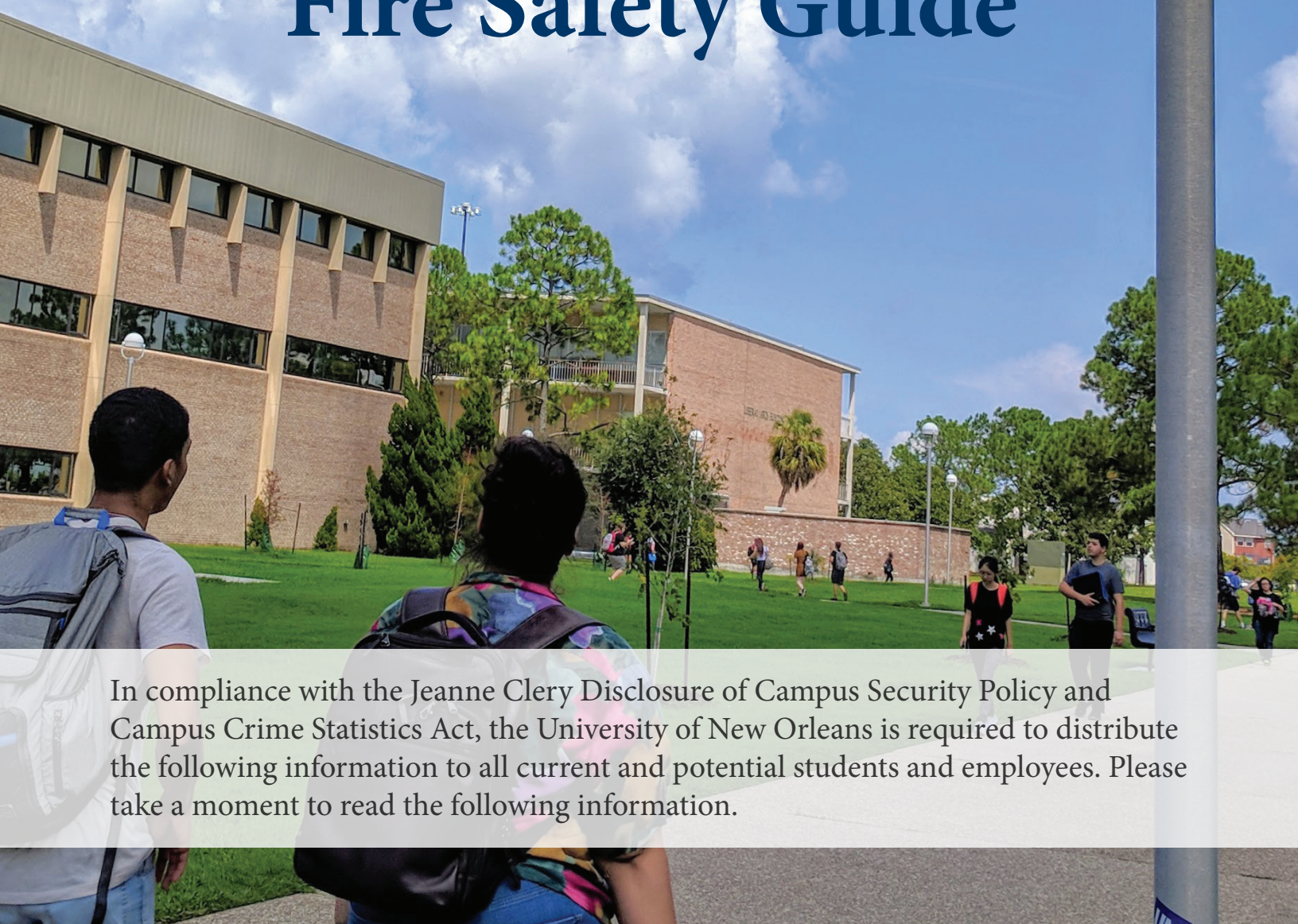




THE UNIVERSITY *of*  
NEW ORLEANS



# 2018 Annual Security & Fire Safety Guide



In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the University of New Orleans is required to distribute the following information to all current and potential students and employees. Please take a moment to read the following information.



## **JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT**

The Campus Security Act requires colleges and universities to:

- Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. The statistics gathered from campus police or security, local law enforcement, and other university officials who have significant responsibility for student and campus activities. This information can be found on the "Campus Crime Statistics" section of the UNO PD website, [www.uno.edu/upd](http://www.uno.edu/upd).
- Provide "time warning" notices of those crimes that occurred on campus, or within the patrol jurisdiction of campus police or campus security department. This information can be found on the "Crime Alerts" and the "Crime Log" at the UNO PD website, [www.uno.edu/upd](http://www.uno.edu/upd).
- The University of New Orleans Police Department is responsible for preparing and distributing this report. The Police Department worked closely with a variety of University departments and organizations to develop and compile the information contained within this annual report.
- Publish an annual report every year by October 1<sup>st</sup> that contains three years of campus crime statistics and certain campus security policy statements.

The UNO community is encouraged to use this report as a guide for safe practices on and off campus. In accordance with United States Code of Federal Regulations Title 34, Part 668.46(c) (1), this 2018 Annual Security and Fire Safety Guide is available online at the UNO PD website, [www.uno.edu/upd](http://www.uno.edu/upd). For a paper copy of this report please visit the office of the University of New Orleans Police Department in the Computer Center Building, room 234.

### **UNO POLICE DEPARTMENT MISSION STATEMENT**

The University of New Orleans Police Department is committed to creating an environment in which learning, living, research, and teaching may flourish. As a law enforcement agency, we are dedicated to upholding the Constitution of the United States and the laws of the State of Louisiana while providing superior customer service. All departmental personnel strive to maintain excellence and integrity in respecting the rights and dignity of all persons with whom they make contact. The involvement of our community is important to the success of our efforts; only by accepting responsibility of our own security and that of others, can we have a truly safe and secure campus.

### **AUTHORITY OF THE UNO POLICE DEPARTMENT**

State of Louisiana R.S. 17:1805

§1805. Authority of university or college police officer:

A.

1. Those persons who are university or college police officers responsible for maintaining general order and exercising police power on the campus of a state-supported or a private college or university shall be designated as university or college police officers.
2. Each such person named as a police officer by the president of the college or university shall be commissioned as a university or college police officer by the Department of Public

Safety and Corrections or as provided in Subsection E of this Section. Such commission shall remain in force and in effect at the pleasure of the employing college or university.

3. While in or out of uniform, these police officers shall have the right to carry concealed weapons and to exercise the power of arrest when discharging their duties on their respective campuses and on all streets, roads, and rights-of-way to the extent they are within or contiguous to the perimeter of such campuses. In the discharge of their duties on campus and while in hot pursuit on or off the campus, each university or college police officer may exercise the power of arrest.
4. Each such police officer shall execute a bond in the amount of ten thousand dollars in favor of the state for the faithful performance of his duties. The premium on the bond shall be paid by the employing institution.
- B. Any person arrested by a college or university police officer, in the exercise of the power herein above granted, shall be immediately transferred by such officer to the custody of the sheriff or city police wherein the arrest occurs.
- C. On and after January 1, 1975, no person shall be commissioned as a college or university police officer, unless prior to such commissioning the person has, as a minimum requirement, completed and graduated from the six-week program of the Basic Law Enforcement Training Academy of Louisiana State University and Agricultural and Mechanical College or possesses equivalent training or experience.
- D. Upon authorization by the chief administrative officer of the educational institution, a college or university police officer shall have authority to discharge his duties off campus as follows:
  1. If engaging in intelligence gathering activity.
  2. When investigating a crime committed on campus.
  3. When transporting prisoners in furtherance of duties as set forth in this Section.
  4. When transporting money, securities, or other valuables on behalf of the college or university.
  5. While providing security or protective services for visiting dignitaries to the college or university both on and off the campus.
  6. If specifically requested by the chief law enforcement officer of the parish or city.
- E. Notwithstanding any of the provisions of this Section to the contrary, any state supported or private college or university situated within the territorial limits of any municipality having a population in excess of two hundred fifty thousand persons may, at the option of said college or university, have its campus police officers commissioned as university or college police officers by such municipal or city police department, rather than the Department of Public Safety, upon complying with the requirements and regulations as may be prescribed by said municipal or city police department for the commissioning of special officers. Such commissions issued by a municipal or city police department shall confer upon such campus police officers all rights and privileges as are enumerated in this Section with respect to officers commissioned through and by the Department of Public Safety; provided, however, that such officers shall not be entitled to supplemental pay for municipal police officers.

- F. Notwithstanding any provision of this Section to the contrary, on July 1, 1991, and thereafter, no person shall be commissioned as a university or college police officer by the Department of Public Safety and Corrections or as otherwise provided in Subsection E of this Section until there has been a determination made by the commissioning authority that the particular public or private college or university naming the police officer is in compliance with the provisions of R.S. 17:3351(C), or, in the case of a private college or university, is in compliance with substantially similar requirements adopted by the particular institution, relative to reporting certain statistics on reported criminal offenses, adopting certain written security policies and procedures, and publishing certain such policies and procedures.
- G. Each person who is employed as a full-time college or university police officer may carry a concealed handgun, whether in uniform or not and whether on or off duty, provided the person meets the requirements for college and university police officers set forth in this Section and is certified by the Council on Peace Officer Standards and Training.
- H. On and after January 1, 2016, each person who is employed as a full-time college or university police officer shall complete a sexual assault awareness training program as provided by the Council on Peace Officer Standards and Training pursuant to R.S. 40:2405.8.

### ***Reporting a Crime***

It is the responsibility of each member of the UNO community and his/her guests to make contact with the UNO Police Department in a timely fashion to report any criminal or questionable activities on campus. University Police Officers take an active role in ensuring a safe campus by providing both foot and vehicular patrols. University Police Officers respond to calls for service via communications to ensure a timely response. With each reported incident, an appropriate investigation will take place.

Reports of open and/or active cases will not be released if it could prejudice or compromise the investigation of a crime or incident. In these cases, a brief oral or written gist of the incident may be furnished to the representative.

Under special circumstances, University Police shall release information involving serious incidents to the University community without delay. Information on recurring crimes shall be issued by special release or during the weekly briefing, whichever is deemed appropriate.

University Police will attempt to accommodate media requests without necessarily compromising any ongoing investigation or divulging the names of any juvenile victim or offender. Supplemental forms of release, such as news conferences, electronic bulletin boards, telecopy (FAX), leaflets and flyers, etc., may all be considered in special circumstances in order to inform the campus community.

The University of New Orleans Police Department also posts our yearly crime stats to the OPE Campus Security Statistics Website. It's brought to you by the Office of Postsecondary Education of the U.S. Department of Education. It was authorized by Congress with the 1998 amendment to the Higher Education Act of 1965 (HEA) to help potential college students and

their parents research criminal offenses on college campuses. The Department of Education is committed to assisting schools in providing students with a safe environment in which to learn and to keep parents and students well informed about campus security.

Annual distribution of this policy shall be made through appropriate publications to students and employees, such as the Police Manual and the Faculty Handbook. Prospective students and employees may also request a copy of this policy directly through the UNO University Police or the Office of Student Accountability and Advocacy.

On an annual basis, prior to September 1, a review of these procedures will be made by the University Police Department and the Office of Student Accountability and Advocacy and corresponding crime statistics will be reported. This report will be forwarded through administrative channels to the Office of the President and will be reported to the University of Louisiana System, the Louisiana University Police Association (LUPA), and the FBI in accordance with the Uniform Crime Reporting Act.

Other law enforcement agencies, such as the New Orleans Police Department, the Orleans Levee District Police Department, the FBI, and other university police departments may be consulted for specific case resolution.

Students, faculty, staff, and the UNO community are encouraged to accurately report all crimes and public safety related incidents to the UNO Police Department in timely manner. The UNO Police Department is staffed 24 hours a day/365 days a year to receive emergency and non-emergency calls for service.

Call the UNO Police Department at 280-6666 or one of the blue light emergency phones located on the main campus. Stay on the line so we can get the information we need to respond to your call so an officer will be dispatched more quickly. You may also come by the Police Department office location at 234 Computer Center Building on campus. We are staffed 24 hours a day.

### ***Confidential Reporting***

To report a crime anonymously go to - <http://www.uno.edu/upd/anonymous-crime-report-form.aspx> . It is the responsibility of each member of the UNO community and his/her guests to make contact with University Police in a timely fashion to report any criminal or questionable activities on campus. University Police Officers take an active role in ensuring a safe campus by providing both foot and vehicular patrol. University Police Officers respond to calls for service via radio communications to ensure a timely response.

Another method to report a crime anonymously is by texting a message to the UNO Police Department through a messaging service called "UTip". A smartphone can be used to send a text message directly to the UNO Police Department in situations where privacy or discretion is required. Simply text "UNOUTIP" followed by your message to "50911".

With each reported incident, an appropriate investigation will take place. A request can be made by the media representative to review the Initial Police Report. Copies of completed reports will be furnished to the media with confidential student or investigatory information deleted when appropriate.

Reports of open and/or active cases will not be released if it could prejudice or compromise the investigation of a crime or incident. In these cases, a brief oral or written gist of the incident may be furnished to the representative. Under special circumstances, University Police will release information involving serious incidents to the University community without delay.

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### ***Off-Campus Student Organizations***

The UNO Police Department does not provide law enforcement services to the off-campus residence of the recognized student organizations. Law enforcement services, such as responding to calls for service at the location, are provided by the New Orleans Police Department. The UNO Police Department maintains a working relationship with the New Orleans Police Department and other law enforcement agencies and will assist with notifications in the event law enforcement services are needed.

### ***Where to Get Up to Date Crime Data***


- From the UNO Police Department Website at [www.uno.edu/upd](http://www.uno.edu/upd). This site has links to the Crime Alerts, Crime Statistics, and the Daily Crime Log.
- From the Lights and Siren Section of the UNO student newspaper, *Driftwood*.
- From the New Orleans Police Department Crime Maps. These maps can be accessed from the main NOPD website: <http://www.nola.gov/nopd/>.

### ***Timely Warnings***

Timely Warnings are issued on an as-necessary basis by the UNO Police Department. Some of these alerts are posted on the UNO Police Department website, [www.uno.edu/upd](http://www.uno.edu/upd).

- Timely Warnings include the Privateer Alerts System (*formerly E2Campus*), the Crime Alerts, the Daily Crime Log, and the Daily Fire Log.
- Timely Warnings may also be broadcasted through the UNO Public Relations email announcements.

### ***The Privateer Emergency Alerts System***

- To sign up for the Privateer Alerts students, faculty, and staff with a uno.edu email address can log- in to: <http://myapps.uno.edu> and click on the  Privateer Alerts “Privateer Alerts” icon.
- Non UNO users can sign up at: <http://uno2.uno.edu/ucc/E2Campus/e2Campus.htm>
- UNO uses the Privateer Alerts emergency system for notifications. This system allows designated UNO personnel to send time-sensitive messages to the mobile phones and/or email of students, staff, and faculty. In the event of an emergency, UNO subscribers can get notified immediately of a situation such as bad weather, school closing, or any other emergencies, independently of geographical location or of the service provider.
- Privateer Alerts is a 100% web-based software system, so no additional software or hardware is required, except for a web browser with an Internet connection to self-subscribe. The system enforces a strict spam policy which clearly prohibits unsolicited messages and Privateer Alerts does not sell the contact information of their subscribers to third party marketers.
- The University of New Orleans Police Department conducts a test of the Privateer Alert system daily at the beginning of each shift to ensure the system is functioning properly. Twice a year a university wide test is conducted of the Privateer Alerts Emergency System in conjunction with a test of the campus siren systems to ensure the emergency messages reach the UNO community.
- In order to be notified, you need to create an account and complete a one-time short registration. During the process, you will receive a text message with a numeric validation code in order to validate the registration. You can also add up to two mobile numbers or two email addresses and this information can be updated at any time.
- Once registered, you can access your information by entering your user name and password.

## **SECURITY AWARENESS AND ACCESS TO CAMPUS FACILITIES**

All University Departments to some degree share in the responsibility for the security and maintenance of their assigned campus building. Included with this responsibility is the regulation of access to these buildings. During normal business hours and class schedule periods (8am-9pm M-F) most academic facilities are openly accessible to routine activities and scheduled events.

During periods of other than normal work and class hours (weekends, holidays, and after 9pm M-F), access to academic facilities is restricted and controlled by University Police. If necessary, University Police provides access for approved scheduled activities during these periods.



Monthly the University Police Department prepares a Crime Prevention and Safety Report which addresses campus security concerns. This report contains information such as lighting outages, roadway hazards, overgrown trees and shrubs, and any other observations which might be a hazardous or safety issue to the UNO community.

The University Police Department then forwards the Crime Prevention and Safety Report to UNO Facility Services, when appropriate, to have any repairs or maintenance performed on the safety issues contained within the report.

### ***Pontchartrain Hall Access***

Your student ID will be coded as your key to your room by the Saflok Card Access System. You will also be issued a key to your bedroom. Room numbers do not appear on room keys.

Keys issued to you are the property of the University and are not to be duplicated or loaned to anyone.

If you become temporarily locked out of your room, with proper identification a Pass Key Request may be completed at the Front Desk areas. A member of Student Housing will accompany you to your room to unlock your door. Should your keys be permanently lost, your lock will be changed and you will be issued new keys. A Pass Key request charge is \$10.00 and lock changes are \$50.00.

### ***Lafitte Village Access***

The Lafitte Village Apartment Complex is secured with an 8 foot iron fence surrounding the perimeter. At the entrance gates, residents can access the property by using the apartment key that was issued upon signing the lease.

If you lock yourself out of your apartment or the gate, contact the Student Housing Office. After 4:30PM, contact the Pontchartrain Hall North front desk at (504) 280-7777. To gain entry you will be required to show picture identification and complete an entry form. A \$10 charge will be assessed to your student account. Entry will ONLY be granted to an individual who is listed on the Lafitte Village agreement (after proper identification is shown).

If you have any questions, the Office of Student Housing can be contacted at (504) 280-6402, fax (504) 280-5584, or email [studenthousing@uno.edu](mailto:studenthousing@uno.edu).

## ***SAFETY AWARENESS AND EDUCATIONAL PROGRAMS***

Education of the campus community is of the utmost importance and is stressed through several institutional committees and departmental operations. Police officer interaction provides ongoing awareness and education. Through these efforts, the following activities of crime prevention are carried out:



**Escort Program** – Faculty or staff members, students, or guess may request a walking escort to and from campus buildings and parking lots.

**Student Orientation Programs** – At the beginning of school semesters, safety educational programs for such groups as: international students, housing students, and new and transfer students.

**Coffee with a COP Program** – This event the UNO Police Department implemented in 2013. The Coffee with Cop Program is held at various times each semester and affords UNO students, potential students, and parents time to spend with the UNO officers who patrol the campus. It is an informal gathering where coffee and other refreshments are served in a friendly atmosphere and the UNO community can interact one-on-one with its police officers.

**RAD Classes (Rape Aggression Defense)** – The UNO Police Department periodically holds RAD (Rape Aggression Defense) classes during the school semesters. The Rape Aggression Defense System is a program of realistic, self-defense tactics and techniques. The RAD System is a comprehensive course for women that begins with awareness, prevention, risk reduction and avoidance, while progressing on the basics of hands-on defense training. RAD is not a Martial Arts program. Our courses are taught by certified RAD Instructors and provide you with a workbook/reference manual. This manual outlines the entire Physical Defense Program for reference and continuous personal growth. For more information and scheduling contact any of the following UNO Police Department certified trainers at (504) 280-6371.

**Campus Emergency Phone System** – Emergency phones with an attached blue light allows any person direct campus police access by pressing the call button on the phone poles located throughout the campus. The blue light signals the location of the person for easy identification. The campus map below contains the emergency phone locations. There are four (4) emergency blue light phones located on campus (see map) which are directly linked to the UNO Police Department. When the call button is pushed, the blue light will be activated alerting those in the immediate area that a potential problem exists. The phone will automatically dial the UNO Police Department and a police officer will answer immediately. The blue light phones can be used to report a crime in progress, a suspicious person, a medical emergency, or a fire.

**How to use:** At all blue light phones simply press the call button. The phone will be immediately connected to the UNO Police Department dispatcher. Once on the line with the dispatcher, be prepared to answer questions concerning the nature of your emergency. A police officer will be immediately dispatch to your location and if possible, stay on the line with the dispatcher until an officer arrives.



## ALCOHOL AND DRUG POLICY

### Drug-Free Campus

University policy AP-BA-09.2, Substance and Alcohol Abuse (Employees) states that the unlawful manufacture, distribution, dispensation, use, possession, trade, or transfer of illegal drugs, the improper use of legal drugs, intoxication or impairment from consumption of alcoholic beverages, or consumption of alcoholic beverages by employees while on duty, or being under the influence of alcohol while on duty is strictly prohibited. This policy applies: during all working hours; whenever conducting business or representing the university; while on call; while on paid standby; while on university property; and at university-sponsored events. Violations of this policy shall result in disciplinary action being taken against such an employee. Disciplinary action may take the form of reprimand, suspension, demotion and/or dismissal from employment with the University of New Orleans.

The University of New Orleans is committed to maintaining a safe, healthy and productive environment that supports its educational mission. The abuse of alcohol and illegal controlled substances by its students, University personnel and their guests may interfere with the accomplishment of this mission. More specifically, the abuse of alcohol and drugs (1) negatively impacts the life and well-being of the campus community at large; (2) interferes with student learning, development and retention; (3) may interfere with employee job performance; and (4) negatively affects the image of the University. The University seeks to create a social environment that enhances learning therefore, the following will be upheld: (1) abstinence, as an option, is always supported and should never be discouraged; (2) although moderate and legal alcohol use may be permitted in accordance with state and local laws and ordinances and the Drug Free Schools and Communities Act, the consumption of alcohol is never encouraged; (3) abusive consumption of alcohol is always discouraged; and (4) participation in illegal behaviors involving alcohol and drugs will not be tolerated.

As with all illegal activities, substance abuse can result in criminal prosecution as well, under state and federal laws, including section 22 of the Drug-Free Schools and Communities Act

Amendment of 1989 (Public Law 101-226). This brochure outlines some of the basic information you may need to understand the health risks and legal risks associated with drug and alcohol abuse. It also explains some aspects of the UNO drug policy, the various penalties that apply to substance abusers, and where to go for help.

## ***Definitions***

**Alcoholic beverage:** Any fluid or any solid capable of being converted into liquid suitable for human consumption, and containing more than one-half of one percent alcohol by volume including malt, vinous, spirituous, alcoholic or intoxicating liquors, beer, porter, ale, stout fruit juices, cider, or wine. (pursuant to R.S. 26:241.1)

**Alcohol Policy Training:** A training workshop supplied by the Office of Student Affairs and completed by the organization hosting the registered social event at which alcohol beverages are to be served, which specifies the conditions of alcohol service and certifies that the organization understands and agrees to abide by University policies and applicable federal, state, and local laws governing such alcohol beverage service. The training must be completed in order to have an event with alcohol and is offered at the beginning of each semester.

**Authorized Vendors/Servers:** Caterers who have been licensed by the University to engage in the sale and service of alcoholic beverages on the UNO campus under applicable law and University policy. Requirements for Authorized Vendors/Servers include but are not limited to: (1) any required governmental permits or licenses; (2) completion of Responsible Alcohol Service Training as required by state law; (3) agreement to adhere to University policies and regulations, city ordinances and state laws; (4) UNO required insurance; and (5) that Third Party Vendors/ Servers performing such services on the UNO campus must be 21 years or older and may not be members or affiliates of the host/ sponsor organization.

**Illegal Controlled Substance:** Means cocaine, phencyclidine, heroin, or methamphetamine and any other illegal controlled dangerous substance, the possession or distribution of which is a violation of the Uniform Controlled Dangerous Substances Law, R.S. 40:961 et seq.- (pursuant to R.S. 9:2800.62.2)

**Possession:** Any situation in which an individual is or reasonably can be assumed to be holding, drinking, or transporting an alcoholic beverage. The totality of the circumstances, including the presence of alcoholic beverage containers and the number of people present under 21, may indicate evidence of possession.

**Responsible Parties:** The organizational leaders and advisors hosting/sponsoring the event in which alcohol is served.

**Alcohol Event Authorization Permit:** Written permission must be obtained to serve alcohol. The form to request authorization is available in the Office of Student Involvement and Leadership and must be submitted at least two weeks before the proposed organization event.

**University Approved Sites:** Sites designed by the University as approved locations for the service and consumption of alcohol whether as a part of fixed retail food and beverage

operations or as professional catered events. These sites are designated for such events: UNO Lakefront Arena, Cove, University Center, and the Alumni and Visitors Center.

## **General Policy**

### **Alcohol**

The serving, possessing, and consuming of alcoholic beverages on the campus of UNO may be done only in accordance with the provisions of the state and local laws and ordinances, and applicable University regulations. The following University policies shall apply:

1. No alcoholic beverages may be possessed, distributed, served, or consumed on campus by persons under the age of 21.
2. In campus residences, alcohol may be possessed/ consumed by persons at least 21 years of age only in private rooms/apartments. Alcohol is not permitted in the lobby and public areas unless an Alcohol Event Authorization Permit has been granted.
3. In all other cases, persons age 21 or older may possess and consume alcohol on campus only when the following conditions are met:
  - a. when the alcohol is served by a University Authorized Vendor/Server; and
  - b. when alcoholic beverages are served and consumed at a University approved site or at an event granted with an Alcohol Event Authorization Permit.
4. The sponsoring organization is responsible for ensuring that members and invited guests display responsible behavior. To that end:
  - a. It is prohibited to encourage behavior/activity where there is explicit or implicit pressure or an expectation for anyone to consume alcohol, or where there is no diversion from drinking alcohol, or where lewd, abusive or sexually degrading behavior occurs in conjunction with alcohol consumption.
  - b. Activities or events which encourage rapid drinking, drinking games, or drunkenness are prohibited.
  - c. Obviously intoxicated persons shall not be admitted or served alcohol at activities or social events.
5. Persons representing UNO off-campus or who reasonably could be construed as doing so (e.g., at conferences, seminars, competitions, performances, other activities/events) must behave legally and responsibly regarding the use of alcohol, abiding by the laws and policies of the states and/or institutions where they are visiting.
6. The university cannot take responsibility for monitoring the off-campus environment. The university does, however, expect that all members of its campus community involved in off campus events where alcohol is present take it upon themselves to use this policy as a guide in planning and conducting their events. Student Organizations are expected to be in compliance with their national guidelines and risk management policies. The University may take action against individuals who engage in off-campus consumption of alcohol



when it has negatively impacted or threatened to negatively impact the University mission or activities or the health, safety, or welfare of the University community.

7. Tailgating is allowed on campus before and after the game in a manner and in areas deemed acceptable by the University.

## **Registered Student Organizations Events**

In addition to the above policy, the following regulations will govern on-campus student organization events at which alcohol will be present.

1. Student leaders of the student organization requesting an alcohol event must attend the Alcohol Policy Training and must be present at the event. All organization officers and the advisor are strongly encouraged to attend the training.
2. Advisors must be present for the duration of the event when alcohol is served.
3. Organizations must provide five non-drinking monitors for the event. The Dean of Students (or his designee) may require more non-drinking monitors if deemed necessary. The organization president and other designated officers must be non-drinking monitors.
4. Alcohol may not be purchased with University funds.
5. A reasonable portion of the budget for the event shall be designated for the purchase of food items. Soft drinks and other non-alcoholic beverages must be available and featured as prominently as the alcoholic beverages.
6. The cost of alcoholic beverages may not be included in the cost of admission ticket or cover charge.
7. Alcohol should not be used as an incentive to participate in a campus event. Advertisement for a party may mention alcohol only in the following manner: "Cash bar available". Advertisement shall mention the availability of food and non-alcoholic beverages as prominently as the alcohol.
8. Alcoholic beverages may not be furnished as an award/prize.
9. Open parties (those with unrestricted access by non-organizational members, without a specific invitation) shall be prohibited. An exemption to this will be the University – produced entertainment or social events sponsored by the student programming board and tailgating.

## **Sale, Possession, and Consumption of Alcohol**

1. Student Organizations may not accept donations of alcoholic beverages.
2. Alcoholic beverages must be served by an Authorized Third Party Vendor.

3. Organizations must use University Dining Services as the Authorized Third Party Vendor for on-campus events on the main campus.
4. Organizations may use servers at the UNO Lakefront Arena if their organizational event is authorized for facilities located at the Lakefront Arena.
5. All alcohol will be stored and legally dispensed in the designated area within the approved site. The supply of alcohol must not be accessible to anyone except the authorized servers.
6. Alcohol must be consumed within the area in which it is served.
7. No unopened containers of alcoholic beverages shall be sold.
8. Intoxicated persons shall not be admitted or served.
9. The sale or serving of alcoholic beverages will end no later than one half hour prior to the scheduled end of the event.

Student Organizations hosting an on-campus event with alcohol must arrange security with the UNO Police Department (UNO PD) to be present for the duration of the event, including 30 minutes before the start of the event and 30 minutes following the event. UNO PD requires at least two weeks' advance notice. Outside security companies may only be used with the permission of UNO PD. The University reserves the right to determine the number of officers and other security measures required for the activity.

**Organizations that fail to arrange security through UNO PD, or fail to arrange payment for security in a timely manner are subject to University sanctions, including the loss of campus privileges.**

### ***Alcohol and Athletic Events***

Public events provide an avenue for the University to meet its core values of excellence, community, diversity, and learning. In support of these values, events should be conducted in an environment that is safe and enjoyable for all. As public events have great potential to attract a variety of spectators, the following policy has been developed for these events.

#### ***General***

1. Although tailgating will be permitted on campus, certain areas may be designated for specific groups.
2. Consumption of alcohol will be limited to persons of legal age (21 or greater).
3. Tailgating will be limited to home game days unless otherwise approved. For home games that occur during a regular school day, tailgating activities will be allowed after 5:00 p.m.

For home games that occur on days when school is not session, tailgating will be allowed starting 4 (four) hours before the scheduled game.

4. Glass containers of any kind are prohibited.
5. No oversized or common source containers of any sort (including but not limited to kegs, punchbowls, beer balls, party balls) are permitted.
6. Alcohol drinking games, funneling or any other activity deemed by the University as inappropriate, are prohibited.
7. Individuals(s) or groups engaging in inappropriate or disruptive behavior will be directed by law enforcement personnel to cease and desist from doing so and are subject to University, local or state action.
8. At home games, alcohol cannot be brought into the venue and all persons entering the venue are subject to a reasonable check/search of personal bags, purses, coats, etc. Anyone found in possession of alcoholic beverages (other than those sold in the venue) and/or other items deemed dangerous.
9. Inappropriate by the University will be refused admission to the game. Any individual found in possession of said items will be evicted from the venue and will not be allowed to reenter the venue for the remainder of the calendar day on which the game is held. Alcohol may be purchased inside the venue by those of legal age with valid identification.
10. Cups, containers, ice chests, etc. may not be brought into the venue.
11. Failure to follow these rules and regulations may result in eviction from campus with possible University, local, or state action to follow.

## ***Drugs***

### ***Manufacture, Distribution, Possession, and Use***

The University of New Orleans prohibits the unlawful manufacture, distribution, possession, or use of illegal drugs or controlled substances by University students, faculty, and staff on University owned or controlled property or at University events as set forth by this policy, the Student Code of Conduct current personnel policies and procedures, and Louisiana Law. The university also prohibits the nonprescribed use of anabolic steroids as set forth and defined by Louisiana Law, Law as it applies to this section of the policy refers to Louisiana R.S. 40:961 through R.S. 40:1034. The range of penalties for violations of Louisiana Law cited above may include fines and up to life imprisonment without parole depending on the drug involved and nature of the violation.

## ***Violations of the Alcohol and Drug Policies Sanctions***

1. Students are governed by the university's Student Code Conduct and by all other policies that outline student rights and responsibilities.
2. Violations of the Code of Student Conduct and other policies specific to alcohol and other illegal controlled substances include unlawful possession, use, manufacture, sale or distribution.
3. Illegal possession, use, manufacture, sale or distribution of alcohol or illegal controlled substances may result in disciplinary action by the university. The university may proceed against and sanction a person for the Student Code of Conduct violations independent of any prosecution for violation of city, state or federal laws.
4. Students who have violated local alcohol ordinances, city and/or state alcohol laws, and federal illegal controlled substance laws are also subject to being prosecuted by the appropriate criminal justice system.
5. As a condition of certain types of financial aid (e.g., Pell Grant) students must certify that they" ... will not engage in the unlawful manufacture, distribution, dispensation, or use of a controlled substance..." during the period of the grant.

### ***Legal Sanctions for Drugs***

It is unlawful in Louisiana to produce, manufacture, distribute, dispense, or possess illegal drugs. The most common illegal drugs on college campuses are marijuana, opium derivatives, hallucinogens, depressants, cocaine, cocaine derivatives, and amphetamines.

The penalty for violating Louisiana laws concerning cocaine, cocaine derivatives, and amphetamines with an aggregate weight of twenty-eight grams, shall be imprisoned, with or without hard labor, for not less than one year nor than ten years and may, in addition, be fined not more than fifty thousand dollars. An aggregate weight of twenty-eight grams or more, shall be imprisoned at hard labor for not less than one year nor more than twenty years and may, in addition, be fined not more than fifty thousand dollars.

The Louisiana Revised Statutes of criminal code carries specific penalties for possession of marijuana. On a first conviction, wherein the offender possesses fourteen grams or less, the offender shall be fined not more than three hundred dollars, imprisoned in the parish jail for not more than fifteen days, or both. On a first conviction, wherein the offender possesses more than fourteen grams, the offender shall be fined not more than five hundred dollars, imprisoned in the parish jail for not more than six months, or both. On a second conviction for violation of marijuana, tetrahydrocannabinol or chemical derivatives thereof, the offender shall be fined not more than one thousand dollars, imprisoned in the parish jail for not more than six months, or both. On a third conviction for violation marijuana, tetrahydrocannabinol or chemical derivatives thereof, the offender shall be sentenced to imprisonment with or without hard labor for not more than two years, shall be fined not more than two thousand five hundred dollars, or both.



## **SEXUAL MISCONDUCT**

### ***Reporting and Resolutions Procedures***

#### ***Introduction***

The University is committed to providing a learning, working, and living environment that promotes integrity, civility, and mutual respect in an environment free from sexual misconduct as provided in Title IX and other applicable laws. The University believes in a zero tolerance procedure for sexual misconduct. Members of the University community, guests and visitors have the right to be free from sexual misconduct. When an allegation of sexual misconduct is brought to the administration, and a respondent is found to be in violation, the University will take prompt and appropriate action to investigate and effectively discipline those found responsible for such conduct in a manner consistent with the law and due process. All members of the community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The University Sexual Misconduct Reporting and Resolution Procedure has been developed to reaffirm these principles, prevent acts of sexual misconduct and to provide recourse for those individuals whose rights have been violated. This procedure has dual purposes. It serves as a measure for us to determine, after the fact, if behaviors trespass on the rights of others. It also should serve as a guide for you on the expectations we have, preventatively, for sexual communication, sexual responsibility and sexual respect. UNO shall ensure that our policies and procedures do not infringe on any form of speech or conduct that is protected by the First Amendment.

#### ***Sexual misconduct offenses include, but are not limited to:***

1. Sexual Harassment
2. Non-Consensual Sexual Intercourse (or attempts to commit same)
3. Non-Consensual Sexual Contact (or attempts to commit same)
4. Sexual Exploitation

#### **Overview of Expectations**

While the information below is quite detailed and specific, the expectations of this community can be summarized in this simple sentence:

***In order for individuals to engage in sexual activity of any type with each other, there must be clear consent.***

In campus proceedings, legal ideas like guilt and innocence are not applicable; rest assured that University will never assume a student is in violation of university procedure. In fact, campus proceedings are conducted to take into account the totality of all evidence available, from all relevant sources. In-such procedures, a preponderance of the evidence standard will be used in making a determination that sexual misconduct did or did not occur.

The university reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect students' rights and personal safety. Such measures include, but are not limited to, modification of living arrangements, and interim suspension from campus pending the results of an investigation and resolution, and reporting to the local police. Not all forms of sexual misconduct will be deemed to be equally serious offenses, and the university reserves the right to impose differing sanctions, ranging from warning to expulsion, depending on the severity of the offense. The university will consider the concerns and rights of both the complainant and respondent.

These policies and procedures are intended/ designed to prevent acts of sexual misconduct in compliance with the Board of Regents Policy and applicable federal and state laws and regulations:

- Title IX of the 1972 Education Amendments which (i) prohibits discrimination on the basis of sex in educational institutions and (ii) requires colleges and universities receiving federal funding to combat 1 gender-based violence and harassment, and respond to survivors' needs in order to ensure that all students have equal access to education;
- The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), which requires (i) policies and procedures for sexual assault and (ii) requires timely warning and external reporting of crimes; and
- Section 304 of the Violence against Women Reauthorization Act of 2013 (VAWA), which extends the Clery Act to include dating violence, domestic violence and stalking.
- Act 172 of 2015 or any other applicable state laws.

### ***Prevention and Awareness Programs***

UNO encourages students to participate in education and prevention programs that include, but are not limited to:

- (a) awareness programs;
- (b) bystander intervention programs;
- (c) ongoing prevention and awareness campaigns;
- (d) primary prevention programs; and
- (e) education on risk reduction.

Students are encouraged to participate in the annual climate survey. UNO has also established a task force to address sexual misconduct. Information regarding the Task Force can be acquired through the student body government. Students are encouraged to report sexual misconduct and any student who, in good faith, reports sexual violence to UNO shall not be sanctioned by UNO for the nonviolent student code of conduct violation, such as underage drinking, that is revealed in the course of such a report.

## DEFINITIONS

**Amnesty for Victims and Witnesses** - The university community encourages the reporting of misconduct and crimes by victims and witnesses. Sometimes, victims or witnesses are hesitant to report to university officials or participate in resolution processes because they fear that they themselves may be respondent of policy violations, such as underage drinking at the time of the incident. It is in the best interests of this community that as many victims as possible choose to report to university officials, and that witnesses come forward to share what they know. To encourage reporting, the university pursues a policy of offering victims of misconduct and witnesses amnesty from minor policy violations related to the incident. Sometimes, students are hesitant to offer assistance to others for fear that they may get themselves in trouble (for example, a student who has been drinking underage might hesitate to help take a sexual misconduct victim to Campus Police). The university pursues a policy of amnesty for students who offer help to others in need. While policy violations cannot be overlooked, the university will provide educational options, rather than punishment, to those who offer their assistance to others in need. The amnesty provision aims to remove the barriers that may prevent any student from seeking emergency medical attention by providing an opportunity for the University to intervene in a caring and non-punitive manner. The goal is to reduce the potential risk of alcohol and/or drug-related injuries or deaths, and increase the likelihood that students will seek medical attention in crisis situations.

A student who seeks emergency medical attention (or who has emergency medical attention sought on his/her behalf) for drug or alcohol related consumption, will not be sanctioned for violating drug and alcohol consumption prohibitions found in the Student Code of Conduct related to that incident, as long as the student completes the following requirements:

- (a) Participates in an initial meeting with the Dean of Students, or designee, and
- (b) Completes all recommendations from the Dean of Students, or designee, and
- (c) Submits proof of completion of all recommendations, within the time frame designated by the Dean of Students, or designee, at the initial meeting.

A bystander student who has engaged in drug or alcohol consumption and who seeks emergency medical attention for someone else or tries to actively engage in assistance for someone else for that person's drug or alcohol related consumption, will not be sanctioned for violating drug and alcohol consumption prohibitions found in the Student Code of Conduct related to his/her own consumption, but will be invited to meet with the Dean of Students.

The University will not pursue any disciplinary action related to any drug or alcohol consumption against any student who has been sexually assaulted or sexually harassed for their use of drugs or alcohol at the time of the sexual assault or sexual harassment.

This policy will only apply to a student who seeks emergency medical attention before police or University employees or agents take any official action or intervention related to the drug or alcohol consumption. The policy does not preclude disciplinary action regarding other violations of the Student Code of Conduct. The policy only applies to the university's student disciplinary system for violations of the Student Code of Conduct. This policy does not apply to any criminal, civil or other legal consequence for violations under Federal, State or local law.

The policy is not designed to protect or shield those students who repeatedly violate the Student Code of Conduct. Each situation will be assessed on a case-by-case basis, denying the safeguards of the Amnesty Policy if serious or repeated incidents prompt a higher degree of concern or response, which may include disciplinary action under the Student Code of Conduct.

**Coercion** - 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.

**Complainant** - an individual whose report of sexual misconduct has not yet been investigated and validated.

**Confidential Advisors** - Designated individuals to serve as confidential advisors who shall, to the extent authorized under law, provide confidential services to students.

- a. The confidential advisor may, as appropriate, serve as a liaison between an alleged victim and the institution or local law enforcement when directed to do so in writing by an alleged victim who has been fully and accurately informed about what procedures shall occur if information is shared, and assist an alleged victim in contacting and reporting to a responsible employee or local law enforcement.
- b. The confidential advisor must be authorized by the institution to liaise with appropriate staff at the institution to arrange reasonable interim measures through the institution to allow the alleged victim to change living arrangements or class schedules, obtain accessibility services, or arrange other interim measures. The same interim measures that are offered to the alleged victim may be offered to the accused. Any requests for interim measures shall not trigger an investigation by the institution.
- c. The confidential advisor shall be authorized to accompany the alleged victim, when requested to do so by the alleged victim, to interviews and other proceedings of a campus investigation and institutional disciplinary proceedings.
- d. The confidential advisor shall be authorized to advise the alleged victim of, and provide written information regarding, both the alleged victim's rights and the institution's responsibilities regarding orders of protection, no-contact orders, restraining orders, or similar lawful orders issued by a court of competent jurisdiction or by the institution.
- e. 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.
- f. Those individuals designated as confidential advisors shall complete online training developed by the Attorney General in collaboration with the Board of Regents.

**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 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.

**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. 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.

**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:

- The length of the relationship.
- The type of relationship.
- The frequency of interaction between the persons involved in the relationship.

**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 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.

**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:

- The length of the relationship.
- The type of relationship.
- The frequency of interaction between the persons involved in the relationship.

**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 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 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)

**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.

**Interim Measures** - The institution will offer assistance to complainants and respondents of sexual misconduct, including but not limited to, reasonably available options for changing academic, campus transportation, housing or working situations as well as honoring lawful protective or temporary restraining orders.

**Perpetrator** - an individual found guilty of sexual misconduct.

**Respondent** - an individual against whom a sexual misconduct complaint is brought, which complaint has not yet been validated through investigation and/or adjudication.

**Responsible Employee** - 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.

**Retaliation** - 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 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 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.

**Sexual Assault as defined by Louisiana State Law –**

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

**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:

- a. submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or education;
- b. 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
- c. 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."

**Three Types of Sexual Harassment:**

- A. *Hostile Environment* includes any situation in which there is harassing conduct that is sufficiently severe, pervasive/persistent and patently/objectively offensive that it alters the conditions of education or employment, from both a subjective (the alleged victim's) and an objective (reasonable person's) viewpoint.
- B. *Quid pro quo sexual harassment* exists when there are:
- 1) Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature; and
  - 2) Submission to or rejection of such conduct results in adverse educational or employment action.
- C. *Retaliatory harassment* is any adverse employment or educational action taken against a person because of the person's participation in a complaint or investigation of discrimination or 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.

**Sexually Oriented Criminal Offense** - Any sexual assault offense as defined in La. R.S. 44:51 and any sexual abuse offense as defined in R.S. 14:403.

**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).

**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, written 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)

### ***Mandatory State Requirements***

In addition to compliance with federal and state laws and regulations, including those listed above, UNO will implement the following measures to prevent and address campus sexual misconduct:

### **Campus Climate Survey**

To adequately assess perceptions and behaviors of sexual misconduct on each campus, UNO will administer the statewide campus climate survey to our students within 120 days of the adoption of a statewide survey. Each institution is encouraged to supplement the statewide survey by collecting additional information that can be utilized to develop prevention and intervention strategies appropriate for that institution. Such a survey must be voluntary and administered to student who choose to participate allowing students to decline to participate.

The UNO specific results of the statewide survey must be reported to the UL Board of Regents.

In the event that no funding is provided by the state for a statewide climate survey, each institution is encouraged to administer such a survey on its own initiative.

UNO has implemented a Title IX Task Force with diverse representation from faculty, staff and students. Student Task Force Members will not serve in investigations nor disciplinary proceedings. Individuals who are involved in implementing institution's student grievance procedures, including each individual who is responsible for resolving complaints of reported sex offenses or sexual misconduct policy violations, and each employee who has responsibility for conducting an interview with an alleged victim of a sexually-oriented criminal offense will receive annual training developed by the Board of Regents/Attorney General.

### ***Prevention and Awareness Programs***

UNO will annually offer education and prevention programs that include, but are not limited to:

- (a) awareness programs;
- (b) bystander intervention programs;
- (c) ongoing prevention and awareness campaigns;
- (d) primary prevention programs; and
- (e) education on risk reduction. Each institution must provide and document all training programs.

**Awareness Programs** - Awareness programs consist of community-wide or audience-specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce sexual misconduct.

**Bystander Intervention** - Bystander intervention consists of safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. It also includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

**Ongoing Prevention and Awareness Campaigns** - Ongoing prevention and awareness campaigns must consist of programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to, and skills for addressing, dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution.

**Prevention Programs** - Primary prevention programs must consist of initiatives and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.

**Risk Reduction** - Risk reduction consists of options designed to decrease perpetration and bystander inaction and to increase empowerment for victims to promote safety and to help individuals and communities address conditions that facilitate violence. Additional options may include designation and publication of “red zones” (i.e., times and places of high incidence of crimes, including sexual violence).

## ***SEXUAL MISCONDUCT INVESTIGATION PROCEDURES AND PROTOCOLS***

### ***Confidentiality and Reporting Procedures***

Different people on campus have different reporting responsibilities, and different abilities to maintain your confidentiality, depending on their roles at the University.

When consulting campus resources, victims should be aware of confidentiality and mandatory reporting, in order to make informed choices. On campus, some resources may maintain your complete confidentiality, offering you options and advice without any obligation to tell anyone, unless you want them to. Other resources are expressly there for you to report crimes and procedure violations, and they will take action when you report your victimization to them. Most resources on campus fall in the middle of these two extremes. Neither the University nor the law requires them to divulge private information that you share with them, except in extremely rare circumstances, described below. You may seek assistance from them without starting a chain of events that takes things out of your control, or violates your privacy.

***Complainant May or May Not Choose to Report***

Institutions must allow complainants to file both informal and formal complaints against the respondent. If the complainant chooses to file an informal complaint, the complainant must be notified of the right to end the informal process at any time and the right to pursue a formal complaint and/or take legal action. The institution may provide an online reporting system to collect anonymous disclosures of crimes and track patterns of crimes on campus. An individual may submit a confidential report about a specific crime to the institution using the online reporting system. If an online reporting system is used, it should include information regarding how to report a crime to a responsible employee and/or law enforcement as well as how to contact a confidential advisor.

***To Report Confidentially***

If you desire that details of the incident be kept confidential, you should speak with on-campus mental health counselors, campus health service providers or off-campus rape crisis resources. While there are exceptions to confidentiality, in general, medical and mental health professionals are required to keep patient/client information confidential unless explicit (usually written) permission is given to release information. Among the exceptions to confidentiality are a court-ordered release of client records. Another example of an exception is when a patient/client poses a danger to him/herself or someone else, in which case the medical/mental health professional is required by law to break confidentiality and do what is necessary to ensure the safety and wellbeing of those in danger. Counseling Services is available to help you during regular office hours and prioritizes crisis situations to ensure timely access to services. In addition, you may speak with on and off-campus with members of the clergy and chaplains, who will also keep reports made to them confidential within the limits of applicable laws. The contact information for the UNO Counseling Center is: 504-280-6683.

*The university also has designated individuals to serve as “Confidential Advisors.” These individuals primarily serve to aid a student involved in a sexual misconduct complaint in the resolution process as a confidential resource. As suggested by the term “confidential advisor,” confidential communications with the advisor will be kept confidential in all circumstances except where the institution or advisor may be required to disclose the communications under state or federal laws. For example, an institution may be compelled by law to disclose communications between the student and his/her confidential advisor if directed by the court in civil litigation.*

***Quasi-Confidential Reporting***

You can seek advice from certain resources who are not required to tell anyone else your private, personally identifiable information unless there is cause for fear for your safety, or the safety of others. These resources include those without supervisory responsibility or remedial authority to address sexual misconduct, such as RAs, faculty members, advisors to student organizations, career services staff, admissions officers, student activities personnel, and many others. If you are unsure of someone’s duties and ability to maintain your privacy, ask them before you talk to them. They will be able to tell you, and help you make decisions about who can help you best. Some of these resources, such as RAs, are instructed to share incident reports with their supervisors, but they do not share any personally identifiable information

about your report unless you give permission, except in the rare event that the incident reveals a need to protect you or other members of the community. If your personally identifiable information is shared, it will be shared with as few people as possible, and all efforts will be made to protect your confidentiality to the greatest extent.

### ***Non-Confidential Reporting Options***

You are encouraged to speak to officials of the institution to make formal reports of incidents (deans, vice presidents, or other administrators with supervisory responsibilities, campus security, and human resources). You have the right and can expect to have incidents of sexual misconduct to be taken seriously by the university when formally reported, and to have those incidents investigated and properly resolved through administrative procedures. Formal reporting does not mean that your report won't be confidential, but it does mean that people who need to know will be told, and information will be shared as necessary with investigators, witnesses, and the accused.

You may also contact the Title IX Coordinator to report sexual misconduct: Amy King [aaking@uno.edu](mailto:aaking@uno.edu), 504-280-6222, UC 248.

You may also contact the Office of Civil Rights regarding sexual misconduct: Office of Civil Rights: OCR@ed.gov or 800-421-3481, TDD 800-877-8339.

The circle of people will be kept as tight as possible, to preserve your rights and privacy. All individuals who are involved in implementing UNO's student grievance procedures, including each individual who is responsible for resolving complaints of reported sex offense or sexual misconduct policy violations, and each employee who has responsibility for conducting an interview with an alleged victim of a sexually oriented criminal offense will receive annual training as required by the Board of Regents.

### ***Rights of Complainant***

Throughout the investigative process, the complainant maintains certain rights to ensure fairness and safety. Some of those rights are outlined below:

#### ***Interim Measures***

- To bring an advisor of the complainant's choice including an attorney may be present and/or a confidential advisor designated by the university, but may not actively participate.
- To have an Administrative Directive sent immediately to the accused that forbids him/her from contacting you by any method, including through friends or acquaintances. If an Administrative Directive is violated the accused may receive an Interim Expulsion. Protective orders and other no contact orders acquired through the court system shall also be honored by UNO.
- To be relocated within the residence halls if a threat is present or in some cases to have the accused relocated. Other reasonably available options for changing academic, campus transportation, housing or working situations as well as honoring lawful protective or temporary restraining orders can be discussed with the Title IX Coordinator or a Confidential Advisor.

- To receive information regarding support services, including medical and mental health services in the community such as local advocacy, counseling, health and mental health services, as needed.

### ***Complaints***

- To file either informal or formal complaints against the respondent.
- If you choose to file an informal complaint, you may end it at any time and have the right to pursue a formal complaint and/or take legal action.

### ***Investigation Process***

- To have the institution take prompt and appropriate action to investigate and effectively discipline those found responsible for such conduct in a manner consistent with the law and due process.

### ***Complaint Resolution***

- To hear the outcome of the discipline process.
- To appeal the outcome of the discipline process.

### ***In the event of a hearing***

- To present testimony either in person or by phone.
- To be questioned and provide responses to the accused through a third party.
- If presenting testimony in person, the option to observe the entire hearing.
- To meet with the presenter prior to and during the hearing to develop questions.
- To submit a victim impact statement to be considered by the Hearing Board before a sanction is assigned.

### ***Rights of the Respondent***

Throughout the process, the accused student/respondent maintains certain rights to ensure fairness. In order for the victim/complainant to have as much information as possible concerning the process, some of those rights in reference to a discipline hearing are:

- To be informed in writing of all charges at least five (5) business days before any hearing. This right may be waived by the accused.
- To decline to testify or answer questions.
- To question witnesses that appear in person or by telephone at any hearing and to present witnesses of fact.
- To appeal the decision.
- In cases where the accused student is facing criminal charges, an attorney may be present, but may not actively participate.



***Investigation and Resolution***

The Title IX Coordinator and/or the investigator will provide information on the investigation and resolution process outlined in the policy to the complainants and respondents. The process will be fair and timely, regardless of whether it is an informal administrative resolution phase or a formal adjudication, for complainants and respondents.

Disciplinary proceedings following the completion of an investigation will be conducted by the Title IX Coordinator and will use the preponderance of the evidence standard in making a determination concerning the alleged sexual misconduct. Both the complainant and respondent are entitled to be accompanied to any meeting or proceeding relating to the allegation of such sexual misconduct by an advisor or support person of their choice, provided the involvement of such advisor or support person does not result in the postponement or delay of such meeting as scheduled, and each shall have the opportunity to present evidence and witnesses on their behalf during any disciplinary proceeding. Both the complainant and respondent are entitled to be informed in writing of the results of any disciplinary proceeding not later than ten (10) business days after the resolution. Sanctions may range from a warning to expulsion, depending upon the behavior and its severity.

***SANCTION STATEMENT***

Any student found responsible for Non-Consensual Sexual Contact (where no intercourse has occurred) will likely receive a sanction ranging from conduct admonition to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.

Any student found responsible for Non-Consensual Sexual Intercourse will likely face a recommended sanction of suspension or expulsion.

Any student found responsible for sexual exploitation or sexual harassment will likely receive a recommended sanction ranging from a conduct admonition to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.

The transcript of any student who is accused of a sexually oriented criminal offense and withdraws pending disciplinary action shall be withheld until investigation and adjudication of the matter is completed

The University reserves the right to broaden or lessen any range of recommended sanctions in the complaint of serious mitigating circumstances or egregiously offensive behavior. Neither a hearing committee nor any appeals body or officer will deviate from the range of recommended sanctions unless compelling justification exists to do so. Sanctions will be decided on a case by case basis.

In instances where the UNO Sexual Misconduct Policy conflicts with the Student Code of Conduct and disciplinary sanctions are being sought through the Student Code of Conduct, the Sexual Misconduct Policy supersedes the Student Code of Conduct.

***Risk Reduction Tips***

If you find yourself in an uncomfortable sexual situation, these suggestions may help you to reduce your risk:

- If you have limits, make them known before things go too far.
- Tell a sexual aggressor “NO” clearly and loudly, like you mean it.
- Try to extricate yourself from the physical presence of a sexual aggressor.
- Grab someone nearby and ask for help.
- Be responsible for your alcohol intake/drug use and realize that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.
- Watch out for your friends and ask that they watch out for you. A real friend will get in your face if you are about to make a mistake. Respect them if they do.

If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner.

These suggestions may help you to reduce your risk for being accused of sexual misconduct:

- **DON'T MAKE ASSUMPTIONS**
  - About consent.
  - About someone's sexual availability.
  - About whether they are attracted to you.
  - About how far you can go.
  - About whether they are physically and mentally able to consent to you.
- Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
- Mixed messages from your partner should be a clear indication that you should step back, defuse the sexual tension, and communicate better. Perhaps you are misreading them. Perhaps they haven't figured out how far they want to go with you yet. You need to respect the timeline with which they are comfortable.
- Don't take advantage of someone's drunkenness or drugged state, even if they did it to themselves.
- Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size. Don't abuse that power.
- Understand that consent to some forms of sexual behavior does not necessarily imply consent to other forms of sexual behavior.

- Silence and passivity cannot be interpreted by you as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

## ***Campus SaVE (Sexual Violence Elimination) Act: Response to Guidelines to Domestic Violence, Sexual Assault, Dating Violence, and Stalking***

The following information is to assist members of the University of New Orleans community who have experienced the any of the following:

- Domestic Violence
- Sexual Assault
- Dating Violence
- Stalking

### ***Introduction***

This information was created by The University of New Orleans (UNO) to assist students who have experienced sexual violence. It is our goal to provide information and to encourage those who would like to access services. Staff, faculty, family and friends are all encouraged to seek out information as they support people who disclose to them. This document can be used to help any individual connected with UNO come up with a plan on how to address sexual violence situations.

UNO is committed to creating a community free from sexual violence. Please note that we are using “sexual violence” to denote incidents which can be defined as sexual assault, sexual harassment, stalking, and/or intimate partner abuse/domestic violence. The university strives to achieve this goal through prevention, survivor support, the student conduct process, and referrals to the criminal justice system. It is understood that any person may be affected by sexual violence. The University therefore implements relevant policies in such a manner that all students and groups have full and equal access to the information and services related to sexual violence, regardless of factors such as gender, race, and sexual orientation, nation of origin, religion, age, disability, or living arrangement. Applicable services are available to any student, whether the assault occurred on or near campus, or elsewhere.

It is up to a survivor to decide how to cope with their experience. Each person decides which “first step” to take. An initial response may include immediately calling the police. However, it is very common for a person to seek out medical care or other information first. If a person has recently experienced an assault, please skip ahead to the “medical care/treatment” or “reporting” sections for more information about these options. Regardless of the decision to report, in any instance where physical contact and/or injury has been experienced, all survivors should be encouraged to seek medical care.

At the University, when a “university official” is told about an instance of sexual violence, it is important that both the university employee and the student understands what will happen. University officials can be found in a wide range of roles in different offices/departments. Staff or faculty will need to report their knowledge of what has happened (when they are given specific information) to police or to the Office of Human Resource Management. Exceptions do exist. For example, counselors with the Counseling Service are required to keep information confidential.

A university official is required to balance their requirements as a staff or faculty member with the obligation to insure public safety and the needs of a survivor. It is important for a staff member to check with their department’s policy regarding disclosures of sexual violence. Staff and faculty are also encouraged to contact some of the university offices listed in this document to consult about situations when they arise.

## **DEFINITIONS**

Please note that these definitions are behavioral definitions and not legal ones. Police, Prosecutors and University Officials will determine whether a violation occurred based on the Student Code of Conduct or other university policies or a crime based on legal definitions from the Louisiana Revised Statutes.

**Survivor** - In this document, we will refer to those who have experienced sexual violence as “survivors” of these experiences. In other contexts, this person may be referred to as a “victim”, a “client” or a “patient”. We use “survivor” as a term of respect and to acknowledge that people who experience sexual violence have survived an event or events that can be life-changing.

**Sexual Assault** - occurs when a person experiences a sexual act or acts against their will. Sexual assault includes a number of acts (e.g. rape, incest, molestation, etc.) and may be defined based on the specific factors of a situation. It’s important to acknowledge that experiencing a sexual assault is not the victim’s/survivor’s fault. Sexual abuse is used to denote a pattern of sexual assaults that occur over time.

**Stalking** - occurs when a person repeatedly behaves or acts in a way that invades your life and causes you mental distress and/or fear of bodily harm. Stalking may even look “romantic” or non-threatening (like sending flowers, cards, “friendly” e-mails or instant messages, etc.). It is important to understand the context and impact of the stalking behavior. Stalking occurs when the contact is known to be unwanted and causes distress to the recipient. Common stalking behaviors may include:

- Following you,
- Calling or texting,
- Damaging your property,
- Threatening to hurt you or your friends/family/pets/etc.

**Dating Violence** – is defined as violence committed by a person who is or has been in a social relationship if a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement and with

consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

For the purpose of this definition:

- Dating violence includes, but not limited to, sexual or physical abuse or the threat of such.
- Dating violence does not include acts covered under the definition of domestic violence.

**Domestic Violence** – is defined as 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 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
- 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

### ***Medical Options - Medical Care/Treatment & Evidence Collection***

For the person who has just experienced an assault, it's important to get to a safe place and make a decision about what to do next. Some options include: calling the police, going to the hospital, making a doctor's appointment and/or telling a friend or support person.

A medical examination is also recommended for cases of possible sexual assault and where injuries have resulted from an incident of intimate partner abuse/domestic violence. A medical examination can occur at a doctor's office, hospital or health clinic. However, a hospital is the location where both an advocate can be called and evidence can be collected.

In the Louisiana 2015 Regular Legislative Session a bill was passed which allows a sexual assault survivor to be treated at a hospital or healthcare provider free of charge.

If an individual is uncertain about whether or not they want to report what has occurred, they can still get evidence collected. In cases of sexual assault or severe injuries, the police will be called by the hospital. The survivor can decide if they want to speak with the police at that time to officially report what has happened.

While evidence may be collected anonymously (i.e. without the survivors name attached to it) and/or when there is no report made to police, these cases are handled differently. A discussion about the merit of collecting evidence "anonymously" and in instances where the survivor does not want to report, should be discussed with medical personnel and/or an advocate.

At some local emergency departments, the evidence collection exam may be performed by a doctor, a nurse or a specially trained nurse: a Sexual Assault Nurse Examiner (SANE). In cases of sexual assault, within the first 96 hours of an assault is the best time for evidence to be collected. Under certain circumstances, it may be collected after this time frame. It is not



necessary for evidence to be collected in order for a case to be reported. It is easier to investigate and prosecute cases that have physical evidence but it is not impossible to go forward without it.

If an individual wants to get evidence collected, it is best not to bathe and to take the clothes that they were wearing at the time of the assault to the hospital with them. It is also recommended to avoid eating, drinking, and going to the bathroom. However, a lot of people do all of these things before going to the hospital and evidence can still be collected.

Follow up medical care can happen at an individual's doctor, Student Health Services or other medical facility.

### ***Student Health Services***

The **Student Health Services** can provide confidential information and services concerning sexually transmitted diseases, pregnancy and general medical issues. Services for victims of sexual assault are provided by the Student Health Services regardless of the duration of time since the assault occurred. If the sexual assault occurred within the last 96 hours, you will be encouraged to seek care at a hospital where evidence can be collected. This does not require you to speak to police. If you choose to be seen at the Student Health Services, evidence will not be collected. Concerns about sexually transmitted infections and pregnancy will be addressed, as well as a discussion of resources and a plan for follow-up care.

### ***Reporting Sexual Violence***

#### ***Reporting to the Police***

An individual who has experienced an incident of sexual violence may report this to the police. Individuals who file a report can have a support person and/or advocate with them.

Reporting a crime is the process of officially documenting what has occurred with the police and does not necessarily mean that an investigation will occur and that criminal charges will be filed. It is ultimately up to the police and the prosecutor to determine if charges will be pursued. A survivor can provide input about what they would like to see happen and has rights within the criminal justice system. More information about victim's rights can be provided by police, advocates, and/or prosecutors. Reporting a crime may occur at the hospital, the police station or at the site of the crime.

Following the report, an investigation may occur. During an investigation, police/prosecutors may use their discretion in informing survivors of the progress. Survivors may contact the department and may be given updates. Following an investigation, a charge may be filed and/or the matter forwarded to the prosecutor's office or Grand Jury. If the case does not move forward, information will be made available about the investigation via public records request. Additionally, an arrest of a suspect may or may not occur at any point in the process.

UNO police investigate crimes which occur on UNO property and may be consulted about possible sexual violence incidents that transpire off and on campus. Police will look at the

specific behaviors involved and could take a report, begin an investigation, discuss safety planning or offer other thoughts/remedies.

### ***UNO Police Department's Sexual Assault Victim's Bill of Rights***

University Police are committed to Helping Victims of Sexual Assault, including date/acquaintance rape.

These very serious crimes are a high priority of this Campus Police Department.

If you feel you are the victim of a sexual assault on campus, the department will guarantee the following:

- We will meet with you privately, at a time and place of your choice to take your report.
- We cannot and will not notify your parents without your consent.
- Our officers will not prejudice you and you will not be blamed for what occurred.
- We will treat you and your case with professionalism, courtesy, sensitivity, and dignity.
- We will assist you in arranging for any necessary hospital treatment, or other medical needs. We will also assist in emergency housing if needed.
- If you would feel more comfortable talking with a friend or advocate of your choice present, we will do our best to accommodate your request.
- We recommend you allow us to contact the New Orleans Police Department; however, we will respect your decision whatever you elect to do.
- We will assist you in privately contacting the Rape Crisis Counselling Line, other counseling, and other available services.
- We will continue to be available to answer your questions, to explain the system and process involved, and to be a listening ear if you wish.
- We will consider your case seriously, regardless of your gender or the gender or status of the suspect. Please do not hesitate to call Campus Police at 504-280-6666, if you have been a victim of sexual assault.

### ***Reporting to the Title IX Coordinator***

If the alleged perpetrator of sexual violence is a student, survivors can report the incident to the Title IX Coordinator which administers the Student Code of Conduct. UNO has a student accountability hearing process for incidents of misconduct involving UNO students. This process can be discussed with the Title IX Coordinator without filing a complaint.

Like the police, this office can be consulted about a situation, take a complaint/report and initiate an investigation. This office serves as a neutral fact-finder, once a complaint has been reported. If there is enough evidence to go forward, a hearing may result.

If a student is found in violation of the Code of Student Conduct, there are a range of possible sanctions from an official reprimand to expulsion. However, when students are found in violation of sexual misconduct, more common sanctions involve possible suspension, probation and "no contact" directives. Depending on the facts of the case, sanctions are designed to address the behaviors and are both educational and punitive in nature.

All information is kept private and notification of the finding is provided to both the accused student and the survivor. However, this finding is part of the private record of the accused student and can only be attained through a subpoena.

Individuals who file a complaint and go through this process may have a support person and/or advocate with them. More information can be found at:

[http://www.uno.edu/student-affairs/documents/Sexual\\_Misconduct\\_Reporting\\_and\\_Resolutions\\_Procedures\\_rev\\_10\\_15.pdf](http://www.uno.edu/student-affairs/documents/Sexual_Misconduct_Reporting_and_Resolutions_Procedures_rev_10_15.pdf)

### ***Reporting Misconduct by Faculty or Staff to the Office of Human Resource Management***

If the incident of sexual misconduct was committed by a staff or faculty member of The University of New Orleans, the Title IX Coordinator shall coordinate with the Office of Human Management (HRM.) HRM may be consulted about situations, may take reports/complaints, may initiate investigations, and may be involved in a determination of action with the employee.

During the investigation, the individual who has filed a complaint may have a support person and/or advocate with them if they also meet with staff from HRM. HRM will take all necessary steps in an effort to complete the investigation within 60 calendar days. Depending on the outcome of the investigation, if corrective action needs to be imposed, HRM advises the Title IX Coordinator on appropriate action.

The University cannot promise complete confidentiality. Each situation is resolved as discreetly as possible. UNO is obligated to follow up on all allegations. There are times that a one-on-one conversation with the alleged harasser can resolve the situation without revealing the complainant's identity (e.g. investigating an anonymous report).

## ***Support Services***

### ***Confidentiality***

All counseling services are confidential to the limits provided by law, and no information can be released to anyone within or outside of the University without a client's written consent. The staff adheres to the ethical guidelines of the professional associations to which they belong.

### ***UNO Counseling Services***

UNO Counseling Services attempts to meet the needs of UNO students in regard to their individual personal development. Every student who comes to the university faces decisions and makes changes. With these changes occasionally come social or emotional concerns that generate conflicts and questions which make it difficult to function to one's full potential. Concerns about interpersonal relationships, depression, anxiety, feelings of inadequacy, loneliness, sexual identity and orientation, academics, career choice, and mental illness are difficulties that any individual may encounter. The primary function of Counseling Services is to assist students with these difficulties in a professional, unbiased, objective way to promote personal growth in self-awareness, self-management, self-confidence, and interpersonal skills.

In addition to its focus on the individual student, Counseling Services provides consultation and educational support for academic departments and student services within the University and offers specialized professional training for graduate students in counseling and other behavioral health professions. Counseling Services' collaborative relationship with behavioral health graduate programs in colleges and universities throughout the local and regional area supports the University's mission and goals to further community partnerships in education, as well as support opportunities for career and community growth.

### ***University Housing***

The University housing team provides services to the students who live in the residence hall (Pontchartrain North and South) and the married and family housing facility (Lafitte Village.) The housing staff, including RA's and other full-time staff are available to assist. While some issues can be dealt with by housing staff and in accordance with housing policy, many incidents are forwarded to Student Accountability, Advocacy and Disability Services. University Housing also provides educational programming to enhance academic studies and foster student development.

### ***Hotlines/Helplines***

Hotlines/Helplines can answer questions, explain options and provide emotional support. There are national hotlines that can be called regardless of where an individual lives, and online sources of support can be found through any number of web searches. A few anonymous resources are listed further on in this document.

**NOTE:** If a person is dealing with a stalker or intimate partner abuse/domestic violence situation, it is important to take precautions when accessing any kind of support. In some circumstances, stalkers and/or abusers may access phone or computer records. When possible, people in these situations may want to use public computers or phones to seek out information. It is also good to safeguard your information by frequently changing passwords to random, unpredictable ones. It may also be helpful to think about steps that can be taken to keep information away from a stalker or intimate partner (e.g. keeping things with a friend or getting mail at a different address).

### ***Resources***

#### ***HIV Antibody & Other STI Testing Sites in New Orleans:***

#### ***Anonymous & Confidential Testing***

There are two forms of testing that are available: anonymous and confidential. You have a right to choose which form of testing is right for you. Anonymous testing means your name is not linked to your blood sample. People who choose the anonymous test are given a number code to bring back or are asked to call at a specific time to get the test result. With anonymous testing, your HIV status will not be documented.

Confidential testing means your name is linked to your blood sample. The test results are protected to a certain extent by state laws, agency policies and staff commitment to

confidentiality. The test results may become part of your permanent medical record. The health department is also required by law to notify any previous or current partner(s) of a positive HIV status.

**Planned Parenthood:**

New Orleans Health Center - New Orleans, LA 4636 S. Claiborne Ave Suite 1--  
New Orleans, LA 70125 504.897.9200

**Delgado Personal Health Clinic**

517 N Rampart St. New Orleans, LA 70112  
(504) 658-2540

**Delgado Personal Health Center** is an STD clinic in New Orleans, LA. This clinic offers chlamydia treatment and gonorrhea treatment.

**24-Hour Rape Helpline** – Trained volunteer advocates provide emotional support, crisis intervention and community referral information over the telephone to survivors of sexual violence, co-survivors and the community. 1-800-656-HOPE

**New Orleans Police Department**

NOPD Special Victim's Section  
(504) 658-5800  
NOPD Victim/Witness Assistance Unit  
(504) 658-6795

**Stalking Resource Center**

1-800-FYI-CALL (M-F 8:30 AM - 8:30 PM EST)  
email: [gethelp@ncvc.org](mailto:gethelp@ncvc.org)

**Suicide Prevention Services 24-Hour Hotline**

267-7020  
Provides anonymous support and information

**National Domestic Violence Hotline**

1-800-799-SAFE (7233) (24 hours, 7 days a week)  
1-800-787-3224

**Sexual Assault Hotline**

1-800-656-4673

**Stop It Now! (Sexual Abuse)**

1-888-PREVENT  
<http://www.stopitnow.com/>

**United Way Crisis Helpline**

1-800-233-HELP (1-800-233-4357)



***If someone you know has experienced Sexual Violence***

A survivor has experienced a crime (or crimes) where they have lost control over the situation. It is natural to feel a tremendous loss of power and control over life during these times. Surviving sexual violence is a testament of the individual's strength; however, they may not feel strong. Below are some suggestions about how you can help.

**Do not judge the survivor.** An individual is likely examining him or herself very critically during this time. Asking questions regarding details of the assault, why the individual was at a specific place, doing a specific behavior, etc. only works to place blame on the survivor for the violence of the perpetrator. No matter what their behavior prior to the assault, they are NOT responsible—the perpetrator is. Following sexual violence, an individual may try to understand their role in what happened but it's important to be clear that they are not responsible for the actions of others.

**Do not attempt to impose your explanation of why this has happened or try to “fix” the situation.** It may come across to the survivor as victim-blaming. The only real explanation is that the perpetrator chose to act as they did. Additionally, you don't have to fix the situation; you just have to be supportive.

**Remind survivors that their feelings are understandable.** There are many symptoms that the individual may experience; these are typical reactions to traumatic events. If they are experiencing feelings, emotions, or physical symptoms that are out of the ordinary, it is due to the fact that they have just experienced a horrific and traumatic event.

**Do not attempt to reassure the person that everything is “Okay” or tell them you know how they feel.** Because at this time, everything is not “okay”. Making statements such as “Don't worry about it” or “You're going to be fine” may serve to minimize the victimized person's feelings and downplay the seriousness of the event(s) which occurred. Also, chances are you don't know exactly how they feel. You may know what it feels like to be hurt, to be violated, or to be angry. However, you probably don't know quite how they feel at this moment.

**Do offer to gather information about their options and who may be able to help.** Once you educate yourself and have information to share, encourage them to take a step. It's okay to offer your support in taking a step but be mindful of not taking over or pressuring the survivor to do what **you** think they should do. Whatever step they take will reinforce that they can take another.

**Be willing to say nothing.** Just being there is often the biggest help.

**Do not feel intimidated by the intense emotions of survivors.** Remember: you don't have to fix the situation, just be supportive. There are many people at our university who can help provide support.

**Encourage the survivor to seek counseling and post-trauma services.** There are specially trained mental health professionals that can assist the survivor on many levels. Counseling is not a sign of weakness; it is a sign of strength and of taking control of the situation.

**Find your own support. You are also affected by this situation.** You can't support someone else if you aren't supported as well. You cannot expect the survivor to provide support for you, find other friends, support people, or counseling to share your own feelings related to what happened to your friend.

## **CAMPUS SECURITY AUTHORITY (CSA) CHECKLIST**

### ***For Responding to a Report of a Sexual Assault***

In the event someone tells you that he/she has survived rape, sexual assault or another form of sexualized violence, it is important to remember that you can be a link in the healing process and an effective ally to the survivor without assuming full responsibility for every step of the recovery process.

Campus Security Authorities (CSAs) are defined by UNO as officials who have "significant responsibility for student and campus activities [as well as]...the authority and the duty to take action...on behalf of the institution." CSAs are required by UNO policy to abide by certain guidelines when responding to a report of sexual assault. This checklist is designed to help CSAs follow the University Protocol for responding to reports of sexual assault. In the event that a student, colleague, or other member of the campus community discloses to you as having survived a sexual assault, you can print this checklist and share the information with the survivor as you cover these steps together.

The Campus Security Authority Checklist form for responding to a report of sexual assault can be accessed at:

[http://www.uno.edu/student-affairs/documents/CSA\\_Checklist\\_for\\_posting\\_1\\_27\\_15.pdf](http://www.uno.edu/student-affairs/documents/CSA_Checklist_for_posting_1_27_15.pdf)

\_\_\_\_\_ **Do your best to ensure that the student knows that you are a mandated reporter before he/she disclose an incident that you must report.** Explain that you are a Campus Security Authority (CSA) and you are required to make an anonymous report of the sexual assault. Explain that you will report only the general date and location of the incident of sexual assault to the UNO Police Department for statistical records. This report will not include any personal information of the survivor.

\_\_\_\_\_ **Assure the survivor that you will protect his/her anonymity if the survivor wishes to remain anonymous.**

\_\_\_\_\_ **Ask the student survivor if he/she would like to also report the incident to:**  
\_\_\_\_\_ the Office of Student Accountability, Advocacy and Disability Services (280-6222 UC 248).  
\_\_\_\_\_ UNO PD and/or NOPD  
\_\_\_\_\_ If a faculty or staff member is the reported perpetrator, the incident is reported to Human Resource Management.  
\_\_\_\_\_ Offer assistance/support in making reports if the victim requests such.

\_\_\_\_\_ **Ask the student if she/he needs medical support/attention**  
\_\_\_\_\_ UNO's Student Health Services (UC 238) offers medical support and

STD/pregnancy testing

University Hospital is the only hospital in New Orleans certified to conduct a SANE exam for evidence preservation.

**Inform the survivor of assistance or modifications that can be available through Student Accountability, Advocacy and Disability Services** (such as, but not limited to notes regarding absences to faculty, housing or academic modifications, or no contact orders.) Assist in making an appointment if requested.

**Provide the survivor with a copy of the Sexual Assault Survivors Resources Guide**

(found here: [http://www.uno.edu/student-affairs/documents/Resources\\_for\\_Survivors\\_rv\\_11\\_2015.pdf](http://www.uno.edu/student-affairs/documents/Resources_for_Survivors_rv_11_2015.pdf) )

**Ask the survivor if s/he would like to schedule a follow-up time to talk with you.** However, remember your role--You are not a counselor, you are not an investigator, and you are not called upon to name, analyze, or define students' experiences. *You are a bridge* to connect the student with the appropriate office that will provide the survivor with options for support, accommodations and accountability.

**File the anonymous report by calling the UNO Police Department at (504) 280-6371.**

**After speaking with someone about experiencing a sexual assault, you may need support to address your own feelings or concerns as well as to discuss in more detail how to be an effective ally to a survivor of sexual assault.**

## **COUNSELING SERVICES RESOURCES**

UNO Counseling Services attempts to meet the needs of UNO students in regard to their individual personal development. Every student who comes to the university faces decisions and makes changes. With these changes occasionally come social or emotional concerns that generate conflicts and questions which make it difficult to function to one's full potential. Concerns about interpersonal relationships, depression, anxiety, feelings of inadequacy, loneliness, sexual identity and orientation, academics, career choice, and mental illness are difficulties that any individual may encounter. The primary function of Counseling Services is to assist students with these difficulties in a professional, unbiased, objective way to promote personal growth in self-awareness, self-management, self-confidence, and interpersonal skills.

In addition to its focus on the individual student, Counseling Services provides consultation and educational support for academic departments and student services within the University and offers specialized professional training for graduate students in counseling and other behavioral health professions. Counseling Services' collaborative relationship with behavioral health graduate programs in colleges and universities throughout the local and regional area supports the University's mission and goals to further community partnerships in education, as well as support opportunities for career and community growth.

UNO Counseling Services is an accredited university counseling center and maintains the highest level of standards as set forth by the International Association of Counseling Services,

Inc. (IACS) and held by the Association of University and College Counseling Center Directors (AUCCCD).

### ***The Role of Counseling Services***

The UNO Counseling Services' primary purpose is to improve students' ability to learn and strengthen their overall success both academically and socially during their college career. The Counseling Services staff believes that good mental health is the cornerstone of personal, academic, and career success. Therefore, our vision is to deliver quality mental health services that will facilitate personal growth and wellbeing in order to promote student engagement and overall academic success.

The UNO Counseling Services strives to create an environment that fosters student growth, development, and psychological well-being through education, awareness programs, and direct clinical services. The number of sessions is determined by clinical need, as defined by the clinician but is short term in nature. For those individuals who need more than brief individual therapy, our staff can help coordinate referrals to outside resources when longer-term or more intense individual therapy is required.

All currently enrolled students seeking services will receive an initial appointment for assessment. The initial assessment is sometimes extended to additional appointments to determine the appropriateness of UNOCS services. There is no charge for the assessment. After the assessment is concluded, a decision will be made about whether or not the needs of the student fall within the role and scope of the UNOCS and recommendations will be provided. The counselor will either recommend services within UNOCS (for a sliding scale fee), or provide community referrals and assist students in obtaining the appropriate services to meet their needs.

Services provided include:

- Facilitation of student adjustment and personal growth through counseling as they make decisions and assume responsibility for life on a college campus.
- Assisting students in the development of new strategies to resolve problems and to develop more effective behaviors to cope with life stresses.
- Provision of preventative and educational programs in areas which impact students' mental health, such as interpersonal communication skills, self-esteem, and relationship issues.
- Provision of career testing, interpretation, and counseling to assist the student in identifying potential careers that would be a good match for their personal styles, values, and interests.
- Assisting students with more intensive psychological concerns through supportive counseling, maintenance or referral.
- Provision of consultation, support and training to faculty and staff who may encounter students in psychological distress.
- Students whose mental health needs cannot be accommodated within a short-term counseling model are provided with referrals to community resources. Similarly, students whose needs require a particular type of expertise that is not found in UNOCS are also referred to outside resources that can better address their mental health needs. UNO

Counseling Services provides referral services either after the initial assessment or as these factors become more apparent during the course of services. The Counselor can provide sliding scale referral options, help the student identify mental health providers that accept their insurance, and assist the student in getting connected with these outside resources. The Counselor will offer additional assistance in finding resources as necessary.

Examples of situations for which brief therapy is contraindicated and would be inappropriate to treat at UNOCS include:

- Students who need medical detoxification
- Indication that short-term therapy may be detrimental or non-beneficial
- Students who are unable to identify a focus of counseling and/or take ownership and responsibility for identified concerns
- Students who come to UNOCS primarily because of external pressures, e.g., faculty, staff, parents, but who provide insufficient evidence of internal motivation necessary for successful counseling
- Students who are unable or unwilling to provide the necessary information to thoroughly assess symptoms
- Treatment noncompliance, including repeated missed sessions
- Students exhibiting inappropriate, harassing, menacing, threatening or violent behaviors toward UNOCS staff
- Students presenting with concerns that fall outside staff expertise and/or UNOCS' mission, including but not limited to court ordered, forensically oriented or mandated treatment
- A desire to be seen more than once a week or for long-term therapy
- Students with a need for more on-going treatment as indicated by:
  - History of treatment that is beyond the resources of the UNOCS and evidence that the need for the previous level of care continues or is likely to be needed from time to time
  - History of multiple hospitalizations
  - Chronic suicidality and/or self-injury behaviors; history of repeated suicide attempts
  - Students whose behavior is indicative of progressive deterioration requiring intensive intervention
  - Manifestations of psychotic symptoms without willingness to remain on medication for stabilization of symptoms
- Students who need specialized services not available through UNOCS as indicated by:
  - Presence of significant drug and/or alcohol problems such substance dependence, primary substance abuse, and/or past failed treatments
  - Presence of significant or long-standing eating disorder, lack of prior treatment for it, or the presence of eating disorders that may pose a medical danger
  - Request for psychological evaluation for attention deficit disorder, employment clearance, or any other reason
  - Request for services to fulfill students' court-mandated assessment or treatment requirements

Students are asked to cancel any appointments 24 hours in advance of missing an appointment. Failing to do so will result in being charged for the missed session.



## Eligibility and Services

Counseling Services offers short-term personal (mental health) counseling and career testing and counseling to currently-enrolled UNO students. All students seeking services at Counseling Services are scheduled for problem assessment, so a counselor can determine the best course of action to address the student's concerns. Referrals are provided when a student's treatment needs are beyond the scope of services offered by Counseling Services.

### ***Confidentiality***

Counseling offered through UNO Counseling Services is confidential as defined by state and federal law pertaining to mental health counseling and those licensed to provide it (e.g., Licensed Clinical Social Workers, Licensed Professional Counselors, Licensed Psychologists, etc.), and, in most cases, no information about a client's contact with Counseling Services can be released to anyone within or outside of the University without a client's prior written consent. This means that Counseling Services staff can neither confirm nor deny that someone is or has ever been a client of Counseling Services, or even that the person has or has ever had an appointment at Counseling Services unless the client authorizes us to do so. There are exceptions to confidentiality including (but not limited to) when a client is a danger to him/herself or someone else, when a counselor suspects abuse or neglect of a child, an elderly person or someone who is mentally or physically disabled, and when a court of law orders records released. When such situations arise, Counseling Services staff adhere to relevant legal and ethical guidelines for disclosure and will only disclose information as needed/required.

### ***Appointments and Initial Assessment***

**Appointments can be scheduled by phone at 504-280-6683 or in person in the University Center, Room 226. Counseling Services is open Monday through Friday from 8:00 a.m. until 4:30 p.m.** Students requesting appointments will be offered the first available intake appointment time. Please note that Counseling Services requires that individuals seeking services make their own appointments.

### ***Mental Health Emergencies***

Same-day appointments are available for students experiencing mental health emergencies defined as follows:

- an individual who is suicidal and has a specific plan and the intent to kill him/herself;
- an individual who has recently taken steps to end his/her life;
- an individual who has a plan and the intent to harm someone else.

### ***After Hours Mental Health Emergencies***

If you are experiencing a mental health emergency outside of our regular office hours or during office closures, please call 911. If your emergency is occurring on the UNO campus, please also call UNO Campus Police at 504-280-6666. Additional emergency mental health resources include all area hospital emergency rooms and the ViaLink 24-hour crisis line which can be reached by dialing 211.

If you or someone you know is experiencing mental health emergency outside of Counseling Services' regular office hours (M-F; 8:00 a.m. - 4:30 p.m.), please go to the nearest hospital emergency room or utilize the following resources:

**UNO Police Department**

For on-campus emergencies, please contact the UNO Police office at 504-280-6666.

**24 Hour ViaLink Crisis Link (24 Hour Crisis Intervention)**

For 24 hour crisis counseling, please call the ViaLink crisis line by dialing **211** or 504-269-COPE (2673) or 1-800-749-COPE (2673).

**Crisis Transportation Service (NOPD-CTS)**

This service is offered jointly by the NOPD and the Office of Health and Hospitals. There are two teams available (between the hours of noon and midnight) which provide crisis intervention and transportation to local hospitals (or mental health centers). This service is accessed by calling 911 and asking for a crisis unit.

**Crisis Services (Jefferson Parish Only)**

The Adult and Children Crisis Intervention Team provides services 24 hours a day, 7 days a week at no charge. Both telephone consultations and face-to-face crisis management (de-escalation and intervention) services are offered. Please call 504-832-5123 for assistance or more information.

**National Suicide Prevention Hotline**

1-800-273-TALK (8255)

Crisis Text Line: Text 741-741 and type in "hello" or "start"

**Sexual Trauma Awareness & Response (STAR)**

The STAR hotline is available 24 hours a day, 7 days a week by dialing 855-435-STAR (7827)

***What to Do if a Student is Reluctant to Seek Help***

Remember, that the decision to seek counseling is a personal choice. Nevertheless, you can assist a student who is ambivalent about seeking counseling in a number of ways including:

- Normalize the process of pursuing counseling.
- Assure the student that counseling services are appropriate for anyone needing assistance in coping with and resolving emotional and/or interpersonal concerns.
- Let the student know that no problem is too big or too small for counseling.
- Inform the student that he/she can make an appointment to speak to a counselor without making a commitment to ongoing counseling.
- Remind the student that any information shared during counseling sessions is kept confidential within the limits of the law and will not be disclosed to anyone without his/her written permission.
- Acknowledge, validate, and discuss the student's real fears and concerns about seeking help. Some students may feel that counseling is an admission of weakness or failure. Tell

students that it takes considerable courage and integrity to face oneself, acknowledge one's troubles or difficulties, and admit the desire or need for assistance.

- Suggest that the student visit the Counseling Services website as a way to become familiar with the services offered.

### ***Guidelines for Helpful Interactions***

Discussing concerns you may have with your son or daughter can be unnerving and even uncomfortable at times, for everyone involved. Following are some guidelines that may assist you in that interaction:

- Talk to her/him in private.
- Explain what has aroused your concerns.
- Express your concern for her/him in a direct, straightforward manner.
- Listen carefully.
- Show understanding and empathy for what he/she is experiencing.
- Avoid criticizing and/or sounding judgmental.
- Consider Counseling Services as a resource and discuss a possible referral.
- Remember that the student has the right to accept, think over, or refuse your recommendations.
- If your son or daughter resists help and you are still concerned, it may be helpful to consult with a member of the Counseling Services staff.
- Remind that student that communication with counselors in Counseling Services is confidential as defined by state and federal law.

### ***Counseling Services for Students - Responding to a Distressed Student or a Student of Concern in a University Setting***

The university provides resources for assisting distressed students or students who are of concern to faculty, staff, or other students. For example, this might include students who are missing assignments, having excessive absences, or exhibiting other academic related problems. For academic concerns such as these, faculty can utilize UNO Cares. Other examples of concerning behavior, such as acting out or acting inappropriately in a public situation, making threats of harm to self or others, etc. can be reported to the Office of Student Accountability, Advocacy, and Disability (504-280-6222). The Office of Student Accountability, Advocacy, and Disability will determine what steps may be necessary following the report. This might include options such as calling the student in to discuss the concerns and referring the student to other campus and/or community services.

### ***How to Respond if you Believe a Student is in Imminent Danger to Self or Others***

The laws of the State of Louisiana are absolutely clear about this. If you believe that anyone is in imminent danger of harm to self or others, you should immediately call the local police department where you know the student to be. If they are on campus, you should call the UNO Campus Police (504-280-6666). If they are in another location, you can dial 911 and tell the operator which jurisdiction you are seeking – they will connect you. You must call a police agency because, in Louisiana, only police officers have the authority to detain someone, regardless of the reason for the detention. Mental health providers, health providers, and

student life staff are not equipped or trained to take someone into protective custody. Failing to call the UNO Campus Police may mean that the help a student needs is delayed. If a student is in imminent danger because of a medical condition (bleeding, ingestion of pills or other substances, seizure, etc.), even if you believe it is a suicide gesture or attempt, you must call UNO Campus Police on campus or 911 off-campus and ask for medical assistance. Medical issues take priority over any other issues. If you have time after calling emergency services, contacting the Office of Student Accountability and Advocacy would also be helpful.

### ***Testing and Counseling***

Individual career testing and counseling is also available to currently-enrolled UNO students. The goal of career counseling is to help the student make decisions about career directions based on in-depth assessment and exploration of the student's personal, professional and lifestyle priorities, skills and interests, and personality traits. This is accomplished through one-on-one interviews, values and priorities exploration exercises and the use of the following assessments:

**Campbell Interest and Skill Survey (CISS)** - The CISS is used by counselors and human resource professionals in a variety of settings to explore new avenues in career development. With the CISS, clients learn how their self-reported interests and skill levels compare to those of individuals who are happily and successfully employed in a variety of occupations. The CISS feedback report provides a list of possible occupations and fields of study matching the client's interest and skill patterns.

**Myers-Briggs Type Indicator (MBTI)** - The most widely used personality inventory in the world, the MBTI provides an accurate picture of a person's personality type based on preferences on four axes: Extraversion–Introversion, Sensing–Intuition, Thinking–Feeling and Judging–Perceiving. Combinations of these preferences result in 16 distinct personality types. The MBTI results report provides detailed information about how a person's type might impact the process of career selection, interview behaviors and overall career development. The report also provides an extensive list of majors and possible careers matching the person's type.

### ***UNO COMMUNITY SAFETY***

Here are some suggestions to keep you safe while on campus at UNO:

- When working late, make sure doors are locked.
- Avoid using stairs in remote areas of the building.
- Never prop doors open.
- Keep belongings in an area that can be locked up, such as a desk or cabinet.
- So not hold doors open for strangers when the building is closed for the evening.
- Let others know where you are when working late.
- Use the Safe Escort Services provided by the University Police to walk you to your vehicle.
- Think of the “what ifs” and have a plan in mind.
- Do not be distracted while walking or jogging.
- Office personnel should have a plan in place for emergencies such as angry or volatile persons or domestic violation situations.
- Always roll your windows up and lock your car.

- Don't leave valuables in plain view. Items left in the open attract thieves. Store them in the trunk if necessary.
- Engrave expensive accessories, such as car stereos and speaker systems, with your driver's license number. This aids the police in tracing the stolen items.
- Never leave your vehicle running and unattended.
- Install an antitheft device that is highly visible, hard to defeat and renders the car inoperable.
- Drop a business card or address label in the map pockets of your doors.
- Don't hide a spare key.
- Don't leave important papers such as bank statements, credit card statements, and other important documents in your car.
- Photocopy your registration and insurance information and keep it in a safe place other than your vehicle.
- Most importantly, be crime wise. Think of what you can do to protect your belongings ahead of time before you become a victim. Don't become complacent.
- If you find your car has been burglarized, contact the UNO Police Department immediately and try not to touch the vehicle. The more you touch your vehicle, the more you contaminate the crime scene.

**If you are confronted by an armed robber:**

- Do not resist.
- Look at the robber but do not stare. This will enable you to provide a description to the police later.
- Assure the robber you are complying with his or her demands.
- Move slowly – avoid quick movements.
- Carry only as much cash and credit cards as you will need for the occasion.
- Take a cab to move about the city or travel in groups.
- Report any incidents to the University Police Department or if off campus to the local law enforcement authorities.

**If you live in a residence hall or apartment, remember:**

- Always lock your door when taking a nap, shower, retiring for the evening, or leaving your residence.
- Never hold or prop open the door to the residence hall or apartment.
- Secure valuables when leaving your residence.

**Protecting yourself against sexual assault:**

- If you are being victimized by a person who is attempting to sexually assault you, take the following steps to stop the assault from progressing. Remember that the goal is survival.
- Stall for time. Figure out your options. Each situation is different. Decide if you will fight, try to talk your way out of the assault, scream, or, if necessary for your survival, submit.
- If you fight, hit hard and fast. Target the eyes and groin.



- Try to dissuade the attacker from continuing. Tell him you have a sexually transmitted disease, tell him you are menstruating, urinate, vomit, or do anything to discourage the attacker.

### ***Protecting yourself against stalking:***

- In recent years society has become more aware of the dangers of stalking. Stalking, under Louisiana law, is repeated harassment that could or does cause the victim to feel intimidated, threatened, or frightened. While it is difficult to prevent stalking from occurring, you can take steps to prevent it from continuing.
- If you are a victim of stalking, report this to Campus Police or local police department, even if you do not know if you will be filing charges.
- Gather information to help your case, such as taped recordings of threatening phone calls, license plate state and number, description of vehicle, a personal description, and a detailed listing of any contacts the stalker makes with you.
- Follow up in court. Take out an anti-stalking order at your local circuit court, and/or file a civil lawsuit against the stalker for damages resulting from the stalker's behavior.
- If the stalking continues after the anti-stalking order has been sent, contact the police. No method of crime prevention is guaranteed to work 100% of the time. However, in taking these steps, you are removing the opportunity from would be criminals, and you will be less likely to be victimized. Be smart. Learn these steps, and make them a habit in your life.

### ***Protect yourself from date rape drugs:***

- Do not accept drinks from strangers.
- Watch bartenders pour your drink.
- Attend parties and bars with friends who will be with you throughout the evening.
- Have a designated driver arranged before going out to a party. The designated driver doesn't consume any alcohol or illegal substances.
- If you think your drink has been tampered with, seek medical attention right away and request the hospital conduct a toxicology test.

### ***SEXUAL OFFENDER REGISTRATION POLICY***

The Campus Sex Crimes Prevention Act (section 1601 of Public Law 106-386) is a federal law which was revised on October 28, 2000, that provides for the tracking of convicted, registered sex offenders enrolled as students at institutions of higher education, working or volunteering on campus. It also amends the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act to require institutions of higher education to issue a statement advising the campus community where to obtain law enforcement agency information provided by a state concerning registered sex offenders.

The Louisiana State Police Sexual Offender website, [www.lsp.org/socpr/default.html](http://www.lsp.org/socpr/default.html) is the location which contains all individuals who have been convicted of a sex crime and are required by law to register with the State of Louisiana.

**RESOURCES AVAILABLE TO CRIME VICTIMS*****The Impact of Crime***

After being victimized, most people experience a range of emotions including shock, disbelief, anger, self-blame, and fear. It is important for you to know that what happened was not your fault and help is available. It is important for you to know what resources are available here at the University of New Orleans and in the Metro Area.

The University of New Orleans makes available a brochure to assist crime victims with information concerning available resources. The brochure can be accessed at <http://www.uno.edu/upd/crime-victim-resources.aspx>

***Louisiana's Crime Victim Bill of Rights***

As a victim or designated family member of a victim, you may have the right of notification of certain proceedings in the criminal justice system that may affect you. For this registration you must file a Victim Notice and Registration Form with the arresting law enforcement agency, online, the clerk of court or the prosecuting agency that has jurisdiction over the case. You can register to receive an automated notification when the arrestee/offender is released from custody, and other vital information, by contacting the Louisiana Automated Victim Notification System (LAVNS) toll free at 1-866-528-6748 or WWW.LAVNS.ORG. LAVNS is an anonymous, free service.

By registering as a victim, you are also entitled to do a Victim Impact Statement. For you to have these Statutory Rights, the defendant must be charged with any homicide, felony crime of violence, vehicular negligent injuring, first-degree vehicular negligent injuring, sexual offense, or an attempt thereof.

**Crime Victims Bill of Rights**

- The right to reasonable notice and to be present and heard during all critical stages of pre-conviction and post-conviction proceedings.
- The right to be informed upon the release from custody of the escape of the accused or the offender.
- The right to confer with the prosecution prior to final disposition of the case.
- The right to refuse to be interviewed by the accused or a representative of the accused.
- The right to review and comment upon the pre-sentence report prior to imposition of sentencing.
- The right to seek restitution.
- The right to a reasonably prompt conclusion to the case.

As a witness you have many of the same rights given to the victim. For example, the witness has a right to advance notification concerning judicial proceedings and to be provided a secure waiting area during court proceedings, which does not require close proximity to defendants and their family or friends. A crime victim / witness coordinator assists those who have a case pending within the Attorney General's Criminal Division.

If you have been a victim or a witness of a crime and need assistance, contact the Louisiana Department of Justice Criminal Division:

1885 North 3rd St.  
Baton Rouge, LA 70802  
MAIL: P.O. Box 94005  
Baton Rouge, LA 70804  
PHONE: 225-326-6200  
FAX: 225-326-6297  
Email: [CriminalInfo@ag.state.la.us](mailto:CriminalInfo@ag.state.la.us)

## ***Support and Resources***

### **UNO Resources**

#### ***Office of Student Affairs***

248 University Center  
504.280.6620

#### ***Student Accountability and Advocacy***

248 University Center  
504.280.6222

#### ***Counseling Services***

226 University Center  
504.280.6683

#### ***Office of Disability Services***

248 University Center  
504.280.6222

#### ***UNO Police Department***

234 Computer Center  
504.280.6666

### **Off-Campus Resources**

#### ***New Orleans Police Department***

911 (for emergencies)

#### ***Jefferson Parish Sheriff's Office***

504.363.5500

#### ***Metropolitan Center for Women and Children***

504.837.5400

#### ***Crisis Intervention Hotline***

504.269.6273

***Rape Crisis Counseling Line***

504.837.5400

***National Sexual Assault Hotline***

800.656.HOPE

***Louisiana Domestic Violence Hotline***

1.800.411.1333

***Louisiana Foundation Against Sexual Assault***

985.345.5995 or toll free 888.995.7273

***Louisiana State Police***

504.471.2775 or 504.589.6261

***Bureau of Alcohol, Tobacco,  
Firearms, and Explosives***

800.800.3855

***24 hour Drug Hotline***

504.486.9690

***U.S. Drug Enforcement Administration***

504.840.1100

***U.S. Postal Inspector***

504.589.1200

***Alcoholics Anonymous***

504.838.3399

***National Suicide Prevention Hotline***

1.800.273.8255

***U.S. Coast Guard***

504.589.4041

## EMERGENCY SITUATIONS

### *Preparing for a Hurricane*

Hurricane Season occurs from June 1 through November 30 each year. Please develop a personal hurricane emergency preparedness and evacuation plan.

To ensure the safety of UNO students, faculty, and staff, the University of New Orleans has developed extensive emergency plans, which are recommended as general guidelines for students, faculty, and staff, in the event of a storm and/or other emergencies. The university's primary concern is the safety, health, and well-being of UNO community members. All decisions reflect this philosophy.

Experts recommend evacuation outside the storm area as the best possible way to ensure personal safety during a hurricane. Upon class cancellation, all students are encouraged to seek safety through evacuation outside of the storm area. Conditions during a hurricane emergency can be dangerous.

Individuals who have their own transportation are encouraged to take other people with them to assist in the evacuation process. Students, faculty, and staff should develop a plan to leave, including securing rides with other students who have personal transportation. Should any student decide to leave prior to the official cancellation of classes, the student is responsible for making provisions for missed classes and assignments with their professors directly.

To access the Public Emergency Preparedness page visit: [www.uno.edu](http://www.uno.edu) and at the very bottom of the page click on the link titled "Emergency Preparedness".

On the Emergency Preparedness page are two links listed below which detail the University's Emergency Plans and how to Shelter in Place should a situation arise while you are on campus.

- [AP-OP-09.2 UNO Disaster Emergency Plans \(pdf\)](#)
- [Shelter In Place](#)

During a time of emergency, please monitor the UNO and Student Housing websites [www.uno.edu](http://www.uno.edu) and <http://housing.uno.edu> for university updates.

When a hurricane shows signs of intensifying to a catastrophic level, students will be advised to begin researching available air, train, and bus schedules and fares if they are not evacuating by car.

If students are unable to evacuate on their own, limited bus transportation will be available to evacuate those resident students (disabled students, international students, students residing off campus) unable to evacuate on their own. UNO will be capable of evacuating only a limited number of students. These students may bring only minimal personal belongings (toiletries, towel, medications, and a single change of clothing) that they are able to hold on their laps. NO SUITCASES will be allowed. All personal belongings must be contained in a book bag or small duffel/gym bag.



Students evacuated by bus will be transported to a shelter out of the immediate danger zone. At this evacuation site, students can expect to share an open gym floor without cots in a non-air conditioned building with extremely limited resources. Working bathrooms will be available but could become disabled. Occupants must abide by fixed rules to ensure order. Roads may become impassable due to flooding. Depending on storm damage, these conditions can last for several days or longer. Activation of the Evacuation Plan signals imminent weather related danger.

## ***University Closures***

Any announcements as to whether the University will close because of emergency conditions will be made by the President through the Vice President for Communications, Marketing and Public Relations for release to the public media. The Vice President for Communications, Marketing and Public Relations will initiate E2Campus text messages, update the UNO website and the message on the UNO main switchboard (504-280-6000). Special instructions to Critical Emergency Personnel, Essential Personnel – LEVEL 1 and Essential Personnel – LEVEL 2 will be included.

University offices are to be closed and other operations suspended along with the suspension of classes, the announcement shall state; “All classes, public events, and related activities at UNO are suspended and all offices and departments except those previously designated as required for essential operations will be closed today (or until further notice). Faculty and Staff are not to report to work unless previously and specifically told to do so.”

All members of the UNO community are expected to comply with the oral and written instructions of a University Official acting within the scope of his or her duty in a crisis, emergency or disciplinary situation. University Officials include, but are not limited to, public safety/UNOPD officers, faculty members, administrators, and student housing. Compliance shall include providing clear and factual information concerning an individual situation and cooperating in a polite and respectful manner.

## ***University Reopening***

Any announcements pertaining to the Re-opening of the University and resuming operations after a period of official closure will be made by the President through the Vice President for Communications, Marketing and Public Relations for release to the public media. The Vice President for Communications, Marketing and Public Relations will initiate E2Campus text messages, update the UNO website and the message on the UNO main switchboard (504-280-6000).

## ***Administrative Instruction***

All members of the University of New Orleans community are expected to comply with the oral and written instructions of a university official acting within the scope of his or her duty in a crisis, emergency or disciplinary situation. University officials include, but are not limited to, public safety/UNOPD officers, faculty members, administrators, and residential life staff members.

Compliance shall include providing clear and factual information concerning an individual situation and cooperating in a polite and respectful manner. Faculty and Staff responsibilities will vary dependent upon the specific emergency or disaster, according to protocol established in this Administrative Policy and its attachments.

## **COMMUNITY LIVING**

### **Living on Campus at UNO**

At the University of New Orleans, you will have the opportunity to form friendships and relationships with people from diverse backgrounds that can benefit you and your career long after you leave the University. With these new friends, you can enjoy campus life and the charms of the city of New Orleans. Our mission is to provide our resident students with the highest quality living and learning environment at a reasonable cost.

#### **Privateer Place**



Interested in apartment-style living that's conveniently located on our campus? Privateer Place is our apartment style facility located on the UNO campus.

#### **Pontchartrain Hall**



Pontchartrain Halls, North and South, located at Milneburg Road and St. Anthony Avenue, offer state-of-the-art student housing.

#### **Affinity Housing in Pontchartrain Halls**



Affinity Housing in Pontchartrain Halls provides new freshman and transfer students the opportunity to live in a community based on special topic interests.

## Lafitte Village



Lafitte Village, UNO's married, family, and graduate housing facility on campus, is home to 48 one-bedroom, one-bath units and 72 two-bedroom, one-bath units.

## Safety

Pontchartrain Hall is a state of the art residence hall located on the main campus of the University of New Orleans. This residence facility consists of two separate and complete residence halls, Pontchartrain Hall North and Pontchartrain Hall South. They are located adjacent to each other on the corner of Milneburg Street and Leon C. Simon Boulevard.

Safety in and around Pontchartrain Hall is first and foremost. The UNO Police Department provides 24 hour patrols around both Pontchartrain Hall North and South. There is also a state of the art surveillance system covering the common areas within the hall as well as the exterior and parking areas.

There is a state of the art security surveillance system in all exterior common and parking areas of Lafitte Village. The UNO Police Department monitors the surveillance cameras and provides active patrols on a 24-hour/7 days a week basis. Lafitte Village is secured by a perimeter fence and entrances to the facility are controlled by security card access.

Privateer Place Apartments is a unique residential community for students, faculty, staff, and affiliates of the University of New Orleans located on the north side of the campus.

The Privateer Place property management personnel are committed to ensuring the residents of Privateer Place, who are mostly students of UNO, are safe while they are here on campus. One of the security features at Privateer Place is the eight-foot perimeter fencing surrounding the complex. There is only one entrance to the complex which requires an access card for the front gate for added security. The University Police Department provides police services to Privateer Place and are available on a 24-hours/7 days a week basis. The Management believes in the effectiveness of neighbors looking out for each other and encourage residents to get to know their neighbors. It is the responsibility of the residents to promptly report any incident in criminal nature to the University Police Department at 280-6666 and to the complex office. Whenever possible furnish a detailed description of the offender, date and time, make and color of vehicle, license plate number, etc.

## Emergencies

In the event of an emergency, please call University Police at ext. 36666, North Hall front desk at ext. 37777 or South Hall front desk at ext. 37739. The front desk will report facility and mechanical problems, and if necessary, contact the RA on duty, the Residence Hall Manager or the Director of Student Housing.

## ***General Safety***

UNO Student Housing and the UNO Police Department want all residents to remain safe when they are both on and off campus. The Housing Office works closely with both the UNO Environmental Health and Safety Office and the UNO Police Department regarding training programs for staff, safety inspections, fire drills, incident investigation and educational programming for residents.

The following situations may indicate criminal activity and should be reported to your Residence Hall Staff and University Police:

- A scream or call for help
- A strange, unescorted person on your floor
- A broken window
- Seeing someone you do not know or recognize:
  - Entering your neighbor's room
  - Entering an office with no apparent business to transact
  - Loitering in a parking lot, near your residence hall, or work area
  - Carrying two bicycles
  - Trying to break or pry open a car window

## ***Personal Security – While Inside Your Apartment***

- Lock your doors and windows, even while you're inside.
- Use the deadbolt locks on the doors while you're inside.
- When answering the door, see who is there by looking through a window or peephole. If you don't know the person, first talk with him or her without opening the door. Don't open the door if you have any doubts.
- Don't put your name, address, or phone number on your key ring.
- If you're concerned because you've lost your key or because someone you distrusted has a key, ask us to rekey the locks. You have a statutory right to have that done. There will be a charge to rekeying the lock.
- Dial 280-6666 to contact the UNO Police Department for emergencies. Keep phone numbers handy for the police, fire, and EMS. If an emergency arises call the appropriate governmental authorities first and then the leasing office.
- Check your smoke detector monthly for dead batteries or malfunctions.
- Check your door locks, window latches, and other security devices regularly to be sure they are working properly.
- Immediately report the following to the leasing office:
  - Any need of repairs of locks, latches, doors, windows, and smoke detectors; and
  - Any malfunction of other safety devices outside your dwelling, such as broken gate locks, burned out lights in stairwells and parking lots, blocked passages, broken railings, etc.
- Close curtains, blinds, and window shades.
- Mark or engrave identification on valuable personal property.

## ***Personal Security – While Outside Your Apartment***

- Lock your doors while you're gone. If you have them, lock your door handle lock, keyed deadbolt lock, sliding door pin, sliding door handle latch, and sliding door security bar.
- Leave a radio or TV playing softly while you're gone.
- Close and latch your windows while you're gone, particularly when you're gone for an extended period.
- Tell your roommate where you're going and when you'll be back.
- Don't walk alone at night.
- Don't hide a key under the doormat or a nearby flower pot. These are the first places a burglar will look.
- Don't give entry codes or electronic gate cards to anyone.
- Use lamp timers when you go out for the evening or go away for an extended period of time.
- Let the leasing office, the UNO Police Department, or a friend know you'll be gone for an extended period.
- Carry your door key in your hand, whether it is daylight or dark, when walking to your entry door. You are more vulnerable when you are looking for your keys at the door.

## ***Personal Security – While Using Your Car***

- Lock your car doors while driving. Lock your car doors and roll up the windows when leaving your car parked.
- Don't leave exposed items in your car, such as cassette tapes, wrapped packages, briefcases, or purses.
- Don't leave your keys in the car.
- Carry your key ring in your hand while walking to your car, whether it is daylight or dark, and whether you are at home, school, work, or elsewhere.
- Try to park your car in an off-street parking area rather than on the street. If you park on the street, park near a street light.
- Check the backseat before getting into your car.
- Don't stop at gas stations or automatic teller machines at night, or anytime when suspecting danger.

## **UNIVERSITY ALERT SYSTEM**

### **Shelter in Place**

A Shelter in Place incident is a potentially threatening situation on campus that may involve disasters such as chemical or biological attacks or leaks, natural disasters such as tornados or attacks with weapons.

Below are the steps that faculty, staff and students should follow if an incident such as this should occur on the UNO main campus.



A 3 minute siren sound means “take shelter”; a text message will be sent through the Privateer Alerts Emergency System and an email message will be sent to all UNO email addresses when the “all clear” is given.

## **Active Shooter**

### **1. Warning Siren:**

When you hear the official shelter-in-place warning siren, you should:

- Direct any non-threatening individuals into your area;
- Lock or barricade your area door and windows, if possible;
- If you are outside on campus, exit the campus. Entering a building is dangerous as the shooter may be in the building.

### **2. Text Message:**

- If you hear the siren and you are registered for the Privateer Alerts text messaging service you should:
- Check your text messaging service immediately; silence the ringer on your mobile device;
- You will receive a text message indicating the nature of the emergency and what steps to take to protect yourself.

### **3. Email Message:**

- An email message will be sent to all UNO email addresses indicating the nature of the emergency and what steps to take to protect yourself.

### **4. Move Away from Doors & Windows:**

- Direct others in your area to move away from doors and windows and stay silent;
- Do not open your door for any reason;
- Building Coordinators and University Police will have keys to open doors.

### **5. Cover Windows/Turn Off Lights:**

- Cover area windows/close blinds (if possible);
- Turn off lights.

### **6. If You Hear Gunfire:**

- Lie flat on the floor and direct those around you to do the same;
- Remind everyone to stay silent and silence their ringer on their mobile devices.

### **7. Take Roll of Those Present:**

- Someone should take roll of everyone present;
- Be prepared to provide this information to University Police.

8. **Stay Where You Are:**

- Until an "all clear" email is received or an "all clear" text message is received;
- Until you are given face-to-face instructions by University Police or a University administrator that the emergency is over.

9. **Do NOT Call the University Police:**

- Once the siren has sounded, University Police are aware of the emergency;
- Only call University Police if you have a life-threatening emergency or specific information on an immediate dangerous situation to report.

For more information visit: [www.uno.edu/upd](http://www.uno.edu/upd) and click the *University Alert System* link

## ***MISSING RESIDENTIAL STUDENT POLICY***

It is the policy of the University of New Orleans to treat all reports of missing students as serious incidents and to investigate such reports completely. The University of New Orleans Police Department will thoroughly investigate all reports of missing students, treating every report as one where the person reported missing may be at risk until significant information to the contrary is confirmed.

The University encourages timely reporting of missing students to the proper law enforcement agency by all members of the UNO community, to assist in locating students who are reported missing, and to comply with federal law as stated in the Missing Person Procedures of the Higher Education Opportunity Act 488(3) HEA section 485U1.

### ***Reporting a Missing Student***

A student may be considered to be missing if the student's absence is contrary to his or her usual pattern of behavior and unusual circumstances may have caused the absence.

Such circumstances could include, but are not limited to:

1. absence from multiple classes;
2. indicators that a student may be a victim of foul play;
3. expressed suicidal thoughts;
4. indicators of drug dependency;
5. indicators that the student may be in a life threatening situation or has been with persons who may endanger his or her welfare.

The UNO Police Department suggests to all members of the UNO community that if there is a possibility that a student is missing, consult the University Police as soon as possible, by calling 280-6666.

Any university employee who receives information indicating that a student may be missing must report this information to the University Police immediately whether the student is a resident or non-resident student.

Any student, who believes that another student is missing, is encouraged to notify the University Police as soon as possible.

University Police will investigate all incidents of reported missing students and will exhaust all leads to locate resident students (those who live in on-campus facilities). Once an investigation has been initiated regarding a missing resident student, the UNO Police Department will notify the New Orleans Police Department within 24 hours, unless the N.O.P.D. was the law enforcement agency which initiated the investigation. In situations where the student is a non-resident (resides off campus), the University Police will help notify the proper law enforcement agency in the jurisdiction where the student resides or was last seen and assist with the investigation. This notification will be done within 24 hours of receiving a credible report. Nothing in this policy requires the University Police to wait 24 hours before reporting to the law enforcement agency with jurisdiction.

### ***Emergency Contact Information***

At the beginning of each academic semester, all students residing in on-campus housing will be notified of the following:

1. The student will have the opportunity to identify a contact person or persons whom will be notified within 24 hours of the determination by law enforcement that the student is missing;
2. This contact information will be confidential and will be accessible only to authorized university officials and it will not be disclosed except to law enforcement personnel involved in a missing persons investigation;
3. For students who are 18 years of age or older, this notification to the designated emergency contact person will be notified within but no later than 24 hours after the student is determined to be missing.
  - a. A student who is above the age of 18 or is an emancipated minor, the local law enforcement agency that has jurisdiction will be notified within 24 hours of the student being determined to be missing.

Students who are under 18 years of age and not emancipated, the Division of Student Affairs or the UNO Police Department must notify the student's custodial parent or guardian within 24 hours of the determination that the student is missing and will also notify any of the student's additional designated emergency contact persons.

### ***Procedures for Registering Confidential Contact Information***

- Go to the University of New Orleans website at [www.uno.edu](http://www.uno.edu) and click on the "Current Students" link on the left side of the page
- Click on the "WebSTAR" link
- On "WebSTAR" logon page, click "Students" link
- Enter your student "User ID" and "Password"

- This will bring you to the Student Self Services page
- Click on the " Personal Information" link
- Under Contact Information, click on the "Emergency Contacts" link
- On the Emergency Contacts List page is a check box which states, "I do not wish to provide this information". If the student does not wish to provide confidential contact information, then this box can be clicked on and a check mark will be placed in the box. The information will be automatically saved. If the student elects to enter confidential contact information, then the student should follow the instruction provided to enter the data.

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## CAMPUS CRIME STATISTICS ACT (CLERY ACT)

### *Campus Crime Statistics*

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act, requires higher education institutions to give timely warnings if crimes that represent a threat to the safety of students, of employees, and to make public their security policies. The Clery Act also requires that the crime data is collected, reported, and disseminated to the campus community.

### Geographic Area Maps

#### Lakefront Main Campus



#### East Campus – Lakefront Arena





## Clery Act Definitions

**“On Campus”** is defined as any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls. This also includes any building or property that is within or reasonably contiguous to the geographic area that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

**“Dorms/Residential Facilities”** is defined as any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.

This category is a subset of the “On Campus” category.

**“Non Campus”** is defined as any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution. This also includes any building or property owned or controlled by a student organization that is officially recognized by the institution.

**“Public Property”** is defined as all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

## Types of Criminal Offenses

1. **Criminal Homicide** - These offenses are separated into two categories: Murder and Non-negligent Manslaughter, and Negligent Manslaughter.
  - **Murder and Non-negligent Manslaughter** is defined as *the willful (non-negligent) killing of one human being by another.*
  - **Negligent Manslaughter** is defined as *the killing of another person through gross negligence.*
2. **Sex Assaults (Sex Offenses)** – is defined as *any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.*
  - a) **Rape** – *is the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.*
  - b) **Fondling** – *is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.*

- c) **Incest** – *is sexual intercourse between persons who are related to each other with the degrees wherein marriage is prohibited by law.*

**Statutory Rape** – is sexual intercourse with a person who is under the statutory age of consent.

**Robbery** – is the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

**Aggravated Assault** – is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

**Burglary** – is the unlawful entry of a structure to commit a felony or a theft.

**Motor Vehicle Theft** – is the theft or attempted theft of a motor vehicle.

**Arson** – is any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

**Hate Crimes** – is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.

**Race** - A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.

**Religion** - A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.

**Sexual Orientation** - A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation.

**Gender** - A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.

**Identity** - A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals.

**Ethnicity** - A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry.

**National Origin** - A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.

**Disability** - A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

3. **Domestic Violence** – (42 U.S.C. 13925(a)) includes felony or misdemeanor crimes of violence committed:
- 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 or 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

**Domestic Violence** - is the occurrence of one or more of the following acts by a family or household member, but does not include acts of self-defense:

1. Attempting to cause or causing physical harm to another family or household member;
2. Placing another family or household member in fear of physical harm;
3. Causing another family or household member to engage in involuntary sexual activity by force, threat of force, or duress; or,
4. Committing one or more of the following crimes against another family or household member:
  - a. Arson, of any grade;
  - b. Assault and battery, of any grade;
  - c. Burglary, of any grade;
  - d. Criminal damage to property;
  - e. Homicide, of any grade;
  - f. Kidnapping, of any grade;
  - g. Sex offenses, of any grade;
  - h. Any offense involving stolen property;
  - i. Any weapon law violation;
  - j. Disorderly conduct;
  - k. Stalking; and

- I. Criminal trespass of property.

**Family or household members** means as follows:

- a. Adults or minors who are current or former spouses;
- b. Adults or minors who live together or who have lived together;
- c. Adults or minors who are dating or who have dated;
- d. Adults or minors who are engaged in or who have engaged in any type of sex act;
- e. Adults or minors who are related by blood or adoption;
- f. Adults or minors who are related or formerly related by marriage; or
- g. Persons who have a child in common; and, minor children of a person with whom the offender has been or is in a relationship that is described in subsections (1) through (6) of this definition.

**Stalking** – is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to –

- a) Fear for the person's safety or the safety of others; or
- b) Suffer substantial emotional distress

For the purposes of this definition:

- **Course of conduct** means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- **Reasonable person** means a reasonable person under similar circumstances and with similar identities to the victim.
- **Substantial emotional distress** means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.

**Cyber Stalking** (State Law R.S. 14:40.3) -

- A. For the purposes of this Section, the following words shall have the following meanings:
  1. "Electronic communication" means any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature, transmitted in whole or in part by wire, radio, computer, electromagnetic, photoelectric, or photo-optical system.
  2. "Electronic mail" means the transmission of information or communication by the use of the Internet, a computer, a facsimile machine, a pager, a cellular telephone, a video recorder, or other electronic means sent to a person identified by a unique address or address number and received by that person.
- B. Cyber stalking is action of any person to accomplish any of the following:
  1. Use in electronic mail or electronic communication of any words or language threatening to inflict bodily harm to any person or to such person's child, sibling,

- spouse, or dependent, or physical injury to the property of any person, or for the purpose of extorting money or other things of value from any person.
2. Electronically mail or electronically communicate to another repeatedly, whether or not conversation ensues, for the purpose of threatening, terrifying, or harassing any person.
  3. Electronically mail or electronically communicate to another and to knowingly make any false statement concerning death, injury, illness, disfigurement, indecent conduct, or criminal conduct of the person electronically mailed or of any member of the person's family or household with the intent to threaten, terrify, or harass.
  4. Knowingly permit an electronic communication device under the person's control to be used for the taking of an action in Paragraph (1), (2), or (3) of this Subsection.
- C. Whoever commits the crime of cyber stalking shall be fined not more than two thousand dollars, or imprisoned for not more than one year, or both.
1. Upon a second conviction occurring within seven years of the prior conviction for cyber stalking, the offender shall be imprisoned for not less than one hundred and eighty days and not more than three years, and may be fined not more than five thousand dollars, or both.
  2. Upon a third or subsequent conviction occurring within seven years of a prior conviction for stalking, the offender shall be imprisoned for not less than two years and not more than five years and may be fined not more than five thousand dollars, or both.
  3. In addition, the court shall order that the personal property used in the commission of the offense shall be seized and impounded, and after conviction, sold at public sale or public auction by the district attorney in accordance with R.S. 15:539.1.
    - a. The personal property made subject to seizure and sale pursuant to Subparagraph (a) of this Paragraph may include, but shall not be limited to, electronic communication devices, computers, computer related equipment, motor vehicles, *photographic equipment used to record or create still or moving visual images of the victim that are recorded on paper, film, video tape, disc, or any other type of digital recording media.*
- D. Any offense under this Section committed by the use of electronic mail or electronic communication may be deemed to have been committed where the electronic mail or electronic communication was originally sent, originally received, or originally viewed by any person.
- E. This Section does not apply to any peaceable, nonviolent, or nonthreatening activity intended to express political views or to provide lawful information to others.
10. **Dating Violence** – (42 U.S.C. 13925(a)) includes felony or misdemeanor crimes of violence committed by:
- a) Who is or has been in a social relationship of a romantic nature with the victim; and
  - b) Where the existence of such relationship shall be determined based on consideration of the following factors:
    - i) The length of the relationship
    - ii) The type of relationship
    - iii) The frequency of interaction between the persons involved in the relationship

For the purpose of this definition:



- Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.

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## CRIME STATISTICS FOR THE PAST THREE YEARS

<b>Criminal Offenses</b>	<b>Year</b>	<b>On-Campus</b>	<b>On-Campus Residence Halls (Subset of On-Campus)</b>	<b>Non-Campus</b>	<b>Public Property</b>	<b>Unfounded</b>
<b>Murder/Non-Negligent Manslaughter</b>	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
<b>Negligent Manslaughter</b>	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
<b>Rape</b>	2017	1	0	0	0	0
	2016	6	2	0	0	1
	2015	1	1	0	0	0
<b>Fondling</b>	2017	1	0	0	0	0
	2016	0	0	0	0	0
	2015	2	1	0	0	0
<b>Incest</b>	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
<b>Statutory Rape</b>	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
<b>Robbery</b>	2017	1	0	0	0	0
	2016	1	0	0	0	0
	2015	1	0	0	0	0
<b>Aggravated Assault</b>	2017	1	0	0	0	0
	2016	3	1	0	0	0
	2015	3	0	0	0	0
<b>Burglary</b>	2017	14	2	0	0	0
	2016	14	2	0	0	0
	2015	20	1	1	0	0
<b>Motor Vehicle Theft</b>	2017	1	0	0	0	0
	2016	4	0	1	0	0
	2015	6	0	0	0	0
<b>Arson</b>	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0

<b>Hate Offenses</b>	<b>Year</b>	<b>Race</b>	<b>Religion</b>	<b>Sexual Orientation</b>	<b>Gender</b>	<b>Gender Identity</b>	<b>Disability</b>	<b>Ethnicity</b>	<b>National Origin</b>
Murder/Non-Negligent Manslaughter	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Negligent Manslaughter	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Rape	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Fondling	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Incest	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Statutory Rape	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Robbery	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Aggravated Assault	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Burglary	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Motor Vehicle Theft	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Arson	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Domestic Violence	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Dating Violence	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Stalking	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Theft (Larceny)	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Simple Assault	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Intimidation	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0

Violence Against Women Act (VAWA) Offenses	Year	On-Campus	On-Campus Residence Halls (Subset of On-Campus)	Non-Campus	Public Property	Unfounded
Domestic Violence	2017	2	0	0	0	0
	2016	1	0	0	0	0
	2015	4	1	0	0	0
Dating Violence	2017	11	2	0	0	0
	2016	1	0	0	0	0
	2015	3	1	0	0	0
Stalking	2017	2	1	0	0	0
	2016	2	1	0	0	0
	2015	6	1	0	0	0

Arrests	Year	On-Campus	On-Campus Residence Halls (Subset of On-Campus)	Non-Campus	Public Property
Weapons: Carrying, Possessing, etc.	2017	0	0	0	0
	2016	0	0	0	0
	2015	1	0	0	0
Drug Abuse Violations	2017	1	1	1	0
	2016	2	0	0	0
	2015	13	1	0	0
Liquor Law Violations	2017	0	0	0	0
	2016	0	0	0	0
	2015	0	0	0	0

Disciplinary Actions /Judicial Referrals	Year	On-Campus	On-Campus Residence Halls (Subset of On-Campus)	Non-Campus	Public Property
Weapons: Carrying, Possessing, etc.	2017	0	0	0	0
	2016	0	0	0	0
	2015	1	0	0	0
Drug Abuse Violations	2017	1	1	0	0
	2016	0	0	0	0
	2015	10	5	0	0
Liquor Law Violations	2017	5	4	0	0
	2016	1	1	0	0
	2015	5	3	0	0

## ANNUAL FIRE SAFETY REPORT

### Overview

Fire and life safety is of paramount importance within the student housing locations. Your actions could affect the life and property of other students in your community. Please be aware of your actions and observe the Health, Fire and Life Safety policies. To ensure fire safety within the student housing locations, certain appliances and items are prohibited. If you are not sure about an item, please ask your Resident Assistant or submit your question to the UNO Office of Environmental Health and Safety at 280-6670.

At the beginning of each semester, the Director of the Office of Environmental Health and Safety meets with the Housing Resident Assistants and provides fire safety education and training. The Resident Assistants then meet with students of their assigned floor and instruct the students on fire safety and the University's policies regarding fire safety. During Resident Assistant floor meetings, they go over fire safety guidelines and evacuation routes which are posted on each floor. Additionally, the Resident Assistants review the Health, Fire, and Life Safety section of the Residents' Handbook with the students to ensure they are aware of the items that pose a fire hazard and are not allowed for use in the dorms.

In compliance with federal law, the University of New Orleans is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. Listed below are the non-emergency numbers to call to report fires that have already been extinguished in on-campus student housing. These are fires for which you are unsure whether the UNO Police Department may already be aware. If you find evidence of such a fire or if you hear about a fire, please contact one of the following:

**UNO Police Department** – (504) 280-6371

**Pontchartrain Hall/ Lafitte Village** – (504) 280-6402

North Front Desk – (504) 280-7777

South Front Desk – (504) 280-7739

**Privateer Place** – (504) 282-5670

When calling please provide as much information as possible about the location, date, time, and cause of the fire.

### On-Campus Student Housing

Students at UNO can choose from private apartment living in **Privateer Place**, dormitory living in **Pontchartrain Hall**, or family student living in **Lafitte Village**.

**Privateer Place** is an apartment style facility located on the lakefront within the UNO campus. The two-bedroom and four-bedroom apartments have private bedrooms, private or semi-private bathroom, full kitchen, and living room. They are fully furnished and utilities are included. Efficiency units are also available.



**Pontchartrain Halls** - North and South, located at Milneburg Road and St. Anthony Avenue on the UNO Lakefront campus, offer state-of-the-art student housing. Total occupancy for both halls is 740 in one bedroom/one bath, two bedroom/one bath, and four bedroom/two bath configurations. Common areas with a lobby and seating areas, study, and social areas are designed with student needs and comfort as a focus. Modern laundry facilities are located in both buildings. Pontchartrain North has a game room and a convenience store. Both North and South halls have fully appointed community kitchens. All units are furnished with wifi and cable service included

Parking areas are provided around both buildings and across Milneburg Road located directly in the rear and front of the Human Performance Center. Entrance to both halls require card access with video surveillance offering enhanced security.

**Lafitte Village** is the University of New Orleans' married and family housing facility. There are 48 one bedroom/one bath and 72 two bedroom/one bath units available. Amenities include all utilities, cable television, wifi and laundry on the premises. A barbeque area and children's playground are located in the courtyard. There is a state of the art security surveillance system in all exterior common and parking areas. The entrances to the facility are controlled by security card access. Lafitte Village had been closed since 2005 due to heavy damage caused by Hurricane Katrina and recently re-opened August 1, 2012, following a complete renovation.

### **Emergency Situations/Fire Alarms**

In the event of an emergency, please call the University Police at 504-280-6666, Pontchartrain North Hall front desk at 504-280-7777, or Pontchartrain South Hall front desk at 504-280-7739. The front desk will report facility and mechanical problems, and if necessary contact the Resident Assistant on duty and/or the Resident Hall Manager on Duty.

Residents and their guests must evacuate the building and comply with staff instructions any time a fire alarm sounds. Failure to evacuate will result in disciplinary action, including a fine. Tampering with fire and safety equipment or setting off a false alarm is a violation of State Law and University regulations and will result in University disciplinary action, including fines and removal from the hall and/or possible legal action.

### **Daily Fire Log**

The UNO Police Department maintains a written, easily understood daily fire log which records the date occurred, time, location, and the nature of the fire. The fire log is updated daily when incidents occur and can be accessed at [www.uno.edu/upd](http://www.uno.edu/upd) and clicking on the link titled "Daily Crime and Fire Logs".

### **Appliances**

Only UL approved microwaves (Residential), refrigerators (4.6 cubic ft. max), blenders, grounded coffee makers, fans, irons, popcorn poppers (with self-contained heating coils) and

hot pots (with self-contained heating coils and capacity of 3 cups) are allowed in Residence Hall Rooms.

Not allowed are crock-pots, electric woks, George Forman grills, hotplates, rice cookers, space heaters, toasters, toaster ovens, electric skillets or any cooking appliance other than those specifically approved.

By order of the State Fire Marshall, the use of any appliance with open heating coils is prohibited. Students found in violation of policy will be directed to immediately remove the prohibited item and will be subject to disciplinary action.

### **Candles and Incense**

Candles and incense are not permitted in student rooms at any time, for decoration or for any other purpose.

### **Smoking**

The University of New Orleans is a Tobacco-Free Campus.

### **Explosives, Fireworks, and Weapons**

Fireworks, chemicals, gasoline, other explosives and any weapons that could inflict bodily harm or result in disturbances of the peace are prohibited in the residence halls and on the University campus. Facsimiles, including water guns and air guns, are also prohibited on campus. The prohibition applies to all persons, students, faculty, staff and campus visitors, and it applies to all areas of the University. Louisiana law states that possession of a firearm, illegal knives, clubs, or prohibited weapons on a college campus is a felony. Any student found in possession of any of these weapons is subject to disciplinary action, removal from the residence hall and/or arrest. Storage or use of chemicals that generate EPA regulated wastes (this includes photography development chemicals) or controlled substances are prohibited in the residence halls.

### **Fire Alarms and Fire Safety Equipment**

Residents and their guests must evacuate the building and comply with staff instructions any time a fire alarm sounds. By order of the State Fire Marshall, Residence Hall Staff will conduct fire drills on a regular basis. Failure to evacuate will result in disciplinary action, including fines.

Tampering with fire and safety equipment or setting off a false alarm is a violation of State Law and University regulations and will result in University disciplinary action, including fines, removal from the hall and/or possible legal action. Tampering is defined as any action that may damage or interfere with the normal functioning of the fire and life safety system. Tampering includes, but is not limited to, the following:

***Disconnecting, intentionally damaging, covering or vandalizing in any way smoke detectors, fire sprinklers, alarm horns, pull stations, fire extinguishers, door closers or exit signs, covering or hanging anything on fire sprinkler heads or pipes is not permitted at any time.***

Any malfunction of the safety equipment, including room smoke detectors or fire sprinkler equipment, should be immediately reported to the front desk. The Student Housing Department and the Office of Environmental Health and Safety are committed to the prevention of tampering with fire safety equipment and will work with staff, students and University Police to identify responsible individuals. All students with information that can assist in the investigation are encouraged to contact a residence hall staff member or the University police. If and when necessary, a reward may be offered to the person(s) with information that leads to the identification of the responsible person. Reward information will be posted in the residence hall.

### **Fire and Fire Safety Violations**

Tampering with fire and life safety equipment is considered a misdemeanor offense subject to fines and imprisonment. At a minimum, students found responsible for tampering with fire and life safety equipment or found in violation of fire and life safety policies are subject to disciplinary action. This can include disciplinary action up to removal from the residence hall, fines and possible legal action.

### **Fire Sprinkler System**

The following safety information pertains to halls with sprinklers. To ensure proper functioning of the sprinkler system, observe the following:

- Items should not be hung or attached to the sprinkler head or piping.
- Sprinkler heads should never be obstructed or tampered with in any manner.
- Items should not be hung or stored within 12 inches of the sprinkler head. Balls, frisbees and other items that can damage the sprinkler head are not to be thrown in rooms, hallways or other public areas.

Tampering with the fire sprinkler system is a violation of State Law and University regulations and will result in University disciplinary action, including fines and removal from the hall and/or other possible legal action. Residents who tamper with the fire sprinkler system and cause damage will be subject to disciplinary action, a fine and all costs to repair the system. Residents who tamper with the sprinkler system and cause a sprinkler to activate will be subject to disciplinary action, including fines and possible removal from hall, and also be responsible for all damages to resident and University property.

### **Health, Fire, and Safety Inspections**

To ensure safety policies are followed, the Student Housing Staff along with the Office of Environmental Health and Safety may conduct health, fire, and life safety inspections of residence hall rooms. The housing and/or Health and Safety Officer may conduct room inspections.

Inspectors will look for the following:

- Prohibited Items
- Tampering with fire equipment
- Mold, mildew, trash and debris
- Proper functioning of fire equipment
- Maintenance related items
- Obstructed route of grass
- Safety related signage

## Lighting

Halogen lamps consuming more than 120 watts of power are not permitted in the residence halls. This includes most torchere type fixtures. Students found in violation of this policy will be directed to immediately remove the prohibited item and be subject to disciplinary action, including a fine.

## Smoke Detectors

Smoke detector malfunctions should be reported immediately. If your smoke detector emits a short beep in a regularly timed pattern, your smoke detector needs to be serviced. Fill out a Work Request Form (available online) to have the unit serviced.

## Fire Safety Systems

Fire Safety Systems in Residential Facilities							
Building	Smoke Detectors	Audible Alarms	Strobes	Pull Stations	Total Sprinkler	Portable Fire Extinguishers	# of evacuation (fire) drills each calendar year
Pontchartrain Hall - North	Yes	Yes	Yes	Yes	Yes	Yes	2
Pontchartrain Hall - South	Yes	Yes	Yes	Yes	Yes	Yes	2
Privateer Place	Yes	Yes	Yes	Yes	Yes	Yes	0
Lafitte Village	Yes	Yes	Yes	Yes	Yes	Yes	0

## Fire Safety Statistics

The Higher Education Opportunity Act (HEOA) requires two safety-related requirements on institutions that participate in federal student financial aid programs which follow:

1. Fire Log: Institutions must keep a fire log that states the nature of the fire, date, time, and general location of each fire in on-campus student housing facilities.
2. Annual Fire Safety Report: Institutions with on-campus student housing facilities must publish annually a fire safety report that provides information on campus fire safety practices and standards.

**Reported Fires – On-Campus**

Case #	Date	Time	General Location	Nature
01-019-17	1/18/2017	8:00am	Ben Franklin Parking Lot	Vehicle Fire
08-011-17	8/14/2017	10:40am	Chemistry Bldg Courtyard	Trash Fire
10-040-17	10/25/2017	1:25pm	Privateer Place Apts	Cigarette lit piece of wood on balcony
11-027-17	11/15/2017	12:00pm	Wellness Center Exterior	Palm Tree Fire

**Reported Fires – On Campus Residence Halls / Lafitte Village**

		2017	2016	2015
<b>Reported Fires – On Campus Pontchartrain Halls</b>	<b>Fires</b>	0	0	0
	<b>Injuries</b>	0	0	0
	<b>Deaths</b>	0	0	0

		2017	2016	2015
<b>Reported Fires – On Campus Lafitte Village</b>	<b>Fires</b>	0	0	0
	<b>Injuries</b>	0	0	0
	<b>Deaths</b>	0	0	0





THE UNIVERSITY *of*  
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