

PUBLIC LAW 101-542:
THE STUDENT
RIGHT-TO-KNOW &
CAMPUS SECURITY ACT

Louisiana Tech Police

257-4018

REPORTING CRIMINAL ACTIVITY OR EMERGENCIES

The Louisiana Tech University Police Department is located in South Hall on the corner of Tech Drive and Hergot Avenue. Any on-campus emergency, request for on-campus police assistance, or the reporting of on-campus criminal activity should be made to the Louisiana Tech University Police Department at 257-4018. Alternate telephone numbers include 257-4019 and 257-4010 and 257-3363 and 257-2331. On-campus callers should dial only the last four digits. The Louisiana Tech Police FAX number is 257-2831.

Reports of fire and ambulance requests should be made directly to the Ruston Fire Department at 911, however if these requests are made directly to the Louisiana Tech University Police Department, the dispatcher will immediately relay the request to the fire department and dispatch a police unit to assist as needed.

Free telephones are located at the entrances of most residence halls. University Police may be contacted by dialing 4018 from these free phones. Additionally, there are emergency phones, which automatically dial University Police when the caller pushes one button on the phone. These phones are located:

Phone ID Number and Location

- | | | |
|--|---|-------------------------------------|
| 1. Band Bldg - outside - NW corner | 10. Tolliver Hall - outside - South | 19. Reese Hall - inside |
| 2. Robinson Hall - outside - SW Corner | 11. Tolliver Hall - outside - North | 20. (# not used) |
| 3. Bookstore - outside - NW corner | 12. GTM - inside - South entrance | 21. Arizona Lot- outside |
| 4. CAB - outside - SW corner | 13. Visual Arts Center - inside - south | 22. Nethken - upstairs elevator |
| 5. Bogard Hall - outside - College & Arizona | 14. Bogard - inside - south entrance | 23. (# not used) |
| 6. Howard Aud. - outside - SE corner | 15. Nethken 2nd fl. freight elevator | 24. Mitchell |
| 7. Graham Hall - rear entrance (north) | 16. CTH - inside- North | 25. Bio-Med Research-Inside 1st fl. |
| 8. Aswell Hall - outside - NE corner | 17. CTH - inside - South | 26. BioMed Research-Inside 2nd fl. |
| 9. Harris Hall - outside - SE corner | 18. Woodard & Ed Lab - inside 1st floor | |

The Louisiana Tech University Police Department operates a 24-hour Communication and Information Center in South Hall. The communication center is staffed by a police officer. This officer monitors campus fire alarms, door alarms, and intrusion/burglary alarms. This officer operates a State/Federal criminal history and driver's record computer. Police telephone calls are received by the Police Communications Center.

Patrol officers are radio dispatched by the Police Communication Center upon call to investigate crime, respond to emergencies, or assist the public 24 hours a day, 365 days a year.

Criminal activity is actively investigated by the patrol and investigative divisions of the Police Department. Offenders are subject to criminal prosecution and University disciplinary action.

Louisiana Tech University Police officers respond to all emergencies on campus. Louisiana Tech University Police has a mutual assistance agreement with other departments within the University as well as the City of Ruston to assist one another with resources and manpower in the event of emergencies. Louisiana Tech University is represented at Lincoln Parish Emergency Planning/Exercise meetings.

SECURITY AND ACCESS TO CAMPUS FACILITIES

Exterior entrances to residence halls and suites are locked 24 hours a day. Residents use a main entrance key card swipe to enter their assigned hall. Each resident, male and female, has a key to his or her individual residence hall room. University Police student employees check the doors of the residence halls when they are on duty. The department utilizes security cameras in selected parking lots and

buildings.

Visitation hours in the residence halls and suites are from 10am to midnight. Visitors must be escorted by their hosts during visitation. Individuals in violation of University visitation policies or anyone found trespassing on University property is subject to criminal charges and/or University disciplinary action. Residents are informed of rules and guidelines at the first hall meeting of the year and can find the rules and regulations on the Department of Residential Life's website as well as in their campus lease. Residents are encouraged to report suspicious or criminal activity. Louisiana Tech University reserves the right to ban individuals from returning to the University campus.

Campus academic and classroom buildings are secured daily, upon their primary use as classroom or office facilities, by the evening custodial staff of the University. After-hours access to campus buildings is permitted by authorization of the appropriate administrative authority. Department heads are encouraged to advise the University Police of those persons authorized after-hours access to facilities.

The Louisiana Tech University Police Department employs 18 commissioned police officers, two office administrators, and approximately 70 student employees.

The University campus is patrolled 24 hours a day, 365 days a year, by commissioned police officers. Additionally, student employees of the University Police Department staff a police cart patrol. These police cart units are especially well suited for patrolling parking lots, pedestrian, and athletic facility areas. The police cart patrol also offers escorts to students on the campus. The student may request an escort by calling 4018.

The University Police Department utilizes student employees for parking enforcement, supplementary parking lot patrol, selected dormitory patrol, and student escorts during selected times daily. All University Police student employees are in direct radio contact with the University Police Communication Center and may be radio dispatched. Police escort service is available upon a student's request. Louisiana Tech University Police commissioned police officers provide escorts of persons, currency, and sensitive documents each academic year. Additionally, the Louisiana Tech University Police Department increased the safety of stranded motorists by providing motorist assists as necessary. The Louisiana Tech University Police Department spot checks building security on a daily basis and secures any buildings found unlocked. The appropriate department head is furnished a written report denoting the date, time, and location of the secured building. The department conducts safety seminars to students and parents during orientation and throughout the year as necessary.

Louisiana Tech University has a full-time University Safety Officer who chairs the campus-wide University Safety Committee. Members of the Safety Committee include representatives from University Police, Academic Affairs, Residential Life/Housing, the Physical Plant, Nursing, the Chemistry Department, and other areas on campus. Additionally, the Chairman of the University Safety Committee is a member of committees planning new construction on campus. One of the responsibilities of the University Safety Committee is to evaluate the usage, access, and security of campus buildings and to recommend actions for improvement. The University Safety Committee also makes recommendations concerning the security of proposed buildings, and the Committee Chairman gives recommendations to the building committees regarding safety and security. The Director of Environmental Health and Safety may be contacted at 257-2120.

CAMPUS LAW ENFORCEMENT POLICY, ENFORCEMENT AUTHORITY, AND ENCOURAGEMENT OF REPORTING

The Louisiana Tech University Police Department is a department in the Division of Student Affairs and is directed by the Chief of University Police who reports to the Dean of Student Life who reports to the Vice President for Student Advancement. Louisiana Tech Police Officers have a dual role as certified police officers and student development professionals. Louisiana Tech University is committed to public safety and supports the Police Department with state-of-the-art equipment, officer training, professional personnel, and the financial resources to serve the University community. Questions, suggestions, or comments concerning police or parking services should be directed to the police chief or captain who maintains an open door policy for meeting with students and other members of the public. The Louisiana Tech University Police Department is well trained and its officers constantly strive to increase their level of public service and professional growth. All Louisiana Tech University Police officers are enrolled in a certified police academy and are certified as police officers through the Louisiana P.O.S.T. (Peace Officers Standards and Training Council) Exam. Additionally, selected officers receive specialized training each year and all officers receive refresher or recertification courses as needed. Types of training attended may include but are not limited to the following:

- Red Cross first-aid and CPR training
- DWI detection & standardized field sobriety training
- Crimes investigators training
- Narcotics officer training
- LLETS/NCIC instructor and operator certification training
- Pepper spray training
- Anti-terrorism training
- Active shooter training
- Intoxilyzer 5000 operator training
- Radar operator training
- Drug awareness training
- Annual firearms qualification
- Police driver training
- Rapid deployment to critical incidents

Under Louisiana Law R.S. 17:1805, Louisiana Tech University Police officers have full law enforcement authority including the power of arrest and are commissioned by the Louisiana Department of Public Safety. Additionally, Louisiana Tech University Police officers are authorized to carry weapons, to pursue violators off campus, and to investigate on-campus crimes or criminal activity. The Department has an excellent working relationship with other area law enforcement agencies. Louisiana Tech University Police and area law enforcement agencies mutually assist each other with information, cooperative investigations, manpower, and resources as needed. The Louisiana Tech University Police Department has the primary responsibility for law enforcement on the Louisiana Tech campus.

The Louisiana Tech University Police Department has an excellent working relationship with other criminal justice agencies, including local courts and the District Attorney's office. The Louisiana Tech Investigative Division prepares its own affidavits for search and arrest warrants in the investigation of cases.

The Louisiana Tech Police Department enhances the University's mission by contributing the following:

- Contributes to campus safety by enforcing city, state, and federal statutes, which is accomplished through vehicular patrol, bike patrol, radar enforcement, DWI enforcement, foot patrol, police cart patrol, criminal investigations, and narcotic investigations.
- Enhances the welfare of students by providing assistance as needed: providing escorts, traffic control, officers to increase safety at more than 150 athletic and special events each academic year, and assistance in emergency situations.
- Conducts public education seminars in child safety, seat belt safety, drug education, theft and crime prevention, and DWI awareness.
- Operates a 24-hour police communication and campus information center at the University Police Department in South Hall.

- Provides for parking regulation enforcement through the Parking and Traffic Division of the Louisiana Tech Police Department located in South Hall. All Louisiana Tech students, faculty, and staff are required to register their vehicle; and a parking permit is required to park anywhere on the campus 24 hours a day. Complete information on parking regulations may be found in the current edition of the Louisiana Tech Vehicle Regulations Brochure. The traffic office may be contacted by calling 257-2921 or by email at traffic@latech.edu.

South Hall, where the Police Department is housed, is also host to a student organization classroom and a conference room. These facilities are located above the Police Station and are used on a daily basis to provide students with a location to hold organizational meetings. The co-location of these facilities with the Police Department has contributed to positive interaction between the officers and the students.

The Louisiana Tech Police Department encourages and promotes the prompt and accurate reporting of all crimes to the Louisiana Tech Police Department. Deans, academic personnel, Housing personnel, and all staff members are advised to refer any information concerning criminal activity or to refer persons needing to report criminal activity to the University Police Department or to the appropriate off-campus police agency if the criminal activity occurred in another jurisdiction. The Louisiana Tech Police Department has been tracking and reporting UCR (Uniform Crime Report) crimes voluntarily to the FBI since 1984. Additionally, the UCR is furnished monthly to the University of Louisiana System's Office. Criminal activity is communicated to the campus community through email and/or emergency notification. Resources are directed, as needed, into areas needing increased patrol or enforcement. Student "Right-To-Know" crime statistics are included in this publication and posted on www.latech.edu.

Department of Housing resident assistants are advised to encourage persons to report crime. Feature stories and interviews with police officers in the Tech Talk, the student newspaper, encourage crime prevention and the reporting of crimes.

POLICE PROCEDURES, CRIME PREVENTION, AND CRIME PREVENTION PROGRAMS

Louisiana Tech University students and staff are informed about various police procedures through the following: Department of Housing resident assistants; The Tech Talk; the Office of Student Conduct and Academic Integrity; the Student Handbook; The Lagniappe; the University catalog; the Vehicle Regulations Brochure; the University Safety Manual; the Faculty and Staff Handbook; the Class Schedule and General Information Booklet; the annual Police Department Annual Report; and public education programs. Additionally, the University Police Department addresses incoming freshmen at each of the summer orientation sessions.

University Police conducts, upon requests by any campus organizations, the following public education programs:

- DWI Awareness Program
- Police and Crime Prevention Orientation for International students
- Police Policy/Procedures Class for Residential Life resident assistants
- Police Drug Awareness Class for Residential Life resident assistants
- Theft prevention seminar
- Crime prevention seminar
- Emergency procedures seminar

Additionally, the Louisiana Tech Counseling Center provides alcohol and drug abuse programs for the University community. The Counseling Center also provides student programs on the subject of date rape and responsible and acceptable dating behavior. (See the Handbook's Sexual Assault Information Guide for more information.)

CRIME PREVENTION TIPS

The Louisiana Tech Police Department encourages everyone to follow simple crime prevention tips to reduce the probability of being a crime victim. Each person has a responsibility to take action to promote safety. The following are some crime prevention tips for on- and off-campus students:

- Restrict internet pages/blogs to viewing by your friends only.
- Do not put personal information, phone number or address on internet blogs/pages for public viewing.
- Be alert and pay attention; scan ahead and be aware of what's happening around you.
- Utilize the escort service for going from one location to another on campus. Call 257-4018.
- When walking, jogging, or bicycling—especially at night—do so with a friend or group.
- Stay sober; an intoxicated person is an easier target for criminal activity.
- Don't drink and drive. Approximately 10 percent of weekend drivers between the hours of 10 pm and 2 am are intoxicated. The average DWI violator commits the offense 80 times a year. If this is you, on-campus confidential alcohol counseling is available at Tech's Counseling Services - Call 257-2488.
- Remember, friends don't let friends drive drunk!
- Wear a seat belt. The life saved could be yours.
- Hold purses securely.
- Lock your doors; promptly report lost keys.
- Don't leave an extra key under the mat, in a plant, in the mailbox, etc.
- Check before opening the door.
- Use outside lighting daily.
- Store valuables in a safe place.
- Record your serial numbers.
- Report suspicious persons.
- Report crime or criminal activity immediately (who, what, when, where).
- Don't carry large sums of cash.
- Stay off dark streets.
- Always lock your car; don't leave valuables in your car.
- Don't leave radar detectors, radar detector cords, or cellular phones in your parked car.
- Don't pick up hitchhikers; don't be a hitchhiker.
- Never leave laundry unattended in a laundry facility.
- Don't give cash to a stranger with a hard-luck story; it's often a con game. Call the Police.
- Report persons selling items on campus to the police. Popular stolen items include cell phones, compact discs, guns, computers, clothes, radar detectors, and stereos. A deal too good to be true usually means the item is stolen. It is illegal to buy or sell stolen items. Please report the seller to the police. The next item he or she sells might be stolen from you!
- Hang up on obscene or harassing phone callers; keep a log of the calls (date, time, who answered the phone, and what the caller did or said), and report the calls to the police.
- Don't let strangers in your room or home to use the phone; leave them in the hall and call the police.

EMERGENCY RESPONSE, NOTIFICATION AND EVACUATION POLICY

Louisiana Tech University has developed and regularly tests an Emergency Response Plan, which is also known as the Crisis Response Plan. Other emergency response guidelines have been prepared for and disseminated to the faculty, staff and students. Louisiana Tech University will respond to an emergency situation in a safe, effective and timely manner. University resources and equipment will be utilized to accomplish the following priorities:

- Protection of human life
- Support/restoration of health, safety and essential services
- Protection of Louisiana Tech University assets
- Assessment of damages
- Restoration of critical operations
- Restoration of general campus operations

Louisiana Tech University has designated an Emergency Response Team who will respond to and manage any known emergency situation.

Testing and Evaluation of Plan

Annual testing of the emergency response plan is designed for the assessment and evaluation of the plan and capability. These tests may be in the form of a tabletop, drill, functional exercise or full-scale exercise as determined. The documentation of the test will be maintained in the office of the University Police. Testing of the emergency notification system will occur on at least a quarterly basis.

Emergency Notification Policy and Procedures

Louisiana Tech University has in place methods designed and intended to make and send emergency information, such as an audible fire alarm (indicating the need to perform a facility evacuation), University mass email, text (SMS) or voice message via an Emergency Notification System (ENS), website, or by intercom in buildings where available. Sirens, loudspeakers or other informational devices, if available, may be utilized.

Notification will take place without delay upon confirmation of an event or pending event, which would be considered a significant emergency or dangerous situation, if a threat exists to any of the campus community.

Persons responsible for carrying out this notification process include: Command Staff of the University Police, Vice President for Student Advancement, Assistant Vice President for Student Advancement, and Director of Marketing and Public Relations.

Confirmation and validation of an emergency, threat or dangerous situation will, under most situations, be the responsibility of member(s) of the LA Tech University Police.

Dissemination of emergency information to the larger community, including other public safety agencies, would occur through the University Police dispatcher and/or Marketing and Public Relations Department, as necessary.

Evacuation Procedures

When an evacuation of a building is ordered, the evacuation will be performed in an orderly and safe manner. All faculty and staff are to assemble in designated areas. Evacuation orders may be given for multiple purposes.

1. Become familiar with work areas and exit locations.
2. When the fire alarm sounds, prepare to evacuate immediately.
3. Do not panic, but walk quickly to the closest emergency exit.
4. Do not use elevators. Do not use cell phones.

5. Walk in a single file on the right through corridors and stairwells.
6. Avoid unnecessary talking and keep the lines moving.
7. Individuals requiring assistance in evacuation should proceed to stairwell entrance areas and wait for assistance.
8. If smoke is encountered, drop to the floor and crawl along the wall to the nearest exit.
9. When approaching a closed door, feel the door with the back of your hand; if cool, carefully open the door and, if safe, proceed with the evacuation.
10. No one is to return to the building until authorized by the Incident Commander or other public safety official.

Special Evacuation Procedures

1. A “Vertical Evacuation” is a procedure in which individuals on lower floors relocate themselves to higher floors. This type of evacuation is conducted when there is a danger on the lower floors or if the outside environment is dangerous. The most likely use of vertical evacuation is if there occurs a chemical spill either outdoors or within the lower floors. Vertical evacuations are also used as an evacuation of last resort in a flooding event.

2. A “Silent Evacuation” is a procedure conducted when it is advisable to evacuate without causing alarm. This procedure is most likely used during some type of crime or crime-threatening emergency.

Faculty and supervisory staff having people with disabilities under their direction shall meet with them as soon as possible to discuss evacuation procedures in case of fire or other emergency.

Evacuation of People Needing Mobility Assistance

Evacuation of people with disabilities who are ambulatory, such as those who have vision or hearing impairments:

- Should take place normally with other building occupants.
- Escorts may be offered from within the class or work area.

People who are dependent upon equipment for their mobility:

- May be assigned an escort from within the class or work area.
- Should not use elevators unless directed to do so by the emergency personnel.
- Remain in a protected place to await arrival of emergency personnel or proceed to the stairway in the building, if possible, accompanied by an escort. Emergency personnel are trained to look for persons with mobility difficulties in these designated areas.
- Once the stairs have begun to clear of other evacuating people, the escort and the person needing mobility assistance should enter the stairway and remain on the landing near the door.

If the stairway becomes smoke-filled or unsafe before the arrival of emergency personnel:

- Move back into the building and proceed to another usable stairway.
- If another stairway is not available, find a room that is safe and close the door.
- Wave a coat or similar object in a window to gain attention.

If there is a direct and immediate threat, the individual should be moved. If there is potential for fire, explosion, biohazards, or gas in the area where the person needing mobility assistance is located, several persons may need to assist the person to leave the building.

Faculty and staff who have individuals needing mobility assistance under their direction are responsible for notification of emergency personnel about the location of these people within the building.

Evacuation from Campus Property

If the need exists to evacuate the campus or an area of campus, evacuees will receive direction from law enforcement personnel and/or persons who are working in concert with the law enforcement agencies. Please follow directions given in order to effect a safe and rapid evacuation.

Missing Persons' Policy and Procedure

An individual is considered "missing" based upon information received during a report filed with the University Police. The officer receiving the report will conduct the necessary follow-up investigation including, but not limited to, contacting the Department of Residential Life personally or having an officer check the student's housing area to determine if the missing student has filed a confidential contact through the student's personal BOSS network and responding accordingly; making contact with the student's "emergency contact" which would be on file with the Residential Life Office; utilizing the National Crime Information Center (NCIC) as per guidelines; and making any and all other contacts as the inquiry necessitates.

The report will be "on file" with the University Police. Any time frame for notifications will be dependent on the nature and course of the investigation.

CRIME STATISTICS

Introduction

In November 1990, Congress passed the Student-Right-to-Know and Campus Security Act (Public Law 101-542) for the purpose of requiring colleges and universities to publish annual campus security reports that (a) include statistics on campus crime and arrests for certain specified categories of offenses and (b) describe policies, procedures, and programs related to campus security.

(See following pages)

Criminal Offenses

	Murder/Non-negligent manslaughter			Forcible sex offenses (including forcible rape)		
	2017	2018	2019	2017	2018	2019
Total on campus	0	0	0	2	0	0
Total in residence hall	0	0	0	1	0	0
Non-campus	0	0	0	0	0	0
Perimeter public property	0	0	0	0	0	0
	Non-forcible sex offenses			Robbery		
	2017	2018	2019	2017	2018	2019
Total on campus	0	0	0	2	0	0
Total in residence hall	0	0	0	0	0	0
Non-campus	0	0	0	0	0	0
Perimeter public property	0	0	0	0	0	0
	Aggravated assault			Burglary		
	2017	2018	2019	2017	2018	2019
Total on campus	0	0	0	7	5	25
Total in residence hall	0	0	0	3	1	12
Non-campus	1	0	0	1	0	1
Perimeter public property	1	0	0	0	0	0
	Motor vehicle theft			Arson		
	2017	2018	2019	2017	2018	2019
Total on campus	0	2	1	0	0	0
Total in residence hall	0	0	0	0	0	0
Non-campus	0	0	0	0	0	0
Perimeter public property	0	0	0	0	0	0
	Negligent manslaughter					
	2017	2018	2019			
Total on campus	0	0	0			
Total in residence hall	0	0	0			
Non-campus	0	0	0			
Perimeter public property	0	0	0			

--Arson category includes trash can fires.

--Statistics are listed by calendar year for all years.

--Off campus statistics (non-campus - student organizations, perimeter public property) are furnished by Ruston Police.

--Motor vehicle theft includes vehicles, motorcycles, golf carts, and tractors.

Hate Offenses

	Murder/Non-negligent manslaughter			Forcible sex offenses (including forcible rape)		
	2017	2018	2019	2017	2018	2019
Total on campus	0	0	0	0	0	0
Total in residence halls	0	0	0	0	0	0
Non-campus	0	0	0	0	0	0
Perimeter public property	0	0	0	0	0	0
	Non-forcible sex offenses			Robbery		
	2017	2018	2019	2017	2018	2019
Total on campus	0	0	0	0	0	0
Total in residence halls	0	0	0	0	0	0
Non-campus	0	0	0	0	0	0
Perimeter public property	0	0	0	0	0	0
	Aggravated assault			Burglary		
	2017	2018	2019	2017	2018	2019
Total on campus	0	0	0	0	0	0
Total in residence halls	0	0	0	0	0	0
Non-campus	0	0	0	0	0	0
Perimeter public property	0	0	0	0	0	0
	Motor vehicle theft			Arson		
	2017	2018	2019	2017	2018	2019
Total on campus	0	0	0	0	0	0
Total in residence halls	0	0	0	0	0	0
Non-campus	0	0	0	0	0	0
Perimeter public property	0	0	0	0	0	0
	Negligent manslaughter			Vandalism		
	2017	2018	2019	2017	2018	2019
Total on campus	0	0	0	0	0	0
Total in residence halls	0	0	0	0	0	0
Non-campus	0	0	0	0	0	0
Perimeter public property	0	0	0	0	0	0

--Arson category includes trash can fires.

--Statistics are listed by calendar year for all years.

--Off campus statistics (non-campus - student organizations, perimeter public property) are furnished by Ruston City Police.

--Motor vehicle theft includes vehicles, motorcycles, golf carts, and tractors.

	Liquor Law Violations			Drug Law Violations		
	2017	2018	2019	2017	2018	2019
All On Campus Arrest	0	0	0	20	16	32
Arrests In Dorm	0	0	0	5	15	16
On Campus Disciplinary Action/ Judicial Review	0	3	4	17	15	15
On Campus Student Housing	0	3	0	9	13	8
Arrest-Non Campus (Student Organizations)	0	0	0	0	0	0
Disciplinary Action/ Non-Campus	0	0	0	0	0	0
Arrest-Perimeter Public Property	0	0	0	2	0	0
Disciplinary Action- Perimeter Public Property	0	0	0	0	0	0
	Illegal Weapons Possession					
	2017	2018	2019			
All On Campus Arrest	0	0	0			
Arrests In Dorm	0	0	0			
On Campus Disciplinary Action/ Judicial Review	0	0	0			
Arrest-Non Campus (Student Organizations)	0	0	0			
Disciplinary Action/ Non-Campus	0	0	0			
Arrest-Perimeter Public Property	0	0	0			
Disciplinary Action- Perimeter Public Property	0	0	0			
	VAWA Offenses					
	2017	2018	2019			
On Campus Dating Violence	2	0	0			
On Campus Stalking	5	1	4			
On Campus Domestic Violence	2	0	0			

--Statistics are listed by calendar year for all years.

--Off campus statistics (non-campus - student organizations, perimeter public property) are furnished by Ruston Police.

MONITORING CRIMINAL ACTIVITY AT OFF-CAMPUS ORGANIZATIONS

The Ruston Police Department advises the University Police and the Office of Student Conduct and Academic Integrity of crimes that occur at recognized student organization dwellings (such as fraternity houses), which are located on private property off campus in the city of Ruston. Student organizations must abide by University regulations set forth in their agreement of recognition signed with the University and in the Code of Student Rights, Responsibilities, and Behavior. Part of the agreement is that student organizations must abide by University regulations and local, state, and federal laws. Student organizations found to be in violation of their recognition agreement may be suspended by the Vice President for Student Advancement pending the organization's appearance before the Louisiana Tech Student Organization Committee, which will decide the appropriate action. Rules governing student organizations may be found in the Division of Student Affairs' Student Handbook.

DRUG & ALCOHOL ABUSE (PUBLIC LAW 101-226)

Students are encouraged to review *A Student Guide for Making Decisions about Alcohol and Other Drugs*, a pamphlet published by the Division of Student Affairs.

SEXUAL ASSAULT, DATING VIOLENCE, STALKING, DOMESTIC VIOLENCE

Title IX of the Education Amendments of 1972 is a comprehensive federal law that prohibits discrimination based on the gender of students and employees of educational institutions that receive federal financial assistance.

In accordance with Title IX and other applicable law, Louisiana Tech University is committed to providing a learning, working, and living environment that promotes integrity, civility, and mutual respect in an environment free of discrimination on the basis of sex and sexual misconduct which includes sex discrimination, sexual harassment, dating violence, domestic violence, sexual assault, stalking and retaliation. Louisiana Tech University prohibits sex discrimination and sexual misconduct. This policy applies to all persons without regard to sexual orientation, gender identity and/or gender expression.

In July 1992, Congress enacted the Higher Education Amendments of 1992, which imposed requirements for preventing, reporting, and investigating sex offenses that occur on college campuses. The following information has been prepared by Louisiana Tech University officials, not only to comply with federal requirements but also to assist students, faculty, and staff members in maintaining a safe environment, which is conducive to achieving the mission of Louisiana Tech University.

Educational Programming for Students, Faculty, and Staff

The Office of the Vice President of Student Advancement facilitates programming designed to inform, educate, and assist students with issues related to Sexual Assault, Domestic/Dating Violence, and Stalking. Counseling and Career Services provides licensed professional counselors and/or trained students from the Peer Leadership Council to assist students, both men and women, toward greater awareness of the legal and psychological implications of the phenomenon of sexual assault. Educational programming in the area of sexual assault, stalking, dating, and domestic violence is available to students in residence halls, sororities, fraternities, classes, and any other student groups. Every freshman is reached with this message through the FYE 100 class. These educational presentations include guidelines for a safe code of dating conduct and a resource listing campus and community agencies to contact in the event of a sexual assault. The programs are free and available to Louisiana Tech students by contacting Counseling and Career Services at 257-2488. Additionally, the Division of Student Affairs purchases and utilizes training modules, as well as partners with community resources such as DART and Piney Hills Advocacy Center, to provide training for targeted campus populations.

The Office of Human Resources manages the training needs of Faculty and Staff personnel. The University Police Department also offers free presentations on the subject of personal safety with emphasis on precautions and reporting procedures. Arrangements for these programs can be made by contacting University Police at 257-4018. Additionally, educational literature in the form of brochures and other handouts may be picked up, at no charge, from the following offices: Counseling and Career Services in 310 Keeny Hall; University Health Center, Lambright; and University Police in South Hall.

Strategies for Limiting the Risk of Sexual Assault

1. Examine societal and personal attitudes that tolerate sexual aggression.
2. Know your sexual intentions and limits and communicate them firmly.
3. Be aware that alcohol is a disinhibitor and may affect judgment in a dating situation. Set safe boundaries in its use.
4. Attend functions with friends you can trust. Go in a group and return home with the group.
5. Be aware of surroundings. Many acquaintance rapes occur in private dwellings under the cover of loud music.
6. Listen to your instincts; if the situation feels risky, it probably is.
7. Do not leave beverages unattended.
8. Accept drinks only from a bartender or waitperson.
9. Consider buddy system; look out for one another. Be alert to behavior of friends who appear intoxicated and unable to make appropriate and safe decisions.

Helping a Friend Who Is Being Abused or Bystander Intervention Strategies

Bystander intervention consists of safe and positive options that may be carried out by an individual(s) to prevent harm or to intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking.

(The following bystander information has been adapted several times by several organizations and originated with "Helping The Battered Woman, A Guide For Family And Friends," a 1989 publication of the National Woman Abuse Prevention Project.)

Many students are emotionally, physically, and/or sexually abused by their intimate partners each year. If you are concerned about a friend, perhaps you feel the problem will work itself out. This is very unlikely. Violence and abuse in relationships usually continues and often gets worse over time if no action is taken to stop it. You can help your friend by being honest about your concerns. Say something.

Things that might be keeping you from saying something:

- **The violence can't really be that serious.** Dating violence includes threats, pushing, punching, slapping, choking, sexual assault, and assault with weapons. It is rarely a one-time occurrence and usually escalates in frequency and severity. Even if the violence is "only" verbal, it can seriously affect the victim's health and well-being, so any act of dating violence is something to take seriously.
- **My friend must be doing something to provoke the violence.** A victim of dating violence is never to blame for another person's choice to use violence against them. Problems exist in any relationship, but the use of violence is never acceptable.
- **If it's so bad, why don't they just leave?** For most of us, a decision to end a relationship is not easy. Your friend's emotional ties to their partner may be strong, supporting the hope that the violence will end. Perhaps your friend doesn't know

about available resources, or maybe social and justice systems may have been unhelpful in the past. Perhaps when your friend has tried to end the relationship in the past, their partner may have used threats or violence to stop them. These are just some of the many compelling reasons that may keep someone in an abusive relationship.

- **I shouldn't get involved in a private matter.** Dating violence is not a "personal problem." It is a crime with serious repercussions for your friend, your friend's partner, your campus, and your entire community.
- **I know the abusive person; I really don't think he/she could hurt anyone.** Many abusers are not violent in other relationships and can be charming in social situations, yet be extremely violent in private.
- **The abusive person must be sick.** Using violence and abuse is a learned behavior, not a mental illness. People who use violence and abuse to control their partners choose such behavior; viewing them as "sick" wrongly excuses them from taking responsibility for it.
- **I think the abusive person has a drinking problem. Could that be the cause of violence?** Alcohol or drug use may intensify violent behavior, but it does not cause violence or abuse. People who engage in abusive behavior typically make excuses for their violence, claiming a loss of control due to alcohol/drug use or extreme stress. Acting abusively, however, does not represent a loss of control, but a way of achieving it.
- **How can my friend still care for someone who abuses them?** Chances are the abuser is not always abusive. They may show remorse for the violence after it happens and promise to change. Your friend may understandably hope for such changes. Their relationship probably involves good times, bad times, and in-between times.
- **If my friend wanted my help, he or she would ask for it.** Your friend may not feel comfortable confiding in you, feeling you may not understand his or her situation. Talk to them about the abusive behaviors you have noticed, tell your friend no one deserves to be treated in that way, and ask them how you can help.

What You Can Do to Help:

- **Say something. Lend a listening ear.** Tell your friend that you care and are willing to listen. Don't force the issue, but allow your friend to confide in you at his or her own pace. Never blame your friend for what is happening or underestimate their fear of potential Danger. Focus on supporting your friend's right to make decisions.
- **Become informed.** Find out all the facts you can about dating violence. Contact offices such as Counseling Services (257-2488) and/or University Health Center (257-4866), which are located on campus that address sexual and dating violence, or contact DART (513-9373), a Ruston community-based resource that assists victims of domestic violence, or call the National Domestic Violence Hotline at 1-800-799-7233, or for TYY assistance 1-800-787-3224.
- **Guide your friend to community services.** Gather information about dating/domestic violence programs in your area. These programs offer safety, advocacy, support, legal information, and other needed services. If your friend asks for advice on what they should do, share the information you've gathered. Let your friend know they are not alone and people are available to help. Encourage them to seek the assistance of dating/domestic violence victim advocates. Assure them that they will keep all information confidential.
- **If your friend decides to end the relationship.** Help them make a plan to be safe. He or she may want to call a local domestic violence hotline to help create a "safety plan." Domestic violence programs can help them look at their options and make a plan to be as safe as possible. **Victims of dating violence may face a greater risk when they try to end the abusive relationship.** If the abusive person feels they have lost control, they may become very

dangerous.

- **Focus on their strengths.** Your friend has probably continually been told by the abusive person that they are a bad person, a bad student, or a bad friend. Your friend may believe they can't do anything right and that there really is something wrong with them. Give him or her emotional support. Help them examine their strengths and skills. Emphasize that they deserve a life that is free from violence.

Amnesty Policy

Any student who reports, in good faith, any sexual violence to a university official, shall not be sanctioned by the university for a nonviolent student conduct violation, such as underage drinking of alcohol, if it is revealed during the course of filing the report.

Recommended Guidelines in the Event of an Assault

Sexual assault, either by a stranger or by an acquaintance, creates emotional turmoil for any individual. Louisiana Tech University is sensitive to the devastating effects of rape and other types of sex offenses and has established the following recommendations to assist the survivor of a sexual assault and to inform the Louisiana Tech student of the facts, laws, and resources that pertain to these types of criminal behavior:

1. **Report the assault regardless of the circumstances.** Reporting the incident allows the survivor to be advised of available resources and alternatives. The strength of the case could be affected by the length of time the survivor waits before pressing charges. The first step in regaining a sense of control over the situation is to report the assault.

If requested, university personnel will assist the student in working through the criminal justice and/or administrative processes. The following are options available to the student:

- Report to a responsible employee of university (see below list)
- File a sexual harassment claim with the Title IX coordinator
- Report to appropriate law enforcement agency
 - Proceed with criminal investigation
 - Request no criminal investigation
- Utilize free university counseling services.
- Request university administrative action against the suspect
- Access and utilize community resources, such as:
 - Piney Hills Advocacy Center
 - (DART) Domestic Violence Resistance Team
- Obtain a protective order against the suspect

Responsible Employees: Responsible Employees 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 designees. The following are designated as the Responsible Employees for LA Tech:

College of Applied and Natural Sciences:

- Dr. Amy Yates-Human Ecology, Carson Taylor Hall, room 251, 257-3727
- Patti McFadden-Nursing, Reese Hall, room 209, 257-3109

College of Business:

- Debbie Inman-CENIT, College of Business, room 218C, 257-3430
- Dr. Laura Flurry-Marketing & Analysis, College of Business, room 341, 257-3768

College of Education:

- Dr. Latoya Pierce-Psychology & Behavioral Science, Woodard Hall, room 211D, 257-2874
- Dr. Pam Morgan-Curriculum, Instruction & Leadership, Woodard Hall, room 200C, 257-2561

College of Engineering & Science:

- Dr. David Hall-Mechanical Engineering, Bogard Hall, room 224A, 257-4127
- Dr. Katie Evans-Mathematics & Statistics, Madison Hall (GTM), room 334,

College of Liberal Arts:

- Paul Nelson-Modern Languages, Madison Hall (GTM), room 226, 257-5246

Athletics:

- Renee Puckett-Thomas Assembly Center, room 154, 257-5196

On-Campus Assaults

If the incident occurred on the Louisiana Tech University campus, contact the University Police Department, 257-4018, available 24 hours a day. Police officials will contact a professional counselor and/or will assist the survivor in seeking medical treatment at the hospital if requested.

Off-Campus Assaults

If the incident occurred within the city limits of Ruston and is off the Louisiana Tech campus, report the crime to the Ruston City Police Department, 255-4141, located at 401 North Trenton Street. If the incident occurred in Lincoln Parish, outside the city limits of Ruston, report the crime to the Lincoln Parish Sheriff's office, 318-251-5111, located on Camp Road, Ruston, LA.

2. **Seek medical assistance within 24 hours of the assault.** A survivor does not have to press charges in order to seek medical treatment; however, if criminal charges are pressed, medical information and an examination are essential. Police advise the victim not to change clothing, douche, or brush teeth. Very important evidence such as hair samples, saliva samples, finger scrapings, etc., may be lost if not collected immediately. Usual procedures call for a medical examination, which will be performed by a physician, in the presence of a female nurse. Hospital medical personnel report that the following procedures may take place during a medical examination:

- baseline lab work will be performed to determine existing health concerns.
- evidence will be collected in the event charges are pressed. Note: this step will be taken only with the consent of the survivor.
- police will be contacted with the consent of the victim.
- information regarding testing for sexually transmitted diseases and pregnancy will be provided.
- information about immediate counseling resources will be provided or referrals for follow-up counseling will be given.

3. **Seek medical testing if you have reason to believe you were disabled with drugs without your knowledge and subsequently sexually assaulted.** Drugs such as Rohypnol and GHB are used to spike drinks for the purpose of sedating for sexual assault. Drowsiness and impaired motor skills are common effects, giving an appearance of intoxication. Symptoms may also include impaired judgment, disinhibition, dizziness and confusion. Such substances can be colorless, tasteless, odorless, and dissolve easily into liquid. If you think you have been sedated with such a drug, tell hospital personnel. A urine

test within 72 hours may determine if a drug was used.

4. **Consider options for actions against the perpetrator.**

On-Campus Options

If the incident happened on the Louisiana Tech campus, the assault survivor has the options of (1) pressing criminal charges against the perpetrator with the appropriate law enforcement agency and/or (2) requesting a university administrative review of the incident. An administrative review of the behavior will be conducted when the personnel with the Office of Student Conduct and Academic Integrity are informed of a possible violation of the University's Code of Student Rights, Responsibilities, and Behavior. A review of possible violations may be made by reporting the incident to the Office of Student Conduct and Academic Integrity, 257-3396, 326 Keeny Hall. It should be noted that any report filed through the University Police Department or forwarded to the University Police Department by another law enforcement agency will be immediately forwarded to the Office of Student Conduct and Academic Integrity and will prompt an administrative review of the behavior of any Louisiana Tech students involved in the incident. If a violation of the University's Code of Student Rights, Responsibilities, and Behavior has occurred as defined in Section Six of the Code, administrative action will be taken as defined in Sections Eight and Nine of the aforementioned Code. Offenses pertaining to sexual assault, as defined in Section 6.04:37 of the Student Code, will warrant an immediate review by the University Behavioral Standards Committee. The standard of evidence during any hearing will be "a preponderance of evidence."

If a hearing by the University Behavioral Standards Committee is held, both the accuser and the accused are entitled to the same opportunities to have a representative (either personal or legal counsel) who may attend and advise but may not present the case. Also, both the accuser and the accused will be informed of the outcome of any campus disciplinary proceeding dealing with sexual assault. Sanctions that may be issued by the Behavioral Standards Committee against a student found guilty of sexual assault can be found in Section 9.03 of the Student Code. Possible sanctions are: Administrative Probation, Suspension, Expulsion, Restitution, Counseling, and/or Community Service. Behavior of a particularly violent nature performed by a student enrolled at the university may warrant an immediate interim suspension by the President of the university or by his designee as provided for in Section Thirteen of the Code of Student Rights, Responsibilities, and Behavior.

Off-Campus Options

If the incident happened off the campus, the assault survivor may press criminal charges against the perpetrator with the appropriate law enforcement agency. University officials can assist the victim in notifying these authorities if the student so chooses.

5. **Seek professional counseling and support.** Whether or not the victim chooses to take legal action against the perpetrator, he/she is advised to seek professional counseling. A sexual assault of any kind can result in difficulty later if the emotional issues associated with it are not addressed. The University Police can contact a counselor immediately following an assault. Individuals can contact the Louisiana Tech Counseling and Career Services office at 257-2488, during regular working hours. A licensed professional counselor can assist with decisions about available options and can help in working through the healing process. Options can include assisting the survivor in changing academic and living situations if requested and if such changes are reasonably available. A listing of area resources for sexual assault survivors is provided in this Guide.

DEFINITIONS

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.

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

- f. **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 cohabiting with, or has cohabited 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.
- g. **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)**
- h. **Domestic abuse definition in Louisiana law:** Includes but is not limited to physical or sexual abuse and any offense against the person as defined in the Criminal Code of Louisiana, except negligent injury and defamation, committed by one family or household member against another. **LA. RS 46:2132(3)**
- i. **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.
- j. **Dating Violence definition in Louisiana law:** "**Dating violence**" includes but is not limited to physical or sexual abuse and any offense against the person as defined in the Criminal Code of Louisiana, except negligent injury and defamation, committed by one dating partner against the other. **LA. RS § 46.2151(C)** For purposes of this Section, "**dating partner**" means any person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the following factors:
- (1) The length of the relationship.
 - (2) The type of relationship.
 - (3) The frequency of interaction between the persons involved in the relationship.
- k. **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."

- l. **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.
- m. **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, or, "to go along with," 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.
- n. **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.
- o. **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.
- p. **Responsible Employee:** Responsible Employees 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.

Victim Services

Depending upon the circumstances of the incident, the victim has the option of requesting the university's aid in adjusting academic classes, on campus residence living and if applicable, adjusting the work environment. The university would facilitate this assistance through working with the appropriate university department, as necessary.

Resources for Victims of Sexual Assault

Louisiana Tech University Police South Hall Corner of Tech Drive and Hergot Street	257-4018
City of Ruston Police 401 North Trenton Street Ruston, LA	911 255-4141
Lincoln Parish District Attorney Lincoln Parish Court House 100 Texas Avenue West Ruston, LA	251-5100
Lincoln Parish Sheriff's Office Camp Road Ruston, LA	251-5111
Louisiana Tech Counseling and Career Services 310 Keeny Hall	257-2488
TechCare - Louisiana Tech University Health Center Lambright Intramural Sports Center	257-4866
Northern Louisiana Medical Center 401 E. Vaughn Street Ruston, LA	254-2456
Piney Hills Advocacy Center P.O. Box 777 Ruston, LA 71273	255-7273 1-800-869-1033
Domestic Abuse Resistance Team (D.A.R.T.) P.O. Box 1223 Ruston, LA 71273	513-9373 24-Hour Crisis Line: 251-2255

ANNUAL FIRE SAFETY REPORT

Appliances, Smoking, Open Flames, etc.

Upon check-in a resident is directed by staff that all rules and regulations can be found on the Residential Life website. The rules and regulations state the following:

Appliances:

- Electrical appliances with open heating elements-hot plates, George Foreman grills, floor/space heaters, coffee makers, toasters, toaster ovens, sandwich makers- are not permitted in student rooms. Irons are allowed but can be used only on the community ironing boards located in the hallway of each floor. Microwaves under 700 watts are permitted. Coffee percolators are allowed; however “Mr. Coffee” – type machines are not.
- Electrical appliances that cause disruption to the residence hall circuits by overloading, shorting, or creating line disturbances-window air conditioners, refrigerators more than 4.3 cubic feet-are not allowed. TV’s, computers, radios, hair dryers, electric razors, floor or box fans, clocks, and stereos are permitted. Outside antennas for TVs are not allowed.
- Any electrical device needs to be plugged into a surge protector for safety.
- Due to order of the State Fire Marshall, no frying of any kind is permitted.

Smoking:

- All residential facilities in the Residential Life system are non-smoking for health and fire safety concerns.

Tampering with Fire Equipment, False Alarms, Open Flames:

- Student(s) responsible for discharging fire equipment, tampering with alarm horns or causing false alarms shall be referred to the University’s Behavioral Standards Committee, will be held accountable for damages, and may also be prosecuted through the criminal courts.
- State fire codes prohibit the burning of incense or candles in rooms, suspending items from room ceilings, and ironing in rooms.
- All fire violations result in a mandatory fire education seminar and/or community service.

Weapons and Fireworks:

- Firearms of any type, ammunition, and fireworks are not allowed.

Where, to Whom to Report Fire and Other Emergencies

Student Handbook:

- **6.04:08 False Reporting of Emergency** – Making false reports of a bomb, fire, or other emergency in any building, structure, or facility on University premises or University-related premises by means of activating a fire alarm, emergency phones, or by any other manner is prohibited.
- **6.04:15 Interference or Failure to Comply with Emergency Procedures** – Intentionally interfering emergency procedures prescribe for any building, structure, or facility on University premises, or failing to follow prescribed emergency procedures such as willful disregard of the emergency alarm signal is prohibited.

- **6.04:20 Possession and/or Use of Guns, Firearms, Explosives, and Other Weapons** – Possession of and/or exploding fireworks and other explosives and possession and/or discharging of shotguns, rifles, pistols, air rifles, BB guns, paint guns, sling shots, bows and other lethal weapons on campus by student(s) unless authorized by the Vice President of Student Advancement is prohibited. Possession includes, but is not limited to, one’s person; University residence hall room; office, academic, administrative, or maintenance building; or vehicle.
- **6.04:24 Starting Fires or Other Acts of Arson** – Starting fires or other acts of arson in or on University owned or University – controlled property, facilities, and equipment without proper authorization is prohibited.
- **6.04:25 Tobacco** – The use of tobacco, in any form, in lecture rooms, libraries, residence halls, or in other property of the University is prohibited.
- **6.04:26 Unauthorized Alteration or Use of Emergency or Safety Equipment** – Unauthorized use or alteration of fire fighting equipment, safety devices, or other emergency or safety equipment is prohibited.

Reporting Criminal Activity or Emergencies: Any on-campus emergency, request for on-campus police assistance, or the reporting of on-campus criminal activity should be made to the Louisiana Tech University Police Department at 257-4018.

Reports of fire and ambulance service requests should be made directly to the Ruston Fire Department at 255- 2121 or 911, however if these requests are made directly to the Louisiana Tech University Police Department, the dispatcher will immediately relay the request to the fire department and dispatch a police unit to assist as needed.

Free telephones are located at the entrances of most residence halls. University Police may be contacted by dialing 4018 from these free telephones. Additionally, there are twenty-three emergency phones which automatically dial University Police when the caller pushes one button on the phone.

The Louisiana Tech Police Department operates a 24-hour Communication and Information Center in South Hall. The communication center is staffed by a police officer. The officer monitors campus fire alarms, door alarms, and intrusion/burglary alarms. Police officers are dispatched by the Police Communication Center upon call to investigate crime, respond to emergencies, or assist the public 24 hours a day, 365 days a year. The Louisiana Tech University Police officers respond to all emergencies within the University as well as the City of Ruston to assist one another with resources and manpower in the event of emergencies. Louisiana Tech University is represented at the Lincoln Parish Emergency Planning/Exercise meetings.

Apartment Lease Agreement

12.b. Resident shall not conduct, or allow guests to conduct, any activity that interferes with the comfort, safety, health, or convenience of other residents.

University may remedy any such activity through contractual remedies or through the procedures set forth in the University's *Code of Student Rights, Responsibilities, and Behavior*.

12.d. Resident shall not reconstruct or modify plumbing, heating, or electrical systems. Resident shall not tamper with or disconnect smoke detectors.

15. UNIVERSITY or its authorized representative (Resident Assistants, Residential Life staff, Maintenance staff, etc.) shall have the right at all reasonable times to enter the premises to ensure RESIDENT'S compliance with all provisions of this lease, to conduct health and safety inspections, and to perform ordinary maintenance, including but not limited to pest treatment. UNIVERSITY shall provide RESIDENT at least 24 hours notice in such situations, except when imminent danger to life, safety, health, or property is reasonably feared, for maintenance services requested by RESIDENT, or for fire safety inspections.

16.a. All University residential facilities are no smoking and alcohol free facilities. Smoking is not permitted anywhere, including in apartments, balconies, hallways, stairwells, stairways, and indoor public spaces. Smoking within 25 feet of a building is prohibited. Alcohol (including beer or wine) is not allowed on campus. Empty or unopened beer, wine, or liquor bottles or cans are not allowed in the apartments even as decorations. The use of illegal drugs is prohibited. If RESIDENT is caught with an illegal substance, he/she can be evicted from the facility immediately.

16.b. Resident shall not have or permit any open or covered fire, including but not limited to a hibachi or barbecue, on or in any balcony stairwell, or entryway of any building. Cooking and/or grilling within 25 feet of a building are prohibited.

16.e. RESIDENT shall not install, use, or store a full-size refrigerator, a mechanical clothes washer or dryer, a mechanical dishwasher, or a waterbed on the premises, except in apartments where a full-size refrigerator and washer and dryer are provided by UNIVERSITY.

17.a. RESIDENT shall not obstruct the corridors, stairways, or entryways or use such areas for storage of personal belongings (including but not limited to bikes, household furniture, volatile substances, etc.)

Note: The University reserves the right not to enter into (and/or terminate) a lease for anyone who, in the judgment of the University, represents a threat to the health or safety of University students, employees or other University constituents, or anyone who provides false information or fails to fully complete the lease agreement documentation.

Education and Training Programs

Resident Assistant Handbook (Counseling 201)

- **Goals of the RA:** 1. Provide a controlled and healthy environment that meets the needs of all residents and visitors.
- **Educational Skills Needed by RAs:** Crisis Management: This is the ability to view a crisis situation and control it effectively.
- **Louisiana Tech University Resident Assistant Job Description:** 11. Know all emergency procedures related to working in the residence halls.

- **Emergency Procedures:** In any emergency situation, the RA's role should be to immediately seek assistance (for example, his hall director or University Police) and to supervise crowd control and remain at the scene to explain to staff/officers what has happened and identify people involved. When staff/police arrive, they are in charge of the incident. The RA should always write an incident report when an emergency situation occurs, and it should be submitted via the online incident reporting system (Maxient) before the next morning.
- In case of an emergency during a quarter break or holidays, University Police can be contacted by dialing 257-4018. If the operator does not answer, call the Ruston City Police at 255-4141. They will radio University Police to report to the scene of the emergency.
Fire: In the event of a small fire (i.e. trash can fire), put the fire out. Call your Hall Director. For a large fire, do not attempt to extinguish it. Pull a fire alarm and call 9-911 (emergency) and the Hall Director. You must remain calm and be able to give the emergency response team specific, detailed information.

Residential Life Handbook (Conference Training)

Conference Training: University and City officials provide information outlining emergency procedures to all staff.

Quarterly Mandatory Meeting: All residents are required to attend quarterly mandatory meetings within their residential facility or another pre-determined location. These mandatory meetings outline to residences the emergency procedures and responsibilities that they are required to adhere to. The mandatory meetings are administered by the Coordinators of Residential Life, Hall Directors, Resident Assistants, Tech Police, and Ruston Fire Department.

Winter In-Service: All Residential Life staff members are required to attend an emergency preparedness conference every winter quarter. The content of the in-service is dependent on the needs of the staff at the time. For example, the staff have received active shooter training and fire preparedness training as well as additional emergency procedural training.

Evacuation Procedures and System Testing

Upon check-in, a resident is directed by staff to review the rules and regulations on the department's website and within their lease agreement. The regulations state the following:

Emergencies:

- For emergencies – fires, bomb scares, or any other emergency situations – students should notify University Police and a Department staff member immediately.
- A Residential Life Department staff member is on duty every weekend for emergencies. Flyers are posted at the front door of halls and suites and on staff doors in the apartments in advance each week stating the name and contact numbers of the person(s) on duty.

Fire Safety:

- Residents should familiarize themselves with the exit procedures for their rooms or apartment: there is an Evacuation Plan Sheet as well as a Schematic Evacuation Sheet

(specific to each room) on the back of room door to aid in fire evacuation. Should these sheets not be posted on your door, notify your RA.

- If a fire alarm sounds, remain calm and leave the building immediately. Use stairways rather than elevators. Elevators automatically advance to the ground floor of the building and door sets in the open position, when the fire alarm sounds. Fire drills are conducted each quarter as a safety measure. However, anytime the alarm sounds, all residents should leave the building.

Room Checks:

- To meet emergency situations, to make routine maintenance inspections, to maintain minimum health and safety standards, and to enforce regulations, the University reserves the right to enter students' rooms.

Systems Testing

Fire Alarm Testing (Residential Life Staff): Every Tuesday the staff is required to test the fire alarm system within each residence hall to verify that the alarm system is working properly.

Fire Drill (Residential Life): Twice every quarter the staff is required to facilitate a fire alarm drill within each residence hall, whereby all residents are required to evacuate the residence hall within a required minimum time frame. If the evacuation procedure is not completed by required minimum time frame, the fire drill is facilitated once more until the minimum evacuation time frame is successfully attained. The fire drill records of completion are maintained by the Maintenance Supervisor at the Residential Life Office.

Fire Alarm Testing (Outside Contractor): Once every quarter an outside contractor is required to test the fire alarm system within each residence hall to verify that the alarm system is working properly.

Sprinkler System Testing (Outside Contractor): Once a year an outside contractor is required to test the sprinkler system within each residence hall to verify that the sprinkler system is working properly.

Fire Extinguisher Verification (Residential Life): Upon employment each Residential Life staff member is issued a fire extinguisher and flashlight, which they are to maintain accessibility to within their room. Each Resident Assistant is required during their nightly rounds to verify that all fire extinguishers within the residence halls are properly charged.

Fire Extinguisher Verification (Outside Contractor): Once a year the fire extinguishers within each residence hall are checked to verify that the fire extinguishers are properly charged.

Annual Fire Report 01-01-2018 thru 12-31-2019

No reported fires in residential facilities.