

ANNUAL  
**SECURITY**  
REPORT  
2016



**SAFETY  
FIRST**

**Delgado**  
COMMUNITY COLLEGE

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# INTRODUCTION

In 1909, Isaac Delgado bequeathed the residue of his estate to the City of New Orleans to establish a manual trade school for young boys. With funds from this bequest, land was purchased for the current 57-acre City Park Campus adjacent to New Orleans Municipal City Park. In September of 1921, Delgado Central Trades School opened its doors with a program of vocational trades for 1,300 boys and young men. In the mid-1950s, Delgado began to search for a new mission and adequate funding. In 1956-1957, it was recommended that Delgado be expanded to a technical institute at the junior college level and that its main function be to provide post-high-school educational programs for technicians. The recommendation was adopted by the Delgado Board of Managers and the New Orleans City Council. As a result, the name of the institution was changed to Delgado Trades and Technical Institute, and a technical two-year college program was implemented. In 1960, the first graduates of Delgado Institute received their college degrees.

By action of the Louisiana State Legislature and the New Orleans City Council, in 1966 Delgado Institute became Isaac Delgado College and then Delgado Vocational-Technical Junior College and was recognized and approved as a model multi-campus, comprehensive community/junior college for Louisiana. Four years later, in 1970, Act 446 of the State Legislature (based on a 1969 New Orleans City Council Resolution) transferred Delgado College from control by the City of New Orleans to the Louisiana State Board of Education. Delgado was accredited by the Commission on Colleges of the Southern Association of Colleges and Schools in 1971. The College name was changed to Delgado Community College by Legislative act in 1980.

INTRODUCTION

# OVERVIEW OF CAMPUS POLICE DEPARTMENT

The Delgado Community College Campus Police Department is committed to providing professional police services to the Delgado community. The police department is a full-service law enforcement agency operating 365 days a year providing a variety of community services and crime prevention strategies. The department is staffed with POST (Peace Officer Standards and Training) Certified Campus Police Officers. Louisiana Revised Statute 17:1805 grants and establishes their authority and police powers. The department provides uniform police coverage at the City Park Campus, West Bank Campus, Delgado Charity School of Nursing, Delgado Northshore - Slidell, and Delgado Sidney Collier Site.

The mission of the Delgado Community College Campus Police Department is to provide a safe and secure environment that supports and enhances educational opportunities. This is accomplished by the impartial, judicious, and efficient enforcement of applicable federal, state, and municipal laws; and relevant college policies and rules.

## OFFICE HOURS

The Campus Police office located at the City Park Campus operates normal business hours of 8 a.m. to 4:30 p.m. Monday through Friday. Hours during the summer months may vary from this schedule but will be posted on the Delgado Community College website at [www.dcc.edu](http://www.dcc.edu).

# REPORTING REQUIREMENTS

## CLERY 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 Delgado Community College website at [www.dcc.edu/departments/police](http://www.dcc.edu/departments/police).
- 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 “Daily Crime Log” on the Delgado Community College website at [www.dcc.edu/departments/police](http://www.dcc.edu/departments/police).
- The Delgado Community College Police Department is responsible for preparing and distributing this report. The Police Department worked closely with a variety of College departments and organizations to develop and compile the information contained within this annual report.
- Publish an annual report every year by October 1 that contains three years of campus crime statistics and certain campus security policy statements.

The Delgado 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 2014 Annual Security and Fire Safety Guide is available online at the Delgado Community College website at [www.dcc.edu/departments/police](http://www.dcc.edu/departments/police). For a paper copy of this report please visit the office of the Delgado Community College Police Department.

# REPORTING REQUIREMENTS

## SaVE ACT

The Campus Sexual Violence Elimination (SaVE) Act, or Campus SaVE Act, is a 2013 amendment to the federal Jeanne Clery Act. SaVE requires colleges and universities, both public and private, participating in federal student aid programs to increase transparency about the scope of sexual violence on campus, guarantee victims enhanced rights, provide for standards in institutional conduct proceedings, and provide campus community wide prevention educational programming.

### **Increased Transparency**

Colleges and universities began with the 2013 calendar year collecting and reporting statistics for domestic violence, dating violence and stalking (as defined by the Violence Against Women Act) occurring on-campus, on public property within and adjacent to campus, and at non-campus properties like off-campus student organization housing and remote classrooms. Institutions are already required to report sexual assault statistics.

Institutions must collect statistics from a broad range of campus officials. The law requires disclosures to protect the confidentiality of victims in these statistical disclosures as well as any public record keeping, to the extent provided by law.

### **Victims' Rights**

Institutions must adopt and publish procedures to afford all students and employees who report an incident of sexual violence – covering sexual assault, domestic violence, dating violence and stalking – specific rights whether or not they pursue any formal complaint or not. Additionally, written notice of these rights must be provided to a student or employee when they report their victimization.

Institutions must afford any student or employee who reports that they have been the victim of an incident of sexual violence, either on or off-campus, with the following information and rights:

- Possible sanctions or protective measures that may result from an institutional disciplinary proceeding (see Conduct Proceedings below for additional information);

# REPORTING REQUIREMENTS

- Procedures that should be followed in the event of an incident of sexual violence including –
- The importance of preserving evidence for proof in criminal proceedings;
- To whom the offense should be reported;
- Options for reporting to law enforcement including the right to be assisted by campus authorities;
- The right to decline to report to law enforcement; and
- Information about no contact orders issued by a court.
- Notification about existing counseling, health, mental health, victim advocacy, legal assistance and other services available on and off-campus.
- Institutions must make changes to the academic, living, transportation and working situations of any victim if requested and reasonably available whether or not a formal report is made.

## Conduct Proceedings

In addition to reporting to law enforcement, victims also have the option to seek protective or disciplinary action directly with their institution. Institutions must adopt and disclose policies that

- State the standard of evidence (which under current Title IX guidelines is “preponderance of the evidence” or more likely than not);
- Provide a “prompt, fair and impartial investigation and resolution”;
- Provide proceedings must be conducted by officials who receive annual sexual violence training, including on how to conduct an investigation, protect the safety of victims and promotes accountability;
- Require that both accuser and accused are entitled to the same opportunities to have others present, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice (an institution may not meet this requirement by denying both parties the right to an advisor);
- Require that both the accuser and accused shall be simultaneously informed, in writing, of –
- The outcome of any institutional disciplinary proceeding;
- The procedures for the accused and the victim to appeal the results of the proceeding;
- Any change to the results; and
- When such results become final.

# REPORTING REQUIREMENTS

## Education Programs

Institutions must provide primary prevention and awareness programs for all incoming students and new employees, along with ongoing prevention and awareness campaigns, that

- Includes a statement that the institution prohibits sexual violence;
- The definition of domestic violence, dating violence, sexual assault, and stalking in their jurisdiction (the institution must still follow the federal definitions when collecting statistics, offering victims assistance and conducting disciplinary proceedings);
- The definition of consent for sexual activity in their jurisdiction;
- Bystander intervention;
- Risk reduction; and
- Information about disciplinary proceedings and victims' rights as required by SaVE.

## AVAILABILITY OF ANNUAL SECURITY REPORT

This report includes statistics for the previous three years including reported crimes that occurred in on-campus buildings owned or controlled by Delgado Community College; an on public property within, immediately adjacent to, or accessible from the campuses. The report also includes institutional policies concerning issues of campus security, such as sexual assault and other matters. The annual security report is made available to the general public via the Delgado Community College website.

## CRIME STATISTICS

Delgado Community College prepares the annual report, which includes statistics reported to Campus Police, as well as those statistics pertinent to Delgado from the local and/or neighboring law enforcement agencies. Delgado's Annual Security Report includes statistics from the previous three years and contains crime data that occurred on-campus, off-campus, in buildings or property owned or controlled by Delgado; and on public property within, or immediately adjacent to and accessible from, the campus. The act requires campuses to report occurrences of the following crimes: Murder/Non-Negligent manslaughter, negligent manslaughter, sexual offenses, robbery, aggravated assault, burglary, and motor vehicle theft, arson, and hate crimes. The act also requires that the following arrests and judicial referrals that occur on campus be reported: liquor law, drug abuse and weapons violations. Delgado has no residential facilities.

# REPORTING REQUIREMENTS

Once compiled, the report is written and placed on our website at [www.dcc.edu/departments/police](http://www.dcc.edu/departments/police), and printed copies can be obtained by contacting Delgado Campus Police at (616) 234-4010. Each year, notification is made to all enrolled students, faculty and staff about the availability of the report. Potential students and employees are also notified via the application process. We also submit the annual crime statistics to the Department of Education.

## COORDINATION WITH OTHER AGENCIES

Delgado Community College maintains memoranda of understanding and operational agreements with local, parish, and state law enforcement agencies. The Delgado Police Department will investigate all criminal activity and incidents committed on Delgado property. In the event of an emergency or crisis on campus that poses an immediate threat to the health or safety of Delgado students, faculty, staff, or visitors, the college will call upon the appropriate local, state, or federal agencies to assist in the responding to major crimes/incidents.

## REPORTING CRIMES/EMERGENCIES

Delgado Community College encourages the prompt reporting of all crimes or emergencies to campus police and/or another appropriate law enforcement agencies. Campus/site emergency response plans provide information to aid in the aid and accurate response to a variety of incidences. Anyone involved in a n emergency situation (victim or witness), is urged to notify the Police Department as soon as possible by dialing 671-6111; or by using a college phone line by dialing 1-6111; or, using any of the campus emergency call boxes located in college classrooms and offices.

Off-campus crimes may be reported to the appropriate local law enforcement agency with the jurisdiction in the the event of emergency, Most area law enforcement agencies can be reached by dialing 911. Crimes should be report promptly to Delgado Community College Police Department to ensure a prompt local response and to ensure a timely warning to the College community as required.

# REPORTING REQUIREMENTS

## TIMELY WARNING

It is the goal of Delgado Community College and the Campus Police Department to keep the campus community informed of serious incidents. Working in conjunction with other college departments, Campus Police will issue Safety Bulletins in a timely manner to the campus community about crimes in and around the campus. When the department receives information that a violent crime against a person or a serious threat to property has occurred or is imminent, a Safety Bulletin will be sent out via email and the campus' E-2 Campus Emergency Notification System. A crime alert will also be posted to the Campus Police webpage. The Safety Bulletin and Crime Alert will contain the following information:

- Type of incident
- Time of incident
- Location of incident
- Description of the suspect(s)
- Summary of the incident

If a crime or serious incident is reported to a non-police campus administrator, that administrator should immediately notify Campus Police. Working with the reporting administrator and other campus officials, Campus Police will decide whether or not to issue a Safety Bulletin and/or Crime Alert.

## CRIME LOG

The crime log for current activity is updated daily by the Delgado Police Department. The daily crime log may be viewed by visiting the Delgado Police Department Office on the City Park Campus. The daily crime log is available electronically on the Delgado Police Department website, [www.dcc.edu/departments/police](http://www.dcc.edu/departments/police).

# SAFETY AND SECURITY POLICIES

## EMERGENCY PLANNING, RESPONSE, AND RECOVERY

As a major component of the College's Comprehensive Safety Program policy, Delgado Community College has developed a comprehensive emergency plan, which addresses the planning, response, and recovery efforts to minimize injury to personnel, students, visitors and/or neighbors and damage to facilities, equipment and records in the event of an emergency. An emergency condition may be weather-related (e.g., hurricanes, storms, extensive flooding, etc.) or may be any condition that can cause extensive damage to facilities or loss of life (e.g., intruder, bomb threat, workplace violence, fire, etc.). Upon threat assessment, the Chancellor or his/her designee will activate the Emergency Plan. Campus and site-specific emergency plans have been developed based on the nature of the threat and will be activated as deemed necessary. If the emergency condition has affected or has the potential to affect the information systems of the College, the Chancellor or his/her designee will also activate the Office of Information Technology Disaster Recovery Plan.

## FIRE DRILL AND EVACUATION

During the academic school year, Delgado Community College is required to hold fire drills in order to comply with city, state, and federal safety requirements. To assist students in evacuating classrooms and directing them to safety, faculty are asked to take a few minutes during class periods to review the following:

- Review the Fire Drill Procedures, location of exits and students' responsibilities in case of emergencies.
- Identify exits and "Evacuation Assistance Areas" that are near your classroom.
- Identify students who can assist wheelchair users in getting to the "Evacuation Assistance Area" Do Not Use the Elevators.
- After checking the door frame for heat, close windows before exiting the room and close the doors upon leaving the room.
- Exit and take your class across the street from the building and wait until the "ALL CLEAR" is given by Delgado Police Officers. Do not stand on pedestrian walk ways or block exits.
- Missing or injured students or employees should be reported immediately, verbally or in writing, too.

# SAFETY AND SECURITY POLICIES

## SEVERE WEATHER ALERT

**TORNADO/SEVERE THUNDERSTORM WATCH has been issued in area near College:**

- Monitor NOAA Weather Radio All Hazards (National Weather Service) or emergency alert radio stations.
- Bring all persons inside building(s).
- Close windows.
- Review tornado drill procedures and location of safe areas.
- Tornado safe areas are interior hallways or rooms away from exterior walls and windows and away from large rooms with long-span ceilings.
- Review “drop and tuck” procedures with students.

**TORNADO/SEVERE THUNDERSTORM WARNING has been issued in area near college, or a tornado has been spotted near College:**

- Move students and staff to safe areas.
- Close classroom doors.
- Teachers take class rosters.
- Ensure that students are in “tuck” positions.
- Teachers take attendance.
- Remain in safe area until warning expires or emergency personnel have issued an all-clear signal.
- Post diagrams in each classroom showing routes to areas. Attach a building diagram showing safe areas.

## FLOODING/ICE/FREEZING

- Monitor NOAA Weather Radio All Hazards and emergency alert radio stations. Stay in contact with emergency management officials.
- Review evacuation procedures with staff.
- Check relocation centers. Find an alternate relocation center if primary and secondary centers would also be affected by severe weather.
- Check transportation resources.
- If college officials and emergency responders advise evacuation, do so immediately.
- Teachers take class rosters.
- Teachers take attendance.
- Notify emergency contact according to College Policy.

# SAFETY AND SECURITY POLICIES

## HURRICANE PREPAREDNESS

In accordance with the College's Emergency Planning, Response and Recovery Policy, Delgado Community College has established a Hurricane Emergency Plan. The Atlantic Ocean and Gulf of Mexico hurricane season extends from June 1 to November 30 each year. Basic information regarding hurricanes can be found at the National Oceanic and Atmospheric Administration's National Weather Service website [www.nws.noaa.gov](http://www.nws.noaa.gov).

### Hurricane Emergency Teams

The Chancellor of the College has designated the Vice Chancellor for Business and Administrative Affairs as the College's Emergency Coordinator. During the emergency period, the Emergency Coordinator has supervisory responsibility over departments and personnel who comprise the Hurricane Emergency Preparedness Team and the Hurricane Emergency Implementation Team. All recommendations of both teams must be relayed by the Emergency Coordinator to the Chancellor for his/her approval. The Chancellor has designated the Public Relations and Marketing Office as the official source of college announcements. This office will

- post official information on the College's website ([www.dcc.edu](http://www.dcc.edu));
- make announcements via the phone information line (504-671-5000) college-wide email, text messaging, and voice mail to office phones, and any other means deemed necessary or appropriate;
- and communicate with local media.

Until a closure of the college is deemed necessary, the Hurricane Emergency Control Center will be located on the City Park Campus in the Executive Dean's Conference Room (Room 220E), Isaac Delgado Hall (Building 1), 615 City Park Avenue, New Orleans, Louisiana, 70119. Phone: (504) 671-5055 or (504); Fax: (504) 483-4577.

### College-wide Recommendations

Delgado's primary concern is the safety, health and wellbeing of College community members. All decisions reflect this ethic. Evacuation outside the storm area is always recommended during a hurricane as the best possible way to ensure personal safety. Upon class cancellation, all

# SAFETY AND SECURITY POLICIES

students are encouraged to seek safety through evacuation outside of the storm area. Should any student in good conscience decide to leave prior to the official cancellation of classes, the student is responsible for making provisions for missed classes and assignments with their instructors directly. Faculty and staff choosing to evacuate prior to official closure of the college are responsible for using approved leave. General guidelines in the event of an evacuation:

- Take critical common items (documents, procedures, class rosters, grade books, syllabi, catalogs, stationary, and/or other user specific items that may be needed in the event of displacement).
- Take a copy of the College-wide and the appropriate departmental emergency plans for reference.
- Take college identification card.
- Make a practice of storing important documents, equipment, supplies, and/or teaching supplies away from windows and off of the ground if located on a ground floor of a building (i.e. off the floor, in upper drawers and shelves; computer equipment should be placed on top of the desk, rather than on the floor).
- Change voicemail or answering machine messages to indicate the college will be closed, advise callers to monitor the website and phone information line for up-to-date information.

NOTE: Any State of Louisiana property or official College documents removed with an individual employee are the responsibility of that employee while away from the college. Employees should follow established guidelines in notifying property control of the removal of state property, if time permits.

## **Hurricane Emergency Plan Stages**

The Hurricane Emergency Plan is divided into four stages. The action steps indicated in the stages may or may not be taken within the stages listed, depending on the circumstances of the storm and time of day in which the stage occurs. In addition, the Emergency Coordinator may declare a change in stage at any time due to the unpredictable nature of hurricanes.

# SAFETY AND SECURITY POLICIES

**Stage 1.** Pre-Season Preparation

**Stage 2.** Threat Assessment

**Stage 3.** College Closure – classes cancelled; employees required to leave campus

**Stage 4.** Aftermath – assessment, recovery, reopening, and return to classes

## DRUG AND ALCOHOL ABUSE POLICY

Delgado Community College follows The Drug Free Schools and Communities Act Amendment of 1989 (Public Law 101-226) requires the College to adopt and implement a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. This program must include the following:

- Standards of conduct concerning the unlawful possession, use, or distribution of drugs, and the illegal use of alcohol by students and employees on College property or at any College activity;
- Description of legal sanctions;
- Clear statement of the College's sanctions for violations;
- Description of any available drug and alcohol counseling, treatment, or rehabilitation services; and
- Description of the health risks associated with use of illicit drugs and abuse of alcohol.

The information below is in compliance with the requirements of the Act.

In an effort to assure compliance with Public Law 101-226, all facilities of Delgado Community College are designated as Drug Free Zones. The College abides by all state, federal, and local laws pertaining to alcohol and will enforce underage drinking laws. It is unlawful to possess, use, or distribute illicit drugs on Delgado property or at any college-sponsored event, whether or not the event occurs on campus. In addition, Delgado prohibits the consumption, possession, or distribution of alcohol on campus, except as designated in the College's Alcoholic Beverages at Student Functions policy.

Alcohol and drug use is a major issue in the community and on college campuses. Alcohol and drugs can seriously damage physical and mental health, as well as jeopardize personal and public safety. In addition, excessive alcohol consumption may lead to physical abuse, date

# SAFETY AND SECURITY POLICIES

rape, auto accidents, violence, and other behaviors that lead to self-destruction. The College provides referral services and other assistance to students, faculty, and staff who seek help with substance abuse problems. Phone (504) 671-6009 or come by the Student Health Services Office, Building 2, on the City Park Campus for more information about alcohol and/or drugs and their effects.

## COLLEGE SANCTIONS

Violations of the college drug policy by students, faculty, or staff will result in disciplinary action, as outlined in Delgado's Drug-Free College policy. Depending on the nature of the offense, this can take the form of a written reprimand, suspension, demotion, reduction in pay, or termination of the person's association with Delgado. Penalties for faculty and staff members may include termination of employment. Disciplinary actions against students will be imposed in accordance with the College's Student Judicial Code, and may include suspension or expulsion. 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 Campuses Act Amendment of 1989 (Public Law of 101- 226).

## LEGAL SANCTIONS

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 Criminal Code of Louisiana carries specific penalties for the possession and use of illegal drugs. Louisiana Revised Statute 40:891.3, Violation of Uniform Controlled Dangerous Substances Law; Drug Free Zone, states that any person who violates a provision of the Uniform Controlled Dangerous Substances Law (Louisiana Revised Statute 40:966-970) while on any property used for school purposes by any school, within two thousand feet of any such property, or while on a school bus, shall, upon conviction, be punished by the imposition of the maximum fine and be imprisoned for not more than one and one-half times the longest term of imprisonment authorized by the applicable provisions of R.S. 40:966 through 970 of the Uniform Controlled Dangerous Substances Law.

It is also unlawful in Louisiana for anyone under 21 years of age to purchase or possess any alcoholic beverages for any reason, in any place

# SAFETY AND SECURITY POLICIES

open to the public. Exceptions occur when the alcohol is possessed or consumed for the following reasons: for established religious purposes; for medical purposes when prescribed by a licensed authority; when an 18-20 year old is accompanied by a parent, spouse, or legal guardian at least 21 years of age; in private residences or private clubs or establishments when lawfully employed by a licensed enterprise for the lawful sale, handling, transport or dispensing of alcoholic beverages. In accordance with Louisiana Revised Statute 14:98, Operating a Vehicle While Intoxicated, driving under the influence of alcohol is illegal in Louisiana, and anyone with a blood alcohol concentration of .08 or above will be charged with driving while intoxicated (DWI) or driving under the influence (DUI).

## DRUG FREE WORKPLACE POLICY

The Louisiana Community and Technical College System (LCTCS) has a Drug Abuse policy that governs all community and technical colleges within the state. The policy reads, the unlawful use, abuse, manufacture, distribution, dispensation, possession or being under the influence of a controlled or illegal substance while at work, on call, on duty, or engaged in LCTCS business is prohibited as is the possession and/or consumption of alcohol in the workplace. Workplace shall include any location on LCTCS property in addition to any location from which an individual conducts LCTCS business while such business is being conducted. Without reference to any sanctions which may be assessed through criminal justice processes, violators of this policy, including refusal to submit to drug testing when properly ordered to do so, will be subject to LCTCS disciplinary action up to and including termination of employment. Alcohol misuse is prohibited extending to 1) use of alcohol on the job; 2) use of alcohol during the four hours before performance of safety-sensitive and security-sensitive functions; and 3) having a prohibited alcohol concentration level in the individual's blood system while on the job. The use of drugs/medications prescribed by a licensed physician is permitted provided that it will not affect the employee's work performance. LCTCS reserves the right to have a licensed physician of its own choice determine if the use of a prescription drug/medication produces effects which may impair the employee's performance or increase the risk of injury to the employee or others. If such is the case, LCTCS reserves the right to suspend the work activity of the employee during the period in which the employee's ability to safely perform his/her job may be adversely affected by the consumption of such medication.

# SAFETY AND SECURITY POLICIES

## TOBACCO FREE POLICY

In accordance with Louisiana Community and Technical College System Policy #6.024 Smoke-Free Environment, Delgado Community College operates in compliance with Louisiana Revised Statute 40:1300.251-263 to provide a tobacco-free environment. Therefore, student, faculty, staff and visitor use of tobacco derived or containing products is prohibited on all College premises, including all facilities and within its vehicles. These products include but are not limited to cigarettes, cigars, cigarillos, pipes, hookah-smoked products, oral and smokeless tobacco products, electronic cigarettes, and any additional products that meet the definition of a tobacco product as defined by the U.S. Food and Drug Administration (FDA). Alleged employee violations of this policy may result in review by the immediate supervisor and possible referral to the Assistant Vice Chancellor for Human Resources for potential disciplinary action in accordance with LCTCS Policy #6.014, Discipline for All Employees. Alleged violations of this policy by students may be addressed in accordance with the procedures outlined in the College's Student Judicial Code policy.

## FIREARMS POLICY

With the exception of duly authorized law enforcement officers, carrying a firearm, or dangerous weapon, by anyone on campus property, at campus-sponsored functions, or in a firearm-free zone is unlawful and violators shall be subject to criminal charges and campus discipline. Each campus shall develop a written "Weapons on Campus" policy that shall be included in the appropriate student publications and in personnel literature.

Staff or students who are aware of a weapon brought to the College:

- Immediately notify Campus Police Department at (504) 671-6111.
- Give the following information:
  - The name of person suspected of bringing the weapon.
  - Location of the weapon.
  - Whether the suspect has threatened anyone.
  - Any other details that may prevent the suspect from hurting someone or himself/herself.
- Teachers who suspect that a weapon is in the classroom: STAY CALM.
- Do not call attention to the weapon.

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- Notify Campus Police at (504) 671-6111 or, a neighboring instructor as soon as possible.
- Instructor should not leave the classroom.
- Note: Act 684 of the 2008 Louisiana Legislature allows for a person who lawfully possesses a firearm to transport it on campus in a locked, privately-owned vehicle in any parking lot, parking garage or other designated parking area.
- Regardless, immediately contact Campus Police at (504) 671-6111 to address the firearm's compliance with this legislation.

If a person displays a firearm or begins shooting:

- Move to or seek safe shelter. Go to Lockdown Procedures.
- Call 911.
- Notify Campus Police at (504) 671-6111.
- If you hear gunshots:
  - If possible, determine where shooting is taking place.
  - Seek safe shelter.
  - If outside, stay as low to the ground as possible, and find any kind of cover.
    - If inside, go to lockdown procedures.
    - Teachers take attendance and notify the building administrator of missing students or staff as soon as it is safe to do so.

Building/Site administrator:

- Consider implementing lockdown procedures.
- Assess the situation as to
  - The shooter's location.
  - Injuries.
  - Potential for additional shooting.
  - Call 911 and give as much detail as possible about the situation.
  - Secure the college, if appropriate.
  - Help students and staff find safe shelter.
  - Care for the injured if it is safe to do so until emergency responders arrive. Do not add to the victim list by exposing yourself to danger.
  - Notify Chancellor's office.
  - Refer media to Institutional Advancement per media procedures.

# SAFETY AND SECURITY POLICIES

## CHEMICAL OR BIOLOGICAL THREAT POLICY

If a telephone threat references a chemical or biological device or package, complete the Checklist for Telephone Threats (next page) and refer to safety procedures in the Bomb Threat and Hazardous Materials Emergency Plans. This page addresses receiving, by mail or delivery service, a suspicious letter or package that might be a chemical or biological threat.

When sorting mail or receiving delivered packages:

- Look for characteristics that make you suspicious of the content excessive postage, excessive weight misspellings of common words, oily stains, discolorations, odor no return address or showing a city or state in the postmark that does not match return address
- Package not anticipated by someone in the college or not sent by known college vendor
- If a letter/package is opened and contains a written threat but no suspicious substance:
  - Notify building administrator and law enforcement.
  - Limit access to the area in which the letter/package was opened to minimize the number of people who might directly handle it. It is considered criminal evidence.
- Ask the person who discovered/opened the letter or package to place it into another container, such as a plastic bag.
- Turn the letter/package over to law enforcement. Document all activities.
- If a letter or package is opened and contains some type of suspicious substance:
  - Notify building administrator and law enforcement.
  - Isolate the people who have been exposed to the substance. The goal here is to prevent/minimize spreading contamination.
  - Limit access to the area in which the letter/package was opened.
  - Ask the person who discovered/opened the letter/package to place it into another container, such as a clear plastic zip-lock bag.
  - Handle with gloves if possible.
  - Emergency officials will determine the need for decontamination of the area and the people exposed to the substance.

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Building administrator:

- Building administrator and emergency officials determine whether evacuation is necessary.
- Building administrator notifies chancellor's office. Notification is made to emergency contact, according to college policies.
- Implement post crisis procedures as necessary. Consider having gloves and zip-lock bags available at mail sorting areas.

If you receive a telephoned threat (bomb/chemical/other):

- Remain calm.
- Do not hang up. Keep the caller on the line as long as possible and listen carefully.
- Ask the following questions:
  - Where is the bomb/chemical or other hazard?
  - When will it explode/be activated?
  - What does it look like?
  - What kind of bomb/hazard is it?
    - What will cause it to explode/activate?
    - What is your name?
    - Did you place the bomb/hazard? WHY?
    - Where are you?
  - Exact wording of the threat:
    - If voice is familiar, who did it sound like?
    - Caller ID information: male female adult juvenile age
    - Call origin: local long distance internal cell phone
  - Caller's voice: Note pattern of speech, type of voice, tone. Check all that apply.
    - Calm, Excited, Loud, Soft, Deep, Nasal
    - Raspy, Distinct, Slurred, Normal, Crying, Laughter
    - Slow, Rapid, Disguised, Accent, Lisp, Stutter
    - Drunken, Familiar, Incoherent, Deep breathing
    - Background sounds?
    - Threatening language?
    - Well-spoken (educated)
    - Message read from script
    - Did caller indicate knowledge of the building? Give specifics.
- Person receiving call: Phone number where call received:

LEAVE YOUR PHONE OFF THE HOOK. DO NOT HANG UP AFTER CALLER HANGS UP.

# SAFETY AND SECURITY POLICIES

## CAMPUS SEXUAL MISCONDUCT

### TITLE IX ANTI-DISCRIMINATION STATEMENT

As part of its commitment to providing an educational environment free from discrimination, Delgado Community College complies with Title IX of the Education Amendments, which prohibits discrimination and harassment based upon sex in an institution's education programs and activities. Title IX prohibits sexual harassment, including sexual violence, of students at Delgado Community College sponsored activities and programs whether occurring on-campus or off-campus. Title IX also protects third-parties, such as visiting student athletes, from sexual harassment or violence in Delgado Community College's programs and activities and protects employees from sexual harassment and discrimination. Prohibited harassment includes acts of verbal, nonverbal or physical aggression, intimidation or hostility based on sex, even if those acts do not involve conduct of a sexual nature; sex-based harassment by those of the same sex; and discriminatory sex stereotyping. Delgado Community College will take prompt action to investigate and resolve reports of sexual harassment or sexual violence in accordance with Title IX.

Delgado Community College  
Traci B. Smothers, Title IX Coordinator  
615 City Park Avenue  
O'Keefe Administration Building, Pod D-04A  
New Orleans, Louisiana 70119  
Phone: (504) 762-3004  
Email: [tsmoth@dcc.edu](mailto:tsmoth@dcc.edu)

OR

U.S. Department of Education  
Office of Civil Rights  
Lyndon Baines Johnson Department of Education Bldg.  
400 Maryland Avenue, SW  
Washington, DC 20202-1100  
Phone: (800) 421-3481  
Fax (202) 453-6012; TDD (800) 877-8339  
Email: [OCR@ed.gov](mailto:OCR@ed.gov)

Retaliation against any person who initiates an inquiry or complaint or participates in the investigation of a complaint is prohibited. Such

# SAFETY AND SECURITY POLICIES

conduct will be further cause for disciplinary action. Any person who has been impacted by sexual violence (sexual assault, domestic violence, dating violence, stalking) or gender-based misconduct is encouraged to report and seek appropriate resources at <http://www.dcc.edu/title-9/anti-violenceresources.aspx> or contact the College's Title IX Coordinator listed above.

## TITLE IX DEFINITIONS

In accordance with the Louisiana Community and Technical College [System Policy #2.015, Campus Sexual Misconduct](#), Delgado Community College defines the following:

**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.

**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 Federal Bureau of Investigation's Uniform Crime Reporting (UCR) program.

Sexual Assault as defined by Louisiana State Law:

- 1. 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.
- 2. 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

# SAFETY AND SECURITY POLICIES

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.

**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 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 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. R.S. § 14:40.2(C)

**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:

# SAFETY AND SECURITY POLICIES

- 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 State 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. R.S. § 46.2121.1(2)

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

**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 State 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. R.S. §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.

# SAFETY AND SECURITY POLICIES

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

**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.

**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 persons involved does not itself imply consent or preclude a finding of responsibility.

# SAFETY AND SECURITY POLICIES

**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 5 tasks without assistance.

**Coercion:** is the use of express or implied threats, intimidation, or physical force which places an individual in fear of immediate harm or physical injury or causes a person to engage in unwelcome sexual activity. Coercion also includes administering a drug, intoxicant, or similar substance with the intent to impair that person's ability to consent prior to engaging in sexual activity.

**Responsible Employee:** Each institution must designate and publish the names and contact information for easily accessible institution employees as responsible employees who have the authority to take action to redress sexual violence and have been given the duty of reporting incidents of sexual violence or any other misconduct by students to the Title IX Coordinator or other appropriate school designee. However, an institutional decision to make all institution employees mandatory reporters of suspected or known sexual harassment or sexual misconduct to the Title IX Coordinator or other appropriate school designee does not render all institutional employees to be responsible employees. Employees who are authorized or required by law to keep information confidential by virtue of the employee's professional role such as counseling staff or similar shall not be designated as mandated reporters of sexual harassment or as responsible employees.

**Sexually-Oriented Criminal Offense:** Any sexual assault offense as defined in: La. R.S. 44:51 and any sexual abuse offense as defined in La. R.S. 14:403.  
**Complainant:** An individual whose report of sexual misconduct has not yet been investigated and validated.

**Victim:** An individual who, after all due investigation and/or adjudication, has been found to be the target of sexual misconduct.

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

**Perpetrator:** An individual found guilty of sexual misconduct.

**Confidential Advisor:** The confidential advisor primarily serves 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 and 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. Each institution shall designate individuals who shall serve as confidential advisors.

## HOW TO FILE A TITLE IX COMPLAINT

Delgado Community College is committed to providing a learning and working environment free of sexual discrimination and sexual misconduct. Sexual discrimination and sexual misconduct violates an individual's fundamental rights and personal dignity. Delgado Community College consider sexual misconduct and sexual discrimination in any form to be a serious offense. Anyone who believes there has been an act of discrimination on the basis of sex against any person or group in a program or activity that receives federal financial assistance may file a complaint with the U.S. Department of Education, Office for Civil Rights, under Title IX legislation. The person or organization filing the complaint need not be a victim of the alleged discrimination but may be affected by a general "hostile sexual environment" or may complain on behalf of another person or group.

A complaint can be filed one of *three* ways:

1. Contact Delgado's Title IX Coordinator, Traci B. Smothers, at (504)762-3004 or [tsmoth@dcc.edu](mailto:tsmoth@dcc.edu)
2. Log onto the College's Referral Reporting System at <https://publicdocs.maxient.com/incidentreport.php?DelgadoCC>
3. Contact the Office of Civil Rights Enforcement Office that serves the state in which the alleged discrimination occurred.

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Dallas Office for Civil Rights  
U.S. Department of Education  
1999 Bryan Street, Suite 1620  
Dallas, Texas 75201-6810  
Telephone: 214-661-9600; FAX: 214-661-9587; TDD: 800-877-8339  
Email: [OCR.Dallas@ed.gov](mailto:OCR.Dallas@ed.gov)

While all sexual discrimination and sexual misconduct complaints must be filed with the Title IX Coordinator, student-involved complaints will use the student judicial process for disciplinary measures, as applicable. Employee-involved complaints will use Human Resources processes to determine the appropriate disciplinary action, or recommendation for disciplinary action, up to and including dismissal, in accordance with applicable laws, rules, and/or applicable Delgado Community College and Louisiana Community and Technical College System (LCTCS) policies. See [LCTCS Policy #2.015, Campus Sexual Misconduct](#).

Under Title IX, if an individual chooses to report sexual assault or harassment, the person to whom the complaint is reported may be required to submit a form, which is used to compute campus crime statistics as mandated by the [Clery Act](#). The form asks for information such as what kind of offense occurred and whether it happened on College property. The individual who chooses to report does not have to provide any details beyond those with which he or she is comfortable sharing and has no obligation to give the alleged perpetrator's name. Individuals may or may not be able to report anonymously, depending on the person to whom the complaint is reported, but in no case will the name of the person who reported appear in the College's public crime statistics. The person who reported the complaint has the right to access the incident report in the future, which may involve getting a case number for reference.

## TITLE IX RESPONSIBLE EMPLOYEES

Louisiana Community and Technical College System [Policy #2.015, Campus Sexual Misconduct](#), defines a responsible employee as those employees with the authority to take action and redress sexual violence, and have been given the duty of reporting incidents of sexual misconduct by students and employees to the Title IX Coordinator.

*All Delgado Community College employees are designated as responsible employees, with the exception of those employees who are authorized or required by law to keep information confidential by virtue of*

# SAFETY AND SECURITY POLICIES

*their role. Responsible employees have a duty to report incidents of sexual violence or misconduct to the College's Title IX Coordinator or other designated College official.*

Title IX requires reporting from "responsible employees," which include:

1. Those with authority to address and remedy sex and gender-based discrimination and harassment; and/or
2. Those with responsibility to report sexual misconduct to supervisor, Title IX Coordinator, or other designated College official; and/or
3. Those who a student would reasonably believe have such authority or obligation; and/or
4. All supervisors of other employees

Title IX does **not** consider the following as responsible employees because they are authorized or required by law to keep information confidential by virtue of their role:

1. Confidential Advisors
2. Health Personnel
3. Clergy/Pastoral Counselors
4. Licensed Mental Health Counselors

Accordingly, individuals working in the above described capacities at the College are not designated as responsible employees.

## **TITLE IX ANTI-VIOLENCE RESOURCES**

In support of Delgado Community College's commitment to maintaining an environment in which sexual violence is not tolerated, referral information to available community resources is included as part of the College's Title IX Program. Individuals seeking anti-violence referral information are encouraged to contact the community resources at <http://www.dcc.edu/title-9/anti-violenceresources.aspx>.

## **SEX OFFENDER REGISTRY AND ACCESS**

The Campus Sex Crimes Prevention Act of 2000 (CSCPA), was signed into law on October 28, 2000. It amends the Jacob Wetterling Crimes against Children and Sexually Violent Offender Registration Act and the Clery Act. Any person required to register under a state sex offender registration

# SAFETY AND SECURITY POLICIES

program must notify the state regarding whether he/she is enrolled or works at an institution of higher education; identify each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student; and alert the state of any change in enrollment or employment status. CSCPA is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, such institution. It requires state law enforcement agencies to provide a list of registered sex offenders who have indicated that they are enrolled, employed or carrying on a vocation at the college. The Louisiana State Police maintains the Louisiana Sex Offender and Child Predator Registry (SOCPR) for the State of Louisiana and is responsible for the enforcement of the applicable sections of laws cited above. Information about any such registered individual affiliated with Delgado Community College may be found at the public SOPR website: [www.Lasocpr.lsp.org/socpr](http://www.Lasocpr.lsp.org/socpr).

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

For additional information assistance please contact the Delgado Community College Police Department at (504) 671-6112.

## SEXUAL ASSAULT

Ensure the safety of students and staff first.

- Notify Campus Police at (504) 671-6111, if circumstances lead you to believe that criminal activity is involved, e.g., if a weapon is used, if there has been a sexual assault or there is a physical injury that causes substantial pain.
- Call 911 for local police department response.
- Seal off area to preserve evidence and disperse onlookers.
- If victim requires medical attention, follow Medical Emergency procedures.
- Do not leave the victim alone.
- Document all activities witnessed by staff.
- Assess counseling needs and implement post-crisis procedures as needed.

# SAFETY AND SECURITY POLICIES

## SEXUAL MISCONDUCT/HARASSMENT

The College is committed to having a positive learning and working environment for its students and employees and does not tolerate sexual harassment of its members. Sexual harassment is a form of discrimination that is illegal under Title VII of the Civil Rights Act of 1964 and Title IX of the Elementary/Secondary Education Act of 1972. Sexual harassment is demeaning and degrading; it affects an individual's self-esteem and can have a negative impact on performance at work or in class. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or academic advancement; (2) submission to or rejection of such conduct by an individual is used as the basis for decisions affecting an individual's employment or academic standing; or (3) such conduct has the purpose or effect of unreasonably interfering with a person's work or academic performance or creating an intimidating, hostile or offensive work, learning or social environment. It is the policy of Delgado Community College that no member of the College community may sexually harass another. This includes sexual harassment of an employee by another employee, of a student by an employee, of an employee by a student, and of a student by another student. Visitors to the campus are also covered by this policy should the alleged incident occur on College property. Additionally, the College does not tolerate harassment of its students or employees at campus-sponsored events or programs held at off-campus locations or by non-institutional personnel in programs sponsored or supported by the institution. Through the procedures established by the College and outlined in this memorandum, employees and students who believe they have been subject to sexual harassment can have their complaints handled promptly and receive due process for the filing of grievances.

## SECURITY (KEYS) AND BUILDING SAFETY POLICY

The purpose of Delgado Community College's access control program is to ensure the safety of employees, students and visitors while safeguarding the physical assets of the College. The primary objective of Delgado Community College's access control policy is to balance the goal of maximum utilization of and access to facilities with the need to control such utilization and access for safety and security purposes. These objectives are supported through responsible access privilege (key and Electronic) control. Maintaining accurate, effective access control

# SAFETY AWARENESS TIPS

– through metal keys and electronic devices – is critical to protecting individuals and physical assets. The recent addition of the Access Control System allows for more controlled access to buildings on campus. The Access Control System creates a record of times and dates when facilities are in use and allows for the automatic opening and closing of buildings and securing them after hours.

## LIGHTING

A group of administrators, police officers, and facility services personnel examine the campus on a daily basis to ensure adequate lighting. Campus police assesses any areas requiring lighting repairs and/or additional illumination, and submits these items to the appropriate department.

## SAFETY AWARENESS TIPS

### ESCORT SERVICES

The Delgado Community College Campus Police Department offers escorts to student's staff, faculty and visitors. Contact Campus Police to request an escort at (504) 671-6112.

### COMPREHENSIVE SAFETY PROGRAM

Delgado Community College is committed to providing a safe environment for students, employees, visitors, and persons using College facilities. A comprehensive safety program has been established to address the various threats to the safety of the College's constituents.

The College works in cooperation with appropriate federal, state and external agencies – in particular the State of Louisiana Office of Risk Management, which is responsible for coordination, implementation and maintenance of safety and loss prevention programs within all State agencies. Furthermore, Delgado strives for adherence to and compliance with all safety-related laws and regulations.

#### **Comprehensive Program: A College-wide Structure**

Delgado's commitment to a college-wide safety program is

# SAFETY AWARENESS TIPS

demonstrated by the adherence to a comprehensive structure for administering the program. This structure begins with the Chancellor designating a Risk and Safety Manager, who coordinates all components of the program. The College Risk and Safety Manager chairs a college-wide Safety Council, composed of appropriate college-wide and campus/site specific representatives involved in the safety program and deemed by the Chancellor. The function of the Safety Council is to address all components of the college-wide safety program and make policy and procedural recommendations for improvements on an ongoing basis.

## **Campus/Site Implementation**

The program's College-wide structure is extended to and managed across all campuses and sites by each Campus Executive Dean/ Site Administrator, who is responsible for working with the College Risk and Safety Manager and overseeing a comprehensive safety program on his/her campus or site. To accomplish this, each year a Campus/Site Safety Committee is established to ensure input on safety and loss prevention from all operational units of the College. These committees are chaired by the Campus Executive Dean/ Site Administrator or his/her designated representative. The Campus Executive Dean/ Site Administrator or his/her designated representative shall also serve as the Campus/Site Safety Program Coordinator. Committee membership includes Division Deans or designees, as deemed appropriate by the Executive Dean/ Site Administrator; representatives from Campus Police, Maintenance, and Central Utilities, if applicable; the campus/site SGA President; and others recommended by the Campus Executive Dean/ Site Administrator.

## **Components of the Safety Program**

As the safety of College's constituents is affected by various components associated with potential threats, specific components of the College's comprehensive safety program have been identified through associated external regulations. The College is diligent in working toward maintaining full compliance and adherence to all related laws and regulations. Each specific component of the Comprehensive Safety Program follows the structure set forth above in administering each of the respective component programs. The following includes the components of the comprehensive safety program and respective policy and procedures for full implementation.

## **SAFETY TIPS**

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

# SAFETY AWARENESS TIPS

- 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 a 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 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 Delgado Campus 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.

# SAFETY AWARENESS TIPS

- 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

# SAFETY AWARENESS TIPS

the police. No method of crime prevention is guaranteed to work 100 percent 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:

- Never leave your drink unattended. Date rape drugs can be slipped into any type of drink and they are odorless.
- 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.

# CRIME STATISTICS 2014 - 2016

| CRIMINAL OFFENSES                        | ON CAMPUS | PUBLIC PROPERTY |
|--|-----------|-----------------|
| <b>Murder/Non-Negligent Manslaughter</b> |           |                 |
| 2016                                     | 0         | 0               |
| 2015                                     | 0         | 0               |
| 2014                                     | 0         | 0               |
| <b>Negligent Manslaughter</b>            |           |                 |
| 2016                                     | 0         | 0               |
| 2015                                     | 0         | 0               |
| 2014                                     | 0         | 0               |
| <b>Sex Offenses, Forcible</b>            |           |                 |
| 2016                                     | 0         | 0               |
| 2015                                     | 0         | 0               |
| 2014                                     | 0         | 0               |
| <b>Sex Offenses, Non-Forcible</b>        |           |                 |
| 2016                                     | 1         | 0               |
| 2015                                     | 0         | 0               |
| 2014                                     | 0         | 0               |
| <b>Robbery</b>                           |           |                 |
| 2016                                     | 0         | 0               |
| 2015                                     | 0         | 0               |
| 2014                                     | 0         | 0               |
| <b>Aggravated Assault</b>                |           |                 |
| 2016                                     | 1         | 0               |
| 2015                                     | 0         | 0               |
| 2014                                     | 0         | 0               |
| <b>Burglary</b>                          |           |                 |
| 2016                                     | 1         | 0               |
| 2015                                     | 0         | 0               |
| 2014                                     | 0         | 0               |
| <b>Motor Vehicle Theft</b>               |           |                 |
| 2016                                     | 0         | 0               |
| 2015                                     | 0         | 0               |
| 2014                                     | 1         | 0               |
| <b>Arson</b>                             |           |                 |
| 2016                                     | 0         | 0               |
| 2015                                     | 0         | 0               |
| 2014                                     | 0         | 0               |
| <b>Domestic Violence</b>                 |           |                 |
| 2016                                     | 0         | 0               |
| 2015                                     | 0         | 0               |
| 2014                                     | 0         | 0               |
| <b>Stalking</b>                          |           |                 |
| 2016                                     | 0         | 0               |
| 2015                                     | 0         | 0               |
| 2014                                     | 0         | 0               |

# CRIME STATISTICS 2014 - 2016

| ARRESTS                    | ON CAMPUS | PUBLIC PROPERTY |
|----------------------------|-----------|-----------------|
| Illegal Weapons Possession |           |                 |
| 2016                       | 0         | 0               |
| 2015                       | 0         | 0               |
| 2014                       | 0         | 0               |
| Drug Law Violations        |           |                 |
| 2016                       | 0         | 0               |
| 2015                       | 0         | 0               |
| 2014                       | 0         | 0               |
| Liquor Law Violations      |           |                 |
| 2016                       | 0         | 0               |
| 2015                       | 0         | 0               |
| 2014                       | 0         | 0               |

| DISCIPLINARY ACTIONS/JUDICIAL REFERRALS | ON CAMPUS | PUBLIC PROPERTY |
|---|-----------|-----------------|
| Illegal Weapons Possession              |           |                 |
| 2016                                    | 0         | 0               |
| 2015                                    | 0         | 0               |
| 2014                                    | 0         | 0               |
| Drug Law Violations                     |           |                 |
| 2016                                    | 1         | 0               |
| 2015                                    | 0         | 0               |
| 2014                                    | 0         | 0               |
| Liquor Law Violations                   |           |                 |
| 2016                                    | 2         | 0               |
| 2015                                    | 0         | 0               |
| 2014                                    | 0         | 0               |

# CRIME STATISTICS 2014 - 2016

| HATE OFFENSES                     |      | ON CAMPUS | PUBLIC PROPERTY |
|-----------------------------------|------|-----------|-----------------|
| Murder/Non-Negligent Manslaughter |      |           |                 |
|                                   | 2016 | 0         | 0               |
|                                   | 2015 | 0         | 0               |
|                                   | 2014 | 0         | 0               |
| Negligent Manslaughter            |      |           |                 |
|                                   | 2016 | 0         | 0               |
|                                   | 2015 | 0         | 0               |
|                                   | 2014 | 0         | 0               |
| Sex Offenses, Forcible            |      |           |                 |
|                                   | 2016 | 0         | 0               |
|                                   | 2015 | 0         | 0               |
|                                   | 2014 | 0         | 0               |
| Sex Offenses, Non-Forcible        |      |           |                 |
|                                   | 2016 | 0         | 0               |
|                                   | 2015 | 0         | 0               |
|                                   | 2014 | 0         | 0               |
| Robbery                           |      |           |                 |
|                                   | 2016 | 0         | 0               |
|                                   | 2015 | 0         | 0               |
|                                   | 2014 | 0         | 0               |
| Aggravated Assault                |      |           |                 |
|                                   | 2016 | 0         | 0               |
|                                   | 2015 | 0         | 0               |
|                                   | 2014 | 0         | 0               |
| Burglary                          |      |           |                 |
|                                   | 2016 | 0         | 0               |
|                                   | 2015 | 0         | 0               |
|                                   | 2014 | 0         | 0               |
| Motor Vehicle Theft               |      |           |                 |
|                                   | 2016 | 0         | 0               |
|                                   | 2015 | 0         | 0               |
|                                   | 2014 | 1         | 0               |
| Arson                             |      |           |                 |
|                                   | 2016 | 0         | 0               |
|                                   | 2015 | 0         | 0               |
|                                   | 2014 | 0         | 0               |
| Domestic Violence                 |      |           |                 |
|                                   | 2016 | 0         | 0               |
|                                   | 2015 | 0         | 0               |
|                                   | 2014 | 0         | 0               |
| Stalking                          |      |           |                 |
|                                   | 2016 | 0         | 0               |
|                                   | 2015 | 0         | 0               |
|                                   | 2014 | 0         | 0               |



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