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1. Clery (Campus Security) Act


Northwestern State University is dedicated to providing a safe, secure and crime-free environment for students, faculty, staff and visitors to the Shreveport Campus. Realizing the diversity of the campus and the variety of activities occurring, it is essential that all individuals and departments are involved in campus safety and security. This information can help keep you and others safe at Northwestern. University Police and Monuments Security Corporation provides protection for the Shreveport Campus. Their desk contact number is 318-677-3006.

Enforcement Authority

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

Monuments Security provides on-site security for the campus. Monuments Security does not provide POST Certified Peace Officers as such their duties are to open and close the nursing complex, contact University Police when necessary, call local Police and Fire Departments when necessary supply the University with incident reports as necessary. They also make rounds of campus buildings and campus parking lots, and issue parking citations.

Officer Training

Each officer must successfully complete the Louisiana Commission on Law Enforcement Peace Officer Standards and Training Course, an intensive twelve week course, taught by an accredited basic training academy. Officers receive additional in-service and specialized training in a variety of subjects to ensure competency in law enforcement, security, and safety areas.

Enforcement Responsibilities

University Police Officers are responsible for the full range of law enforcement services. These include, but are not limited to, responding to an investigation of incidents and offenses, medical emergencies, fires, bomb threats, auto accidents, violations of state liquor, controlled substances, and weapons laws and other on campus emergencies. The vehicle identification number and serial number of other items reported stolen from the campus are reported through the National Crime Information Center.

Working Relationship with Local Law Enforcement Agencies

The University Police Department enjoys an excellent working relationship with the Natchitoches Police Department, Natchitoches Parish Sheriff’s Office, Shreveport Police Department, Caddo Parish Sheriff’s Department, as well as Troop G, Louisiana State Police. Whenever an incident occurs that exceeds the capabilities of the University Police Department to investigate, personnel and other resources are provided by these law enforcement agencies.

Local Police Liaison

The University Police Department maintains liaison with the Shreveport Police Department to ensure the monitoring and recording of criminal activity which may involve students on and off campus functions. The Shreveport Campus has a close working relationship with the Shreveport Police Department and the Caddo Sheriff’s Office.
Reporting Crimes on Campus
Students, faculty, staff members, and visitors are strongly encouraged to report criminal activity or potential criminal action and any other emergency by calling the Shreveport Police Department at 318-673-7300 or by dialing 911. The Designated Individuals of the Shreveport Campus will write incident reports of crimes, incidents, accidents, and thefts and fax them to the NSU Police Department. A daily crime/incident log will be maintained on each campus and communicated to the NSU Police Department. In the event an individual prefers to report a criminal offense to someone other than the University Police, he/she has the option of reporting the situation to the Director of Student Services, 100 Student Union, telephone 318-357-6703, or to the Vice President for Student Affairs, Student Union, telephone 318-357-5286. An employee also has the option of reporting a criminal act to his/her supervisor or the appropriate division Vice President.

Policy/Procedure Regarding Victims or Witnesses Reporting Crimes on a Voluntary, Confidential Basis
Anyone may anonymously report a crime to the NSU University Police Department by calling 318-357-5431. All requests for confidentiality are honored by the University Police Department.

Policy/Procedure for Encouraging Pastoral and Professional Counselors to Inform the Person They are Counseling of Voluntary, Confidential Procedures to Report Crimes
At the beginning of the Fall semester, the Chief of the University Police Department, will forward a letter to the Director, University Counseling Center, and to the Directors of the Baptist Collegiate Center, Catholic Student Center, Episcopal Student Center, Foundation of Wesley Westminster, and Presbyterian Student Center informing them that anyone they may be counseling as a result of a crime may on a voluntary, confidential basis report the crime to the University Police Department and how they may do so.

2. TIMELY WARNINGS
As required under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 USC 1092 (f), this policy is to clarify Northwestern State University’s policy related to the requirement for timely warning of crimes that represent a continuing threat to the campus.

Campus Safety/Crime Warnings
In a manner that is timely and will aid in the prevention of similar crimes, NSU University Police or the Vice President of University Affairs will issue warnings to the campus community on violent crimes against a person, a substantial crime against property or an emergency situation on campus that represents a serious or ongoing threat to the campus community. Campus warnings can heighten safety awareness and may also seek information that may lead to the arrest and conviction of the offender when violent crimes against persons or substantial crimes against property have been reported.

Emergency Notification
Federal Law requires universities to “immediately notify the campus community without delay upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus, unless issuing a notification will compromise efforts to contain the emergency”. The Northwestern State University Environmental Health & Safety Officer or Provost is responsible for sending out Notifications on Weather Related Issues. After conferring with University Vice Presidents and the President of the University of the Upcoming Weather Event the Provost will send out an alert based on the findings of the group and information provided by the NOAA, The Weather Channel and Local News Affiliates. If they are unavailable the Northwestern State University Police Department will issue the warning.

The Northwestern State University (NSU) Police Department will be responsible for issuing Criminal Acts timely warnings and emergency notification in compliance with the student Right-to-Know and Campus Security Act, (the Jeanne Clery Act), 20 U.S.C. § 1092(f) et seq. The Dean of the college of Nursing or the Campus Safety Officer will make the decision of whether to issue a timely campus safety/crime warning or emergency notification on a case-by-case basis considering the facts surrounding a crime, including factors such as the nature of the crime, the
continuing danger to the campus community and the possible risk of compromising law enforcement efforts. Information for timely warnings and emergency notifications may also come from other law enforcement agencies. Criminal Acts for which a timely warning may be appropriate include, but are not limited to:

- Criminal Homicide (including murder, non-negligent manslaughter and negligent manslaughter);
- Sex Offenses
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Hate Crimes and
- Any other crime or situation which warrants such notification

Depending on the particular circumstance of the incident, timely warnings and emergency notifications may be distributed by any one or more of the following:

1. The NSU Purple Alert text messaging system or recorded messages to other phones or devices
2. E-mail
3. News Releases
4. Posting an alert on the NSU home page and/or other sites where information will likely reach the campus community

Anyone with information warranting a timely campus safety/crime warning or emergency notification should report the circumstances to the NSU Police Department, by calling 318-357-5431, or in person at the University Police Department, located in the Infirmary building at 315 Caspari Street.

Campus Evacuation Procedure

Building Evacuation: Follow the instructions of University Police, and/or University Incident Commander, and/or all other Emergency Response Personnel. Northwestern tests the emergency response and evacuation procedures on an annual basis.

1. Close the door as you leave, if you are the last one out of an area.
2. Use the CLOSEST ACCESSIBLE stairwell for evacuation.
   - Be alert for and careful of other people when using the stairwells.
   - Report to First Responders the location of any disabled person you noticed that was unable to descend the stairs.
   - When you reach the ground floor, exit the building and stand at least 200 feet from the building. Meet in a place designated by your Supervisor or Instructor.
   - All stairwells and lighted exit signs at NSU are equipped with emergency lighting systems and will remain lit for several hours in the event of a power failure. A delay of several seconds may occur before the emergency lights come on.
   - Once you have exited the building—DO NOT RE-ENTER THE BUILDING. This is the most dangerous aspect of the evacuation—people going back into the building.
3. Keep moving down the stairs at an even pace.
4. Use the handrails, to prevent falling down the stairs.
5. Once outside, wait at least 200 feet from the building.
6. Keep all entrances/exits clear to facilitate access by emergency personnel.
   - When the “All Clear” is given, you will be allowed back into the building.

DO NOT:
- Smoke.
- Use elevators. – If the emergency is such that an elevator may be used, the disabled will have first and only priority.
• Return to the building for coats, purses, book bags, etc.
• Run or create panic.
• Return to the building until given an “All Clear” by the primary agency conducting the evacuation.

Evacuation of Persons with Disabilities  
(Always consult with the disabled person regarding how to best assist them.)
If you have students, faculty, or staff in your area who are disabled, pre-assign and train emergency help for disabled co-workers before an emergency occurs. Be aware that faculty, staff and students with "hidden" disabilities (arthritis, cardiac conditions, and back problems, learning disabilities) may also need individual assistance. Use the following list to train both helpers and disabled persons. Consider adopting a "buddy system" naming who is responsible for whom.

To Assist Visually Impaired Persons:
• Announce the type of emergency.
• Offer your arm for guidance.
• Tell the person where you are going, obstacles you encounter.
• When you reach safety, ask if further help is needed.

To Alert People with Hearing Problems:
• Turn lights on/off to gain the person’s attention, or
• Indicate directions with gestures, or
• Write a note with evacuation directions

To Evacuate People Using Crutches, Canes, or Walkers:
• Evacuate these individuals as injured persons.
• Assist and accompany to evacuation site if possible, or
• Use a sturdy chair (or one with wheels) to move the person, or
• Help carry individual.

To Evacuate Wheelchair Users:
• Non-ambulatory persons’ needs and preferences vary. Individuals at ground floor locations may exit without help. Others have minimal ability to move. Remember, lifting may be dangerous to you or them.
• Some non-ambulatory persons have respiratory complications. Remove them from smoke and vapors immediately. Wheelchair users with electrical respirators should get priority assistance.
• Most wheelchairs are too heavy to take down stairs. Consult with the person to determine best carry options and reunite the person with the chair as soon as it is safe to do so.

Emergency Fire Evacuation Procedures

Immediate Action
• Upon discovering a fire, CALL THE FIRE DEPARTMENT BEFORE DOING ANYTHING ELSE: 318-352-2121 OR 911. Never assume someone else has already called.
• While escaping from a fire, close as many doors as you can in order to prevent the spread; however, do not endanger yourself by doing so.
• Crouch and keep low. Smoke rises and clean air is nearest the floor.
• As you make your way out of the building:
  • Maintain contact with a wall;
  • Use handrails while descending stairs;
  • Take off high-heeled or awkward shoes; and
  • Test doors by putting the back of your hand to them before opening.
    ▪ If hot, find another way out.
    ▪ If not hot, open the door slowly and carefully and be ready to close it if heat or smoke pours in.
• Walk calmly; never panic or shove.
• Stop, drop and roll if your clothing catches fire. Do not panic and run; this will only fan the flames.
  ▪ Cover your face with your hands;
  ▪ Drop gently to the ground;
  ▪ Never beat at flames with your hands; smother them with your body.
• If you are trapped:
  ▪ Try to find a room with an exterior window and stay there until help arrives.
  ▪ Use the telephone, if possible, to call the department and let them know exactly where you are.
  ▪ Open the window slightly to allow fresh air to come in.
  ▪ Keep smoke out by stuffing cracks and covering vents with clothing, newspapers, towels, etc.
  ▪ If possible, breathe through a wet cloth.
  ▪ Wave something lightly or brightly colored out the window to attract attention.
  ▪ Keep in mind that most fire department ladders do not reach above six floors and that other means will be used for a rescue on floors above this.
• If you have escaped the building to the street, move away from the building.
  ▪ Don’t block the fire fighters and equipment;
  ▪ Be careful of falling glass;
  ▪ If you have escaped the building to the roof, stay clear of all exit doors and give helicopters room to land or execute a rescue.

All fires should be reported to University Police at 318-357-5431.

Note: Do not put yourself or others in danger. If you cannot safely evacuate an individual, get them to a stairwell or other easily identified “protected” location and notify the emergency responders as soon as possible of the individual’s situation and location.

3. Investigations/Crime Prevention

The Investigations Section is staffed by one full-time investigator and other officers with specialized training in several crime areas.

4. UPD Sponsored Programs

The University Police Department presents seminars and workshops for all students, faculty, and staff throughout the academic year. Programs include Crime Prevention and Awareness; Rape, Date Rape, and Sexual Assault; Rape Aggression Defense (for women only), Identify Your Property; and Abuse of Controlled/Illegal Substances and Alcohol. The Director, or his designated representative, provides crime awareness, safety, and security presentation at all parent orientations, in-coming freshman and transfer student orientations, and residence hall orientations. These presentations center on crime prevention, security of personal property, bicycle security, sexual assault, personal security, controlled/illegal substances and alcohol. Information concerning crime prevention and awareness is also made available through crime alert and awareness bulletins, crime prevention posters and brochures, the University radio station, KNWD, the Current Sauce and The Argus. An escort service is available for the safety of anyone walking alone on campus at any time of the day or night.

5. Maintenance of Campus Facilities

The Physical Plant and Services Department helps keep University buildings and grounds safe and secure. The Director, or his designated representative, inspects campus facilities regularly, promptly makes repairs affecting safety and security; and responds to reports of potential safety and security hazards such as broken windows and locks. The University Police Department assists Physical Plant personnel by reporting potential safety and security hazards. Students, faculty, staff, and visitors may also report any safety or security hazards by calling 318-357-5886 (Power Plant) or 318-357-4424 (Environmental Health & Safety Officer). Emergencies are reported directly to Maintenance at 357-4519 for all campuses.
6. Access to Campus

The University is an open campus with numerous city streets and a state highway offering access onto the campus. Most University facilities are open to the public during the day and evening hours when classes are in session. The hours are from 7am to 8:30pm Monday thru Thursday and on Fridays the University Closes at 5:30 unless a class is scheduled for later. Saturday’s hours are 7am to 4:30pm on days that have classes. On Sundays the University is closed unless there is a scheduled event. Monument Security conducts building checks as soon as possible after scheduled activities have been concluded for the day. In addition they also open each complex for the days of classes. Only faculty, staff, and graduate assistants are allowed to enter locked buildings when the University is closed.

7. Tobacco Policy

Tobacco Prohibited

In accordance with ACT No. 211, of the 2013 State of Louisiana Legislative Session, and in accordance with Louisiana Revised Statute 40:1300.263, all public post-secondary institutions shall be smoke free, and nothing shall prohibit a public post-secondary institution from developing a tobacco-free policy for its campus, the University has established a Tobacco-Free Policy. “Smoke-Free” means the prohibition of smoking as defined in R.S. 40:1300.253(14). “Tobacco-Free” means the prohibition of the use of tobacco derived or containing products, as defined in R.S. 40:1300.263(B)(2).

All facilities, property (whether owned or leased), and all vehicles of Northwestern State University regardless of campus or location are Tobacco Free.

To clarify the above statements, the use of tobacco products is prohibited at all times, on all Northwestern State University property and as follows:

- In all interior space on Northwestern State’s main campus and all satellite locations
- In all property leased or operated by Northwestern State
- In all housing located on the Northwestern State campus
- In all indoor and outdoor athletic facilities, the entire facility
- In any vehicle owned or leased by Northwestern State,

8. Alcohol Policy

The University has established policies and guidelines governing the possession, sale, and consumption of alcoholic beverages on and off the campus. (See the Student Handbook, page 36). Underage possession and/or consumption of alcoholic beverages is not permitted on University owned or controlled property.

9. Controlled/Illegal Substances (Drugs)

The University does not condone the possession, use or distribution of marijuana, cocaine, LSD or other hallucinogens and narcotics by anyone in any campus facility or on the property owned or controlled by the University. (See the Student Handbook, page 36)
10. Drug & Alcohol Abuse Education Programs

The University has a variety of educational programs that deal with substance abuse. (See the Student Handbook, page 37) Although nationally, binge drinking is a major problem on university campuses, a very limited number of Northwestern students are known to be engaged in this type of destructive behavior.

11. University Counseling Center

Counseling and Career Services (318-357-5621) is located on the third floor of Friedman Student Union and provides a comprehensive and wide variety of counseling services to members of the campus community. The center is staffed by licensed and professional mental health counselors. The center is well adapted to working with victims of sexual assault and individuals with substance abuse and relationship problems. In addition to the Crisis Intervention Service that the Center's staff provides on a daily basis, the following services are also provided:

- individual psycho-therapy
- group therapy for survivors of incest
- family counseling for assault victims

Counseling services provided at the Center remain confidential.

12. Sexual Assaults: Reporting a Rape, Sexual Assault/Battery to the University Police Department

Northwestern State University does not tolerate sexual assault, domestic violence, dating violence, stalking, sexual harassment, or sexual misconduct of any kind. Sexual assault is a violation of trust and respect and is a serious crime that can occur with men and women, whether gay, straight, transgender or bisexual. The University strongly advocates reporting a sexual assault to University Police, a Campus Security Authority (CSA), including Housing and Residential representatives, University advisors, and Student Affairs personnel. Filing a report with university personnel will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions. As soon as possible following an incident, the victim is encouraged to call the Shreveport Police Department at 318-673-7300 and/or University Police Department (318-357-5431). To report an incident at a later date, call the Police Investigator (318-357-5431). Reporting to the University Police helps:

- Protect you and others from future victimization
- Apprehend the alleged assailant
- Maintain future options regarding criminal prosecution, University disciplinary action and/or civil action against the perpetrator

When you report an incident, a University Police officer will take a statement from you. You will be asked to identify or describe the alleged assailant(s). You may be asked questions about the scene of the crime, witnesses and what happened before and after the incident. Reporting an incident and choosing to prosecute are separate steps. When you file a report, you are not obligated to continue with legal proceeding or University disciplinary action. The University Police will also assist you in reporting any sexual assault to any law enforcement agency.

The investigation will be conducted by a team of University officials from the Dean of Students Office, Title IX Coordinator, and University Police Investigative Division in addition to any agency or entity they deem necessary to assist in completing a fair and impartial investigation. University officials who conduct these investigations shall receive annual training on proper investigative and interview techniques in order to best serve the NSU community.

Investigative officials will gather evidence and statements from involved parties and/or witnesses to the conduct. Any evidence gathered will be stored at the NSU Police Department, unless the evidence is to be included or tested for any criminal case that may arise from the investigation. A log shall be kept of all evidence gathered, detailing where the evidence was collected and the individuals and/or agencies that handled the evidence. Statements are to remain in the investigation.

file. The investigation shall be conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused.

Disclosure to the Office of Dean of Students
Complainants can obtain help and learn options for access to services such as health and wellbeing counseling, accommodations, and filing complaints. No formal University complaint or Criminal charge will be filed unless the complainant chooses to do so. Call (318) 357-5286.

Confidential Disclosure to Campus Counselor or Confidential Advisor
Victims can choose not to report formally to the Dean of Students or law enforcement, but victims can obtain help and learn options for access to services such as health and wellbeing counseling, accommodations, and filing complaints. Call (318) 357-5621 for assistance.

Confidential Advisors: A confidential advisor may serve as a liaison between the victim and the institution and/or law enforcement, pending the victim is fully informed of all procedures and confidentiality. Confidential advisor may accompany victims to interviews, investigative, and institutional proceedings. Confidential advisors shall inform the victim of rights, reporting options, consequences of reporting, investigation and adjudication process for university and criminal justice system, disciplinary proceedings and sanctions, and options for reasonable accommodations. A request for accommodations by a confidential advisor shall not trigger an investigation by the University, unless indicated by the victim.

University Obligations: *The University will*
- Take immediate action to investigate the alleged incident
- Take prompt necessary steps to end the sexual violence, prevent its recurrence, and address its effects, whether or not the incident is subject of criminal investigation.
- Protect the complainant, including taking interim steps prior to the final outcome of the investigation, including but not limited to assisting the victim in moving residence halls, moving classes, changing transportation options, or any other reasonable accommodation.
- Provide a grievance procedure based on a preponderance of evidence standard to resolve complaints of sex discrimination, including complaints of sexual violence.
- Notify both parties of the outcome of a complaint.

Confidentiality
All reporting of sex discrimination and sexual misconduct is treated as confidential to the greatest extent possible; the privacy of all individuals involved is important to Northwestern State University. In most situations, only individuals involved in the resolution of the situation will have access to the information about the case. If there is a risk of the alleged perpetrator committing additional crimes, if a student is in immediate danger, or if there has been expressed intent to harm others, or other risk such as involvement of a weapon or the age of the students involved, the University may determine that it is necessary to compromise the level of privacy provided.

Amnesty
Northwestern State University provides amnesty for any student who reports, in good faith, a crime that is greater or more heinous to a confidential Advisor, Responsible Employee, or campus Security Authority. Unless:
- The crime committed is a felony or
- The crime committed caused harm to another person or placed another in fear of imminent harm or
- The crime committed caused substantial property damage or loss or
- The crime committed caused severe loss of critical services

Definitions
- **Consent**- The act of willingly and verbally agreeing to engage in specific sexual contact or conduct. If sexual contact and/or conduct is not mutually and simultaneously initiated, then the person who initiates sexual contact/conduct is responsible for getting the verbal consent of the other individual(s) involved. Obtaining
consent is an on-going process in any sexual interaction. If someone has initially consented but then stops consenting during a sexual interaction, she/he should communicate withdrawal of consent verbally and/or through physical resistance. The other individual must stop immediately. To take advantage knowingly of someone who is under the influence of alcohol, drugs and/or prescribed medication, resulting in an impaired ability to give or withhold consent, is not acceptable behavior in the University community.

- **Incapacitation**- 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.

- **Coercion**- Coercion is the use of expressed 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.

- **Sexual Assault**- Sexual assault is defined as any offense that meets the definition of rape, incest or statutory rape in the state of Louisiana, or any contact with the intent of gratification, with any part of the perpetrator’s body or any foreign object to the intimate parts (the genitalia area, groin, buttocks, anus, breast or clothing covering the intimate areas) of the victim.

- **Dating Violence** includes but is not limited to physical or sexual abuse and any offense committed by one dating partner against another dating partner.
  - 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:
    - The length of the relationship
    - The type of relationship
    - The frequency of interaction between the person involved in the relationship

- **Domestic Violence**- Domestic violence involves a 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;
  - 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 laws of the State of Louisiana; and/or
  - By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the State of Louisiana.

- **Stalking**- Stalking is a pattern of conduct with 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/herself or any member of his/her family or any person with whom he/she is acquainted.

- **Harassing** - Harassing is the repeated pattern of verbal communications or nonverbal behavior without invitation which includes but is not limited to making telephone calls, text messages, transmitting electronic mail, sending messages via a third party, or sending letters or pictures.
  - Pattern of conduct - A pattern of conduct is a series of acts over a period of time; however short, evidencing an intent to inflict a continuity of emotional distress upon the person. It also includes repeated acts of nonconsensual contact involving the victim or a family member.

**If you are a Victim of Rape**

Do not shower, bathe or change clothes. If you do, physical evidence may be lost. If you must change clothes, you must place soiled clothing in a paper bag. **DO NOT USE A PLASTIC BAG.** Do not brush your teeth. If you must urinate, please do not use toilet tissue. Even if you are unsure whether you will sign charges and prosecute the offender, ask that a rape kit be performed. The hospital where the kit is performed can secure it for up to 30 days.

**Victim's Assistance Program**

The Victim's Assistance Program is available through the Office of the District Attorney, 10th Judicial District. Any rape or sexual assault victim is encouraged to contact the Rape Crisis Program at 1-877-748-6882. This is a toll-free anonymous call.

**Changing Academic Classes and Other Daily Situations**

If you are a victim of a sexual assault or an alleged sexual assault, dating violence, domestic violence, or stalking and have or have not filed charges, you are entitled to changes in academic, living, transportation and working situations if these changes are reasonably available. To request such changes, contact the Vice President of Student Affairs, telephone 318-357-5286. You will be referred to the appropriate individuals to discuss such changes in a confidential manner.

**Sanctions**

Following a thorough grievance procedure, a student found in violation of the Student Code of Conduct concerning sexual misconduct shall be subject to sanctions outlined in Article V of the student handbook. These sanctions may include expulsion, suspension, voluntary withdrawal, probation, restriction of privileges, work reparation, fines, restitution, educational alternative, censure, warning, bar against readmission, residence hall suspension, and/or residence hall expulsion.

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

Programs on stranger and non-stranger rape and other violent offenses are offered by the University Counseling Center in conjunction with the University Police Department, Recreational, and Residential Life. Programs are available each academic semester at residence halls and fraternity houses, as well as workshops for all students, faculty and staff, fraternities and sororities, and other organizations officially sanctioned by the University. These programs are also offered by request at the College of Nursing (Shreveport, Ft. Polk, England Air park Campuses), and by request at all other off campus locations where University classes are taught.

**Drugs Used to Facilitate Sexual Assault -- Personal Safety Tips**

- Do not leave beverages unattended.
- Do not take any beverages, including alcohol, from someone you do not know well or trust.
• At a bar or club, accept drinks only from the bartender, waiter, or waitress.
• At parties, do not accept open container drinks from anyone.
• Be alert to the behavior of friends. Anyone appearing more intoxicated than they should, in relation to the amount of alcohol that he or she has consumed may be in danger.
• Anyone who believes he/she has consumed a sedative-like substance should be driven to a hospital emergency room or should call for an ambulance (5431 on campus; 911 off campus).

13. Sex Offender 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 Jean Clery Act and the Family Educational Rights and Privacy Act of 1974, the Northwestern State University 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. Unlawful use of the information for purposes of intimidating or harassing another is prohibited and willful violation shall be punishable as a Class 1 misdemeanor. The Louisiana State Police is responsible for maintaining this registry. Follow this link to access the Louisiana State Police Website [http://www.lsp.org/](http://www.lsp.org/).

14. Missing Student Notification Policy Procedure

In compliance with the Missing Student Procedures 20 USC 1092 (j) (Section 488 of the Higher Education Opportunity Act of 2008), it is the policy of Northwestern State University Student Affairs and University Police to investigate any report of a missing student who resides on-campus at Northwestern State University. This policy, with its accompanying procedures, establishes a framework for cooperation among members of the University community aimed at locating and assisting students who are reported missing.

A student shall be deemed missing when he or she is reported absent from the University for more than 24 hours without any known reason. All reports of missing students shall be directed to Northwestern State University Police which shall investigate each report and make a determination whether the student is missing in accordance with this policy.

Each student living in an on-campus student housing facility has the option to identify an individual to be contacted by the university not later than 24 hours after the time that the student is determined missing in accordance with official notification procedures established by Northwestern State University.

Each student living in an on-campus student housing facility has the option to register confidential contact information in the event that the student is determined to be missing for a period of more than 24 hours. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information.

Each student over the age of 18 has the option of opting out of the Missing Student Policy as per the Missing Student Procedures 20 USC 1092 (j) (Section 488 of the Higher Education Opportunity Act of 2008), through signing a waiver on the Missing Student Policy Form.

If a missing student is under 18 years of age, and not an emancipated individual, the university is required to notify a custodial parent or guardian of the missing student not later than 24 hours after the determination by University Police that the student is missing.

University Police may also notify the Natchitoches City Police and other law enforcement agencies no later than 24 hours after it determines that the student is missing, even if a student has not registered a contact person.
If Northwestern State University Police has been notified and makes a determination that a student who is the subject of a missing person report has been missing for more than 24 hours and has not returned to the campus, the institution will initiate the emergency contact procedures in accordance with the student’s designation.

In keeping with trends across the nation, Northwestern State University Student Housing is configured for apartment style living and therefore may not adhere to regular or prescribed timelines for monitoring students. Student welfare and safety is paramount to the institution; however, the University recognizes and makes known its limitations in obtaining accurate and timely information on the whereabouts of students.

The Dean of Students shall have the responsibility to make the provisions of this policy and the procedures set forth below available to students.

**Notification of Missing Person**
- Any report of a missing student, from whatever source, should immediately be directed to Northwestern State University Police.
- When a student is reported missing University Police shall:
  - initiate an investigation to determine the validity of the missing person report;
  - contact the Dean of Students;
  - make a determination as to the status of the missing student; and
  - notify Natchitoches City Police or other appropriate law enforcement agencies within 24 hours after determining that the student is missing.
- When contacted by University Police, the Dean of Students shall:
  - notify the Director of Student Housing, the Vice President of Student Affairs, and the President’s Office;
  - if, on investigation of the official report, University Police determines that the student is missing, the Dean of Students will notify the individual identified by the missing student as the emergency contact within 24 hours of making the determination that the student is missing;
  - if the missing student is under the age of 18, and not an emancipated individual, notify the student’s custodial parent or guardian as contained in the records of the University within 24 hours of the determination that the student is missing.
- The Dean of Students shall initiate whatever action he or she deems appropriate under the circumstances in the best interest of the missing student.

**Student Contact Information**
Students residing on-campus shall be given the opportunity to identify and register a confidential contact person(s) to be notified in the case that the student is determined to be missing. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information. If a resident is under 18 years of age, and not an emancipated individual, the custodial parent or guardian must be the contact person.

Students will complete the Contact Information Form (Form A) at Freshmen Connection or when they move into campus housing (University Place, University Columns, and Varnado Hall). This form must be completed at the beginning of each lease term. It is the responsibility of the student to update any changes to contact information.

**Student Notification of This Policy**
- Included on NSU Housing and Dean of Students Website.
- Discussed during Freshmen Connection, Parent Connection and Student Orientation classes.
- Discussed during beginning semester, mandatory housing meetings.
- Included in the annual Campus Security Report.
- Notices sent out to all residents by Campus Housing.
Contact Information Form

In compliance with the Missing Student Procedures 20 USC 1092 (j) (Section 488 of the Higher Education Opportunity Act of 2008), it is the policy of Northwestern State University Student Affairs and University Police to investigate any report of a missing student who resides on-campus at Northwestern State University.

Students will receive and must complete the following form Contact Information Form at Freshman Connection or when they move into campus housing. This form must be completed at the beginning of each lease term. It is the responsibility of the student to update any changes to contact information. This form will be collected by your University Housing manager.

Each student living in an on-campus student housing facility has the option to identify an individual to be contacted by the university and register confidential contact information in the event that the student is determined to be missing for a period of more than 24 hours. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information.
Form A

If the resident student is under 18 years of age, and not an emancipated individual, you must complete this form and your emergency contact must be a custodial parent or guardian.

Student’s Name: _______________________________________________________

Student’s CWI #: _____________________ Date of Birth ___________________

Campus Housing Assignment: ____________________________________________

* (TO BE COMPLETED BY OFFICE STAFF)

IN CASE OF EMERGENCY

Contact__________________________  2nd Contact ___________________________

Address__________________________ Address ________________________________

City, State, Zip_____________________ City, State, Zip________________________

Home Phone______________________ Home Phone___________________________

Work Phone______________________ Work Phone___________________________

Cell Phone_____________________ Cell Phone_____________________________

E-mail Address ___________________ E-mail Address_________________________

_______ I do not wish to identify an emergency contact person in accordance with the Missing Student Notification Policy.

I have read the Northwestern State University Missing Student Policy and understand that the individual listed above will be contacted should I be deemed missing for more than 24 hours.

__________________________________  ______________
Name       Date

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15. Procedures for On-Campus Disciplinary Action

Any member of the University community may file charges against any student or other member of the campus community for violence or other misconduct. Charges shall be prepared in writing and directed to the Director of Student Services at 318-357-6703 or the Vice President for Student Affairs at 318-357-5286. Detailed filing and hearing procedures and regulations are listed in the Student Handbook. The complainant and the accused have the right to be assisted by any advisor they choose, at their own expense, and to have that advisor present during the hearing. Advisors may assist in preparation for the hearing and may have any other persons present that they wish; however, he/she is not permitted to speak for parties or otherwise participate directly in the hearing. Following the final decision of the hearing body, the complainant and/or victim and the accused will be informed of the determination and recommended sanctions, if any.


In compliance with the Campus Security Act, the University collects information on selected crimes: battery (aggravated and simple), burglary, homicide, manslaughter, motor vehicle theft, arson, sexual offenses (rape, fondling, incest, and statutory rape), dating violence, dating violence, stalking, and robbery (aggravated and simple). Also collected is the number of arrests for drug law, liquor law, and weapons law violations. This information is available to the public, to all students, faculty and staff, and to all prospective students and employees who request this information. The Act also requires colleges and universities to provide law enforcement and security information regarding each campus. Copies of NSU crime statistics can be viewed online at the University Police Department website or a hard copy can be picked up at the University Police Station.

In March of 2013 Violence Against Women Act Amendments (VAWA) were signed into law. The negotiated rulemaking process for these new amendments concluded in April of 2014 and is entered into final regulations after the rule making process with the results being made available in November of 2014. The amendments includes but is not limited to the recording statistics of Domestic Violence, Dating Violence, and Stalking. Also there are new policies that have been implemented into the University community. Officials of Northwestern State University have received training on these new amendments and have enhanced our knowledge of the new amendments. Any significant changes will be made known the University Community and public upon request.

Please note that changes have been made to some of the categories that we will present statistics for. First the categories of Forcible and Non-forcible Sex Offense has been expanded with each listing. Two different sub categories have been added to the different types of Sex Offenses. For Sex Offenses-Forcible the sub group is Rape and Fondling. For the Sex Offense-Non-forcible the sub group is Incest and Statutory Rape.

Another new group of statistics that will be presented for the first time is the category of Unfounded Crimes. Unfounded Crimes will be added to each crime listed with the number of Unfounded Crimes listed in each group. Only sworn or commissioned law enforcement personnel may “unfound” a crime for purposes of reporting under this section. The recovery of stolen property, the refusal of the victim to cooperate with the prosecution or investigation, and failure to make an arrest do not “unfound” a crime.

Also you will or have seen new terms such as Confidential Advisor. This term is from a new Louisiana State Law that has recently passes called the Campus Accountability and Safety Act. This new state law also makes requirements of institutions in this state to adhere to its standards as well. New climate surveys and training programs are being developed for students of the University in compliance with this law. In addition attempts are being made to secure Memorandums of Understanding with local police jurisdictions of all Northwestern State University Campuses.

17. Crime Log

The UPD maintains a crime log on which is recorded each police report--criminal offense, traffic violation, and non-criminal incident; the gender, race, and status (student, non-student, employee, or unknown person) of the perpetrator(s); and the disposition of the report (arrest, misdemeanor summons, or referral to student judicial affairs). The log is updated each working day and is available to the public on request. Each of the University’s satellite campuses maintains crime logs of incidents/accidents on their campus and reports them directly to the University Police.

An Officer with Northwestern State University Police Department reviews each police report and records those meeting the definitions of the Uniform Crime Report (UCR) mandated to be reported and records each by case numbers as to the UCR crime and the geographical area where the crime occurred. Any police report received from the Shreveport Police Department that involves students at an off-campus location of a student organization officially recognized by the University is managed in the same manner. Information from Campus Security Authorities is also evaluated and situations that meet the UCR definitions are recorded as well. Hate crimes and crimes reported on an anonymous, confidential basis that are mandated to be reported are also recorded in the same manner. Crimes are reported as having occurred in one of four categories: On-Campus, Residential Life Facilities, Public Areas, and Off-Campus. All Residential Life Facilities are located on-campus; however, residential life facilities are used to distinguish between academic and administrative buildings, campus grounds, and parking areas.

On Campus is defined as any building or property owned or controlled within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes and property within the same reasonably contiguous geographic area of the institution but controlled by another person, is used by students, and supports institutional purposes (such as food or other retail vendors.)

Residential Life Facility is defined as any building that houses students such residential apartment complexes.

Public Area is defined as any public property that is within the same reasonable contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to, the institution's educational purposes.

Off Campus is defined as any building or property owned or controlled by a student organization recognized by the institution and any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution's educational purposes, is used by students and is not within the same reasonably contiguous geographic area of the institution. Policy concerning monitoring and recording through local police agencies criminal activity on which students engaged at off-campus locations of student organizations officially recognized by the University: Upon notification by the Natchitoches Police Department of a crime or crimes involving students at off-campus locations of student organizations officially recognized by the University, will contact the chief, Detective Division, Natchitoches Police Department(NPD) and establish protocol for exchange of information. The University Police Department will establish a case number for the incident in question. The crime or crimes will be reflected in the UPD's annual disclosure of crime statistics if it is a crime mandated to be reported.

CRIME DEFINITIONS

Aggravated Assault - An unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious sever or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, sever laceration, or loss of consciousness. This also includes assault with disease (as in cases when the offender is aware that he/she is infected with a deadly disease and deliberately attempts to inflict the disease and deliberately attempts to inflict the disease by biting, spitting, etc).

Arson - To unlawfully and intentionally damage, or attempt to damage, any real or personal property by fire or incendiary device.

Burglary - The unlawful entry into a building or other structure with the intent to commit a felony or a theft.

Dating Violence - The term dating violence means violence committed by a person-
   a. who is or has been in a social relationship of a romantic or intimate nature with the victim; and
b. where the existence of such a relationship shall be determined based on the reporting party’s statement with consideration of:
   - the length of the relationship
   - the type of relationship
   - the frequency of interaction between the persons involved in the relationship

**Domestic Violence** - The term “domestic violence” includes felony or misdemeanor crimes 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 cohabiting with or has cohabited with victim as a spouse or intimate partner, by a person who is similarly situated to a spouse of the victim under the domestic violence laws of the jurisdiction in which the crime 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.

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

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

**Forcible Sodomy** - Oral or anal sexual intercourse with another person, forcibly and/or against that person’s will; or not forcibly or against that person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity. Beginning in 2014, these reports, if any, are included in the Rape category

**Hate Crime** - A Crime reported to local police agencies or to a campus security authority that manifest evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim. For the purpose of this section, the categories of bias include the victim’s actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.

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

**Larceny** - The unlawful taking, carrying, leading, or riding away of property from the possession of another person

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

**Motor Vehicle Theft** - The theft of a motor vehicle.

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

**Negligent Manslaughter** – The killing of another person through negligence.
Rape (except “Statutory Rape”) – The carnal knowledge of a person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity.

Robbery – The taking, or attempting to take, anything of value under confrontational circumstances from the control, custody, or care of another person by force or threat of force or violence and/or by putting the victim in fear of immediate harm.

Sexual Assault With An Object - To use an object or instrument to unlawfully penetrate, however slight, the genital or anal opening of the body of another person, forcibly and/or against that person’s will; or not forcibly or against that person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity. Beginning in 2014, these reports, if any, are included in the Rape category.

Stalking – The term “stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to
   a. fear for his or her safety of the safety of others
   b. suffer substantial emotional distress

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

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

# Campus Crime Statistics

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*Motor Vehicle Theft* includes theft of a motor vehicle, theft of parts of a motor vehicle, and theft of accessories to a motor vehicle.
## DISCIPLINARY ACTIONS

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