Respondent* that directly relate to *Complainant*. *Respondent* will be notified of any sanctions imposed, the date by which the requirements must be satisfied (if applicable), and the consequences of failure to satisfy the requirements.

Appeal to the University of Louisiana System

See University of Louisiana System Board Bylaws and Rules, Part Two, Chapter II, Students, Section XIX, Student Conduct and Appeal Procedures for information on what issues may be appealed to the University of Louisiana System. (http://ulsystem.edu/assets/docs/searchable/boards/Chpt_2_XIX_Student_Conduct_Appeal_Procedures.pdf)

Post-Resolution Follow Up

After a sanction or remedy is issued, the Title IX Coordinator may periodically contact *Complainant* to ensure the *Prohibited Sexual Conduct* has ended and to determine if additional remedies are necessary and may contact *Respondent* or others to assure compliance with any sanctions that have been imposed. *Complainant* may decline future contact. Any violation by a *Respondent* of a sanction or protective measure imposed under the Policy or a failure by a University employee to provide a specified remedy should be reported to the Title IX Coordinator.

Complainant and *Respondent* are encouraged to provide the Title IX Coordinator with feedback about their experience with the process and recommendations regarding ways to improve the effectiveness of the University's implementation of the Policy.

Documentary Records of Student Discipline

Records documenting disciplinary actions brought against students for violation of the Policy shall be maintained by appropriate offices, including the Title IX Coordinator's office and the Division of Student Affairs, as part of a student disciplinary record separate from the transcript. At the conclusion of the *Appeal Hearing*, the official record of the *Appeal Hearing* will be turned over to the Title IX Coordinator's office.

DEFINITIONS

Where starred (*), the terms listed herein are defined as stated in the Louisiana Board of Regents' Uniform Policy on Sexual Misconduct.

- ✦ **Advisor**: is any individual who provides *Complainant* or *Respondent* support, guidance, or advice.
- ✦ **Appeal**: is the process by which *Complainant* or *Respondent* may challenge the *Investigative Finding* and/or sanction(s).
- ✦ **Appeal Hearing**: is a component of the *Appeal* process in which the *Appeal Panel* considers evidence and makes a determination of whether a Policy violation occurred, and if so, what sanction(s) should be imposed.
- ✦ **Appeal Panel**: is the group of individuals appointed by the President to make determinations of whether a Policy violation occurred, and if so, what sanction(s) should be imposed based on evidence presented during an *Appeal Hearing*.
- ✦ **Complainant**: is the person alleged to have been affected by *Prohibited Sexual Conduct* in violation of the Policy.
- ✦ **Coercion***: is the use of express or implied threats, *Intimidation*, or physical force which places an individual in fear of immediate harm or physical injury or causes a person to engage in unwelcome sexual activity. *Coercion* also includes administering a drug, intoxicant, or similar substance with the intent to impair that person's ability to *Consent* prior to engaging in sexual activity.
- ✦ **Consent***: *Consent* to engage in sexual activity must exist from beginning to end of each instance of sexual activity. *Consent* is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage in a specific sexual activity. Silence alone, without actions evidencing permission, does not demonstrate *Consent*. *Consent* must be knowing and voluntary. To give *Consent*, a person must be of legal age. Assent does not constitute *Consent* if obtained through *Coercion* or from an individual whom the Alleged Offender [here, *Respondent*] knows or reasonably should know is *Incapacitated*. The responsibility of obtaining *Consent* rests with the person initiating sexual activity. Use of alcohol or drugs does not diminish one's responsibility to obtain *Consent*. *Consent* to engage in sexual activity may be withdrawn by any person at any time. Once withdrawal of *Consent* has been expressed, the sexual activity must cease. *Consent* is automatically withdrawn by a person who is no longer capable of

giving *Consent*. A current or previous consensual dating or sexual relationship between the Parties does not itself imply *Consent* or preclude a finding of responsibility.

Note: *Consent* is a voluntary agreement to engage in sexual activity. *Consent* to engage in sexual activity with one person does not imply *Consent* to engage in sexual activity with another. *Coercion*, force, or threat of either invalidates *Consent*.

✿ **Dating Violence***: is

- a. **Dating Violence definition in Clery Act**: Violence, including but not limited to sexual or physical abuse or the threat of such abuse, committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Alleged Victim [here, *Complainant*]. The existence of such a relationship will be determined based on a consideration of the length and type of relationship and the frequency of interaction.
- b. **Dating Violence definition in Louisiana law**: “*Dating Violence*” includes but is not limited to physical or sexual abuse and any offense against the person as defined in the Criminal Code of Louisiana, except negligent injury and defamation, committed by one dating partner against the other. La. RS § 46.2151(C). For purposes of this Section, “dating partner” means any person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - 1) The length of the relationship.
 - 2) The type of relationship.
 - 3) The frequency of interaction between the persons involved in the relationship.

✿ **Domestic Abuse***: is

- a. **Domestic abuse definition in Louisiana law**: Includes but is not limited to physical or sexual abuse and any offense against the person as defined in the Criminal Code of Louisiana, except negligent injury and defamation, committed by one family or household member against another. La. RS 46:2132(3).

✿ **Domestic Violence***: is

- a. **Domestic Violence definition in Clery Act**: Violence, including but not limited to sexual or physical abuse or the threat of such abuse, committed by a current or former spouse or intimate partner or any other person from whom the Alleged Victim [here, *Complainant*] is protected under federal or Louisiana law. Felony or misdemeanor crime of violence committed:

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the *Domestic or Family Violence* laws of the jurisdiction in which the crime of violence occurred; or
- By any other person against an adult or youth victim who is protected from that person's acts under the *Domestic or Family Violence* laws of the jurisdiction in which the crime of violence occurred

✿ **Family Violence***: is

Family violence definition in Louisiana law: means any assault, battery, or other physical abuse which occurs between family or household members, who reside together or who formerly resided together. La. RS § 46.2121.1(2).

✿ **Hostile Environment Caused by Sexual Harassment**: includes any situation in which there is harassing conduct that is sufficiently severe, pervasive, or objectively offensive such that it alters the conditions of employment or limits, interferes with, or denies educational benefits or opportunities. A *Hostile Environment* can be created by a one-time act that is severe (i.e., a *Sexual Assault*), or it can be created by repeated acts of less severity (i.e., harassing comments made over a period of time).

Examples of a *Hostile Environment Caused by Sexual Harassment* include, but are not limited to:

1. Posting pictures of pornography;
2. Consistently telling sexual jokes or stories where it can be overheard by others;
3. Making sexually suggestive remarks about people within ear shot of others;
4. Persisting in unwanted sexual attention; and
5. Using derogatory terms with a sexual connotation.

✿ **Incapacitation*/Incapacitated**: An individual is considered to be *Incapacitated* if, by reason of mental or physical condition, the individual is manifestly unable to make a knowing and deliberate choice to engage in sexual activity. Being drunk or intoxicated can lead to *Incapacitation*; however, someone who is drunk or intoxicated is not necessarily *Incapacitated*, as *Incapacitation* is a state beyond drunkenness or intoxication. Individuals who are asleep, unresponsive or unconscious are *Incapacitated*.

Other indicators that an individual may be *Incapacitated* include, but are not limited to, inability to communicate coherently, inability to dress/undress without assistance, inability to walk without assistance, slurred speech, loss of coordination, vomiting, or inability to perform other physical or cognitive tasks without assistance.

✿ **Initial Assessment**: is, after a report or complaint of *Prohibited Sexual Conduct*, the initial determination made by the Title IX Coordinator of whether the alleged conduct would present a potential violation of the Policy and whether further action is warranted based on the alleged conduct.

✿ **Interim Protective Measures**: are temporary actions taken by the University to ensure equal access to its education programs and activities and foster a more stable and safe environment during the process of reporting, *Investigation*, and/or *Adjudication*.

Sample *Interim Protective Measures* include, but are not limited to:

1. Access to counseling services and assistance in setting up initial appointments, both on and off campus
2. Imposition of a campus “No-Contact Order”
3. Rescheduling of exams and assignments
4. Providing alternative course completion options
5. Change in class schedule, including the ability to drop a course without penalty or to transfer sections
6. Change in work schedule or job assignment
7. Change in student’s campus housing
8. Assistance from University support staff in completing housing relocation
9. Limiting access to certain University facilities or activities pending resolution of the matter
10. Voluntary leave of absence
11. Options for changing campus transportation arrangements

✿ **Intimidation**: is to place another person in reasonable fear of harm through the use of threatening words and/or other conduct.

- ✦ **Investigation**: is an impartial ascertaining of the facts related to the allegations of *Prohibited Sexual Conduct*, including interview of the parties and witnesses, as well as gathering available documents and other evidence. The *Investigation* is conducted by an investigator appointed by the Title IX Coordinator.
- ✦ **Investigative Finding**: is a formal judgment rendered on whether a Policy violation has occurred, based on the *Investigation*.
- ✦ **Prohibited Sexual Conduct**: is *Sexual Misconduct* or *Sexual Behavior Between Individuals in Certain Roles*, which is prohibited by this Policy.
- ✦ **Respondent**: is the person alleged to have engaged in *Prohibited Sexual Conduct* in violation of the Policy.
- ✦ **Responsible Employee***: Each institution must designate and publish the names and contact information for easily accessible institution employees as *Responsible Employees* who have the authority to take action to redress sexual violence and have been given the duty of reporting incidents of sexual violence or any other misconduct by students to the Title IX Coordinator or other appropriate school designee. However, an institutional decision to make all institution employees mandatory reporters of suspected or known *Sexual Harassment* or *Sexual Misconduct* to the Title IX Coordinator or other appropriate school designee does not render all institutional employees to be *Responsible Employees*. Employees who are authorized or required by law to keep information confidential by virtue of the employee's professional role such as Counseling Staff or similar shall not be designated as mandated reporters of *Sexual Harassment* or as *Responsible Employees*.
- ✦ **Retaliation*/Retaliatory**: Acts or attempted acts for the purpose of interfering with any report, *Investigation*, or proceeding under this Policy, or as retribution or revenge against anyone who has reported *Sexual Misconduct* or Relationship Violence [or *Prohibited Sexual Conduct*] or who has participated (or is expected to participate) in any manner in an *Investigation*, or proceeding under this Policy. Prohibited *Retaliatory* acts include, but are not limited to, *Intimidation*, threats, *Coercion*, or discrimination. Title IX prohibits *Retaliation*. For purposes of this Policy, an attempt requires a substantial step towards committing a violation.
- ✦ **Sexual Assault***: is:
 - b. **Sexual Assault as defined by the Clery Act**: an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's UCR program.
 - c. **Sexual Assault as defined by Louisiana State Law**:
 - i. **Non-Consensual Sexual Intercourse**: Having or attempting to have sexual intercourse, cunnilingus, or fellatio without *Consent*. Sexual intercourse is defined as anal or vaginal penetration by a penis, tongue, finger, or inanimate object.

- ii. **Non-Consensual Sexual Contact**: Any intentional sexual touching, or attempted sexual touching, without *Consent*.

✦ **Sexual Behavior Between Individuals in Certain Roles**: Sexual advances, acts, or contact, whether *Consensual* or not, involving individuals where, by virtue of roles or position in the University, one individual is in a position of direct academic or supervisory authority with respect to the other are prohibited. These roles include, but are not limited to, the following examples:

- a. A faculty member and any student in his or her class;
- b. A faculty member and any undergraduate major in his or her department;
- c. A faculty member and any graduate student in a departmental program;
- d. A graduate assistant who has teaching or other classroom duties and all students in the class or classes that he or she teaches or assists; a departmental, college, or University administrator and any member of the faculty in his/her chain of command;
- e. A laboratory supervisor and those using or working in his/her lab;
- f. A supervisor of civil service employees and his/her employee; or
- g. A department head and a staff member of his/her chain of command.

✦ **Sexual Exploitation***: An act attempted or committed by a person for sexual gratification, financial gain, or other advancement through the abuse or exploitation of another person's sexuality. Examples of *Sexual Exploitation* include, but are not limited to, non-consensual observation of individuals who are undressed or engaging in sexual acts, non-consensual audio- or videotaping of sexual activity, prostituting another person, allowing others to observe a personal consensual sexual act without the knowledge or *Consent* of all involved parties, and knowingly exposing an individual to a sexually transmitted infection without that individual's knowledge.

✦ **Sexual Harassment***: Unwelcome conduct of a sexual nature when i) submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or education; ii) submission to or rejection of such conduct by a person is used as the basis for a decision affecting that person's employment or education; or iii) such conduct has the purpose or effect of unreasonably interfering with a person's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment, and has no legitimate relationship to the subject matter of a course or academic research. *Sexual Harassment* also includes non-*Sexual Harassment* or discrimination of a person because of the person's sex and/or gender, including harassment based on the person's nonconformity with gender stereotypes. For purposes of this Policy, the various forms of prohibited *Sexual Harassment* are referred to as "*Sexual Misconduct*."

✦ **Sexual Misconduct***: is a sexual act or contact of a sexual nature that occurs, regardless of personal relationship, without the *Consent* of the other person(s), or that occurs when the person(s) is unable to give *Consent* or whose *Consent* is coerced or obtained in a fraudulent manner. For the purpose of this Policy, *Sexual Misconduct* includes, but is not limited to, *Sexual Assault*, *Sexual Abuse*, violence of a sexual nature, *Sexual Harassment*, *Non-Consensual Sexual Intercourse*, *Sexual Exploitation*, video voyeurism, contact of a sexual nature with an object, or the obtaining, posting or disclosure of intimate descriptions, photos, or videos without the express *Consent* [of] the persons depicted therein, as well as *Dating Violence*, *Domestic Violence* and *Stalking*.

✦ **Stalking***: is:

- a. **Stalking as defined by Clery Act**: Intentional and repeated following OR harassing that would cause a reasonable person to feel alarmed OR that would cause a reasonable person to suffer emotional distress OR 2. Intentional and repeated uninvited presence at another person's: home, work place, school, or any other place which would cause a reasonable person to be alarmed OR would cause a reasonable person to suffer emotional distress as a result of verbal or behaviorally implied threats of death, bodily injury, *Sexual Assault*, kidnapping or any other statutory criminal act to the victim OR any member of the victim's family OR any person with whom the victim is acquainted 34 CFR 668.46(a)(ii)
- b. **Stalking as defined by Louisiana state law**: *Stalking* is the intentional and repeated following or harassing of another person that would cause a reasonable person to feel alarmed or to suffer emotional distress. *Stalking* shall include but not be limited to the intentional and repeated uninvited presence of the perpetrator at another person's home, workplace, school, or any place which would cause a reasonable person to be alarmed, or to suffer emotional distress as a result of verbal or behaviorally implied threats of death, bodily injury, *Sexual Assault*, kidnapping, or any other statutory criminal act to himself or any member of his family or any person with whom he is acquainted. La. RS § 14:40.2(A) "Harassing" means the repeated pattern of verbal communications or nonverbal behavior without invitation which includes but is not limited to making telephone calls, transmitting electronic mail, sending messages via a third party, or sending letters or pictures. "Pattern of conduct" means a series of acts over a period of time, however short, evidencing an intent to inflict a continuity of emotional distress upon the person. Constitutionally protected activity is not included within the meaning of pattern of conduct. La. RS § 14:40.2(C)

✦ **Support Person**: is someone who can provide emotional, logistical, or other kinds of assistance to a *Complainant* or *Respondent*. The *Support Person* is a non-participant who is present to assist a *Complainant* or *Respondent* by taking notes, providing emotional support and reassurance, organizing documentation, or consulting directly with the party in a way that does not disrupt or delay any proceeding.

✦ **Voluntary Resolution**: is an outcome of a report or complaint willingly agreed to by *Complainant*. It is a path designed to eliminate the conduct at issue, prevent its

recurrence, and remedy its effects in a manner that meets the expressed preferences of *Complainant* and the safety and welfare of the campus community. If *Voluntary Resolution* involves either notification to or participation by *Respondent*, it is *Respondent's* decision whether to accept *Voluntary Resolu*

Policy on Missing Persons

If a member of the University community has reason to believe that a student who resides in on-campus housing is missing, he or she should **immediately notify UL Lafayette Police Department at (337) 482-6447**. UL Lafayette Police Department will generate a missing person report and initiate an investigation.

In addition to registering a general emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by the University in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, the University will notify that individual no later than 24 hours after the student is determined to be missing. A student who wishes to identify a confidential contact can do so through the UL Lafayette Housing web site. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation.

After investigating a missing person report, should the UL Lafayette Police Department determine that the student has been missing for 24 hours, the UL Lafayette Police Department will notify the student's emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, the University will notify the student's parent or legal guardian immediately after the UL Lafayette Police Department has determined that the student has been missing for 24 hours. Additionally, UL Lafayette PD will notify all local law enforcement agencies of the missing person as a part of the investigation within 24 hours.

Campus Crime Statistics

2012 through 2014

University of Louisiana at Lafayette



Crimes reported to the UL Lafayette Police Department Main Campus

Crimes/Location	2012 Campus Stats	2012 Local Police Department Statistics for the area around UL Campus	2013 Campus Stats	2013 Local Police Department Statistics for the area around UL Campus	2014 Campus Stats	2014 Local Police Department Statistics for the area around UL Campus
Murder & non-negligent manslaughter	1	* N/A	0	* N/A	0	* N/A
Campus (including residence halls)	0		0		0	
Residence Halls	0		0		0	
Non-Campus	1		0		0	
Public Property	0		0		0	
Cade Farm	0		0		0	
New Iberia Research Center	0		0		0	
Hate Crimes	0		0		0	
Negligent manslaughter	0	* N/A	0	* N/A	0	* N/A
Campus (including residence halls)	0		0		0	
Residence Halls	0		0		0	
Non-Campus	0		0		0	
Public Property	0		0		0	
Cade Farm	0		0		0	
New Iberia Research Center	0		0		0	
Hate Crimes	0		0		0	
Rape (includes forcible and non-forcible sex offenses)	2	* N/A	0	* N/A	1	* N/A
Campus (including residence halls)	2		0		1	
Residence Halls	1		0		1	
Non-Campus	0		0		0	
Public Property	0		0		0	
Cade Farm	0		0		0	
New Iberia Research Center	0		0		0	
Hate Crimes	0		0		0	
Robbery	6	* N/A	4	* N/A	2	* N/A
Campus (including residence halls)	5		4		2	
Residence Halls	1		1		0	
Non-Campus	0		0		0	
Public Property	1		0		0	
Cade Farm	0		0		0	
New Iberia Research Center	0		0		0	
Hate Crimes	0		0		0	
Aggravated Assault	4	* N/A	7	* N/A	7	* N/A
Campus (including residence halls)	2		7		7	
Residence Halls	2		2		2	
Non-Campus	1		0		0	
Public Property	1		0		0	
Cade Farm	0		0		0	
New Iberia Research Center	0		0		0	
Hate Crimes	0		0		0	

Crimes/Location	2012 Campus Stats	2012 Local Police Department Statistics for the area around UL Campus	2013 Campus Stats	2013 Local Police Department Statistics for the area around UL Campus	2014 Campus Stats	2014 Local Police Department Statistics for the area around UL Campus
Burglary	36	* N/A	18	* N/A	26	* N/A
Campus (including residence halls)	32		17		26	
Residence Halls	24		10		18	
Non-Campus	4		1		0	
Public Property	0		0		0	
Cade Farm	0		0		0	
New Iberia Research Center	0		0		0	
Hate Crimes	0		0		0	
Motor Vehicle Theft	2	* N/A	5	* N/A	4	* N/A
Campus (including residence halls)	2		5		4	
Residence Halls	0		1		0	
Non-Campus	0		0		0	
Public Property	0		0		0	
Cade Farm	0		0		0	
New Iberia Research Center	0		0		0	
Hate Crimes	0		0		0	
Arson	0	* N/A	0	* N/A	0	* N/A
Campus (including residence halls)	0		0		0	
Resident Halls	0		0		0	
Non-Campus	0		0		0	
Public Property	0		0		0	
Cade Farm	0		0		0	
New Iberia Research Center	0		0		0	
Hate Crimes	0		0		0	
Arrests for:						* N/A
Liquor Law Violations	9	*N/A	12	*N/A	8	
Campus (including residence halls)	3		12		8	
Residence Halls	0		0		2	
Non-Campus	6		0		0	
Public Property	0		0		0	
Cade Farm	0		0		0	
New Iberia Research Center	0		0		0	
Drug Law Violations	37	*N/A	16	*N/A	17	* N/A
Campus (including residence halls)	24		14		17	
Residence Halls	10		12		13	
Non-Campus	9		1		0	
Public Property	4		1		0	
Cade Farm	0		0		0	
New Iberia Research Center	0		0		0	
Weapons Possession Violations	4	*N/A	1	*N/A	0	
Campus (including residence halls)	2		1		0	
Residence Halls	0		1		0	
Non-Campus	1		0		0	
Public Property	1		0		0	
Cade Farm	0		0		0	
New Iberia Research Center	0		0		0	

Crimes/Location	2012 Campus Stats	2012 Local Police Department Statistics for the area around UL Campus	2013 Campus Stats	2013 Local Police Department Statistics for the area around UL Campus	2014 Campus Stats	2014 Local Police Department Statistics for the area around UL Campus
Referrals for:						
Liquor Law Violations	47	*N/A	78	*N/A	67	*N/A
Campus (including residence halls)	39		75		67	
Residence Halls	37		59		65	
Non-Campus	4		0		0	
Public Property	4		3		0	
Cade Farm	0		0		0	
New Iberia Research Center	0		0		0	
Drug Law Violations	49	*N/A	40	*N/A	24	*N/A
Campus (including residence halls)	40		29		24	
Residence Halls	28		17		20	
Non-Campus	5		11		0	
Public Property	4		0		0	
Cade Farm	0		0		0	
New Iberia Research Center	0		0		0	
Weapons Possession Violations	6	*N/A	0	*N/A	0	*N/A
Campus (including residence halls)	6		0		0	
Residence Halls	6		0		0	
Non-Campus	0		0		0	
Public Property	0		0		0	
Cade Farm	0		0		0	
New Iberia Research Center	0		0		0	
VAWA Offenses- Domestic violence	*N/A	*N/A	*N/A	*N/A	1	*N/A
Campus (including residence halls)					1	
Residence Halls					0	
Non-Campus					0	
Public Property					0	
Cade Farm					0	
New Iberia Research Center					0	
VAWA Offenses- Dating Violence	*N/A	*N/A	*N/A	*N/A	0	
Campus (including residence halls)					0	
Residence Halls					0	
Non-Campus					0	
Public Property					0	
Cade Farm					0	
New Iberia Research Center					0	
VAWA Offenses- Stalking	*N/A	*N/A	*N/A	*N/A	3	
Campus (including residence halls)					1	
Residence Halls					0	
Non-Campus					2	
Public Property					0	
Cade Farm					0	
New Iberia Research Center					0	
UNFOUNDED	*N/A	*N/A	*N/A	*N/A	4	*N/A

***Local Police Department Statistics Not Available.** We cannot determine if the statistics we obtained from local and/or state law enforcement agencies are for our Clery geography.

- Non-Campus refers to University property not contiguous to the main campus. Campus South to include, Cajun Field (football, baseball, basketball, softball, track and athletic complexes), Bourgeois Hall, Blackham Coliseum, Horse Farm, Horticulture

Center, Poultry Farm, National Wetlands Research Center, and the University Research Park. Cade Farm and New Iberia Research Center are considered satellite facilities and are listed separately.

- N/A refers to information that was not applicable or was not provided.

Fires - On-campus Student Housing Facilities

Name of Facility	Address	2014 Number of Fires	Fire-related Injury/ Death
Legacy Park	210 Girard Prk Cir,	0	0
Conference Center	110 Rex St.	0	0
Harris Hall	520 McKinley	0	0
Bonin Hall	410 E University	1	0
Cajun Village	200 E Lewis	0	0
Coronna Hall	211 Hebrard Blvd	0	0
Hugher Hall	610 Tulane	0	0
Baker Hall	600 W. Taft	1	0

Name of Facility	Address	2013 Number of Fires	Fire-related Injury/ Death
Legacy Park	210 Girard Prk Cir,	0	0
Conference Center	110 Rex St.	0	0
Harris Hall	520 McKinley	0	0
Bonin Hall	410 E University	0	0
Cajun Village	200 E Lewis	0	0
Coronna Hall	211 Hebrard Blvd	0	0
Hugher Hall	610 Tulane	0	0
Baker Hall	600 W. Taft	0	0

Name of Facility	Address	2012 Number of Fires	Fire-related Injury/ Death
Legacy Park	210 Girard Prk Cir,	0	0
Conference Center	110 Rex St.	0	0
Harris Hall	520 McKinley	0	0
Bonin Hall	410 E University	0	0
Cajun Village	200 E Lewis	0	0
Coronna Hall	211 Hebrard Blvd	0	0
Hugher Hall	610 Tulane	0	0
Baker Hall	600 W. Taft	0	0