

# **Louisiana Delta Community College**



## **Annual Security Report – October 1, 2012 Campus Safety Office**

### **Monroe**

Bastrop – Farmerville – Lake Providence – Ruston – Tallulah –  
West Monroe - Winnsboro

**Main Safety Office - (318) 345-9105  
Chief Charlie Davis - (318) 345-9297  
Officer R. Dean Baugh - (318) 345-9106**

October 1, 2012

Louisiana Delta Community College places a high priority on the personal safety of all students, faculty, staff and visitors. The 2012 Annual Security Report provides information pertaining to the safety policies at the College.

Although all individuals are ultimately responsible for their own safety by learning and practicing basic safety and security precautions, the College strives to maintain a safe and secure atmosphere. To help in this effort, we ask that you immediately report crimes occurring in or on any of the facilities of Louisiana Delta Community College to campus administrators and the Office of Campus Safety.

All comments and suggestions are welcome as we strive to continually improve the quality of services. We hope you have a safe and rewarding experience at Louisiana Delta Community College.

Sincerely,

Campus Safety

## **Campus Safety Office**

Louisiana Delta Community College (LA Delta) Campus Safety Office is charged with the responsibility for on-campus security, safety, law enforcement, emergency services, traffic and parking. LA Delta's Campus Safety Office is manned by Louisiana POST Certified law enforcement officers who have authority to apprehend and arrest anyone involved in illegal acts on LA Delta's campuses. Whenever classes are in session or the campus' facility is utilized by members of the public (students or visitors), campus security will be provided by a member of LA Delta's Campus Safety Office or sworn law enforcement officers hired by the College to carry out the directions of Campus Safety.

Campus Safety is tasked with responding to any reports or incidents of crime that occur on campus. Major offenses such as rape, murder, aggravated assault, robbery, and auto theft are reported to the local police as well as offenses occurring immediately adjacent to the LA Delta campus and that agency's investigators are deployed to solve these matters.

LA Delta strives to maintain a safe and secure campus environment for students, staff, faculty and visitors. Offices, laboratories and classrooms are secured when not in use. Employees who discover defective doors, locks, interior/exterior lighting problems, or other safety hazards will immediately report the situation to the Director of Facilities (318) 345-9107 or to the appropriate college department for action.

## **Merger**

In 2011, LA Delta Community College merged with 2 former Technical Colleges at Lake Providence and Tallulah. In July 2012, 5 additional Technical Campuses was added to the merger (Bastrop, Farmerville, Ruston, West Monroe and Winnsboro). Campus Safety provides law enforcement for all of the merged campuses also.

## **Working Relationships with Other Law Enforcement Agencies**

The Campus Safety Office maintains a close working relationship with Monroe Police Department and Ouachita Parish Sheriff's Office. Campus Safety has also established working relationships with Bastrop Police Department and Morehouse Parish Sheriff's Department (Bastrop Campus), Union Parish Sheriff's Office (Farmerville Campus), East Carroll Sheriff's Department (Lake Providence Campus), Madison Parish Sheriff's Department (Tallulah Campus), Winnsboro Police Department (Winnsboro Campus), Louisiana State Police and the State of Louisiana Department of Justice. Meetings are held between the leaders of these agencies on both a formal and informal basis.

The Monroe Police Department and the LA Delta Campus Safety Office have verbally agreed upon the guidelines of a Memorandum of Understanding and will possibly be entering into the agreement in the near future.

## **REPORTING PROCEDURES**

### **General Procedures for Reporting a Crime or Emergency**

Students, faculty, staff and guests are encouraged to report all crimes and public-safety related incidents to the Campus Safety Office in a timely manner.

To report a crime on any LA Delta Campus, call Campus Safety at 345-9105, contact the campus security person (Campus Safety Officer or off-duty Deputy assigned) or to report an emergency, call 911 which will notify the local police.

If a crime occurs at any other LA Delta facility, it can be reported by contacting the local police at 911.

Campus Safety is available at the main campus to respond to these respective telephone calls whenever class is in session and will respond to take the required action at any LA Delta Campus. All Campus Safety reports involving students or prospective students will be forwarded to Dean of Student Services for review for potential action, if this can be accomplished without jeopardizing an ongoing investigation. If additional assistance or investigation is required the local law enforcement entity will be contacted (Police or Fire Department or appropriate unit). If a sexual assault, rape or other serious crime should occur, Campus Safety will assist the victim until the arrival of the local law enforcement agency. Due to the lack of resources, these significant matters will likely be passed to the local agency and Campus Safety will provide whatever assistance the agency and/or victim requires.

### **Statistical Disclosure of Reported Incidents**

Incidents reported to Campus Safety that fall into one of the required reporting classifications will be disclosed as a statistic in this annual report published by Campus Safety.

### **Reporting a Crime to Local Law Enforcement**

A person reporting a crime to Campus Safety that expresses a desire to report to local police rather than Campus Safety will be afforded this option if the victim so desires. Campus Safety will discuss this option with the victim and will also assist with that process.

## **Off-Campus Crime**

If any law enforcement agency is contacted about criminal activity occurring off-campus involving LA Delta students, they are encouraged to notify Campus Safety. However, there is no official policy requiring such notification. Students in these cases may be subject to arrest by the law enforcement agency and campus judicial proceedings through the Office of Student Services.

## **Confidential Reporting Procedures**

If you are the victim of a crime and do not want to pursue action within the College system or the criminal justice system, you may still consider making a confidential report. With your permission, a report can be filed as to the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, LA Delta can keep a more accurate account of incidents involving students, employees and visitors; determine if there is a pattern of crime with regard to a particular location, method, or suspect; and alert the campus community to potential dangers. Reports filed in this manner will be counted and disclosed in the college's annual crime statistics.

## **Sex Offender Registry**

The federal Campus Sex Crimes Prevention Act of 2000 amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and The Family Educational Rights and Privacy Act of 1974. This act requires institutions of higher learning to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, volunteers services or is a student.

In Louisiana, convicted sex offenders must register on the Louisiana Police Sex Offender and child Predator Registry at <http://www.lsp.org/socpr/default.html>. The website link is on the LA Delta website under Campus Safety.

## **EMERGENCY RESPONSE**

### **IMMEDIATE NOTIFICATIONS**

The campus administration of LA Delta (the Chancellor or his designee), Campus Safety, the Office of Public Relations, and the Vice Chancellor of Student Affairs receive information from various offices/departments on campus and off campus. If the Campus Safety Office or other law enforcement agency confirms that there is an emergency or dangerous situation that poses an immediate threat to the health and safety of some or all

members of the LA Delta community, the Administration and Office of Public Relations will collaborate to determine the content of the message and will use some or all of the systems described below to communicate the threat to the LA Delta community as soon as possible.

### **TIMELY WARNING PROCEDURES**

A timely warning is the policy of prompt alerting to potentially dangerous criminal situations on or near the campus. The Clery Act requires institutions to alert their campus community to certain crimes with the intent of enabling people to protect themselves

In the event that a crime has occurred on-campus, on one of Delta's off-site locations or near one of these sites, the details will be evaluated by the Chancellor or his designee, Campus Safety, the Vice Chancellor of Student Affairs and some matters will be evaluated by the Threat Assessment Team. If the details indicate a serious or continued threat to the safety of the campus community, a timely warning will be issued through the college email system and text messaging system to students, faculty and staff. Additionally, campus monitors, campus informational postings, campus public address system, and local media (radio, newspapers and/or television) will be used when warranted and available.

***Note: The Chancellor or his designee and the Public Relations Office will determine which methods of disseminating the information will be utilized in each situation.***

### **EMERGENCY RESPONSE AND EVACUATION TESTING PROCEDURES**

An evacuation (fire) drill is coordinated by Campus Safety each semester for all campus facilities. Thus the campus emergency response is tested at least twice each year. In these tests, students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. The purpose of the evacuation drills is to prepare building occupants for an organized evacuation in the case of a fire or other emergency.

Evacuation drills are monitored by Campus Safety and the Threat Assessment Team. Additional, the local Fire Departments will participate and monitor drills when available. Students will receive information on evacuations and shelter-in-place during the drills.

### **Shelter-in-Place**

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors. A "shelter-in-place" notification will be made in these situations. The announcement would be made via the Public Address System, text messages, and by floor monitors. The announcement will include directions and the floor monitors will direct to safest area near your location.

If a person is outside of the building when the announcement is made, they need to follow the directions and enter the closest, safe structure. Once inside buildings, individuals should typically, stay away from glass areas and should close any open windows. In certain weather related situations (tornados, etc), individuals also want to move from higher building floors to the lower levels to prevent being injured by roof damage or falling debris caused by the storm.

If a radio or television is near, turn on to listen for further instructions and weather/storm updates. Listen to floor monitors for instructions and make yourself comfortable.

### **Annual Fire Safety Report**

If a fire occurs in a LA Delta building, immediately call 9-1-1 for the Fire Department and activate nearby fire alarm if the alarm isn't already sounding. Also contact Campus Safety as soon as possible and begin evacuating the building via the closest, safe evacuation route (Remember, when a fire alarm is activated, the elevators in most buildings will automatically move to 1<sup>st</sup> floor and stop. If you are caught in elevator, use the emergency "help" button in the elevators).

Students, faculty and staff should familiarize themselves with exits in each building for safety reasons and should be attentive to the instructions given by floor monitors and fire personnel upon their arrival.

### **Fire Protection Equipment/Systems**

A majority of LA Delta buildings are equipped with automatic fire detection and alarm systems that are constantly monitored when students are present. LA Delta does not have residential facilities.

### **Procedures for Students and Employees in the Event of a Fire**

If you smell smoke or observe a fire:

- 1) Stay CALM!
- 2) *IN CLASS*: the instructor will send one person to pull the fire alarm closest to the class and a second person to the closest floor monitor to report incident (if not able to do so without placing person in danger, then instructor should call Campus Safety or floor monitor by telephone). The report should include:
  - a) The location of the fire (building name, room number and specific location if known), the status of the fire and fire alarm and your name.
- 3) Floor monitor will call 9-1-1 to update EMS of the nature of the fire alarm and Campus Safety at 345-9105 for immediate assistance.
- 4) The instructor will supervise the evacuation of the classroom and all nearby spaces.
- 5) All faculty, staff and students will **IMMEDIATELY EVACUATE THE BUILDING** and gather at a safe distance away from the danger zone/building.

## **Education of Members of the Campus Community**

Student Services and Campus Safety host a Crime Prevention workshop at the beginning of the Fall Semester every year. Presenters will include members of Campus Safety as well as other law enforcement officials from departments that surround the campus. Safety material and procedures are also presented to new employees during new employee orientation.

Student Services also conducted several other safety and prevention and awareness forums.

Crime Prevention Program on personal safety and theft prevention are sponsored by the Human Resource Department throughout the year. Students are informed of services during the new Student Orientation workshops. A common theme of all awareness and crime prevention is to encourage students and employees to be aware of their responsibility for their own security and the security of others. The following precautions provide guidance.

- 1) Report all suspicious activity to Campus Safety immediately.
- 2) Never take personal safety for granted.
- 3) Try to avoid walking alone at night.
- 4) Carry only small amounts of cash.
- 5) Never leave valuables (purses, wallets, books, etc) unattended.
- 6) Lock car doors and close windows when leaving your car.
- 7) Do not leave valuables in your car, especially if they can be easily noticed.

LA Delta (Monroe Campus) utilizes a campus-wide state-of-the-art computerized monitoring surveillance system to monitor activity on campus at all times. Delta is also in the process of reviewing and improving the surveillance capabilities of all of its newly merged campuses.

## **Drug and Alcohol Policy**

Delta is a drug and alcohol free campus and recognizes that drug and alcohol abuse are a major societal concern and problem. Such abuse leads to health problems, decreased productivity, crime and general weakening of our nation's social fabric. Alcohol and drug abuse are especially destructive to education and learning, and also inhibits educational, social and interpersonal development. It is the expressed purpose of this policy to establish a comprehensive program to address the abuse of alcohol and drugs. This policy will apply to all College students.

- 1) All students are strictly prohibited from the unlawful possession, manufacture, use or distribution of illicit drugs or alcohol on College property or as part of any College activity, whether on or off the campus. This policy will extend to any other sites that the College might operate.
- 2) The following conduct is prohibited:
  - a. The use, consumption, possession, manufacture, furnishing, sale and/or distribution of illicit drugs, narcotics or other controlled substances, including marijuana.
  - b. The use, possession, manufacture, purchase, sale, furnishing and/or distribution of drug paraphernalia.
  - c. The use, consumption, possession, manufacture, purchase, sale, furnishing, and/or distribution of alcoholic beverages on College property, or at any of its activities, except as expressly permitted by College regulations and the law.
  - d. The use, consumption, possession and/or purchase of alcoholic beverages by persons under 21 years of age.
  - e. Operating or attempting to operate a motor vehicle while intoxicated.
  - f. Public intoxication on College property.
  - g. Furnishing, serving and/or otherwise providing alcoholic beverages to persons under 21 years of age.

Students who violate the provisions of this policy will be subject to sanctions, which could include criminal prosecution, suspension and/or expulsion.

### **Firearms and Weapons Policies**

LA Delta is committed to maintaining a safe and secure environment that supports the academic mission of the College. Firearms, explosives, weapons, or any item that may be construed as such, are prohibited from LA Delta campuses and events. There are some limited exceptions to this policy; for example, certified and licensed law enforcement personnel who are authorized to carry a firearm are permitted to do so on LA Delta property.

Carrying a firearm, or dangerous weapon, by a student or non-student on school property, at school sponsored functions is strictly prohibited. This includes ammunition, explosives, fireworks, or other dangerous substances or materials of any kind (Student Code of Conduct 2.01:19).

**Louisiana Delta Community College – 2011 Crime Statistics Report**

<b>Category</b>	<b>2011</b>	<b>2011</b>	<b>2011</b>
Louisiana Delta Community College (Monroe Campus)	On Campus	Non-Campus Building	Public Property
<b>Homicide</b>			
Murder & Non-Negligent	0	0	0
Negligent Manslaughter	0	0	0
<b>Sex Offenses</b>			
Forcible rape	0	0	0
Non-Forcible rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Hate Crimes	0	0	0
<b>Liquor Violations</b>			
Arrests	0	0	0
Judicial referral	0	0	0
<b>Drug Law</b>			
Arrests	0	0	0
Judicial referral	0	0	0
<b>Weapons violations</b>			
Arrest	0	0	0
Judicial referral	0	0	0

**Louisiana Delta Community College – 2011 Crime Statistics Report**

<b>Category</b>	<b>2011</b>	<b>2011</b>	<b>2011</b>
Louisiana Delta Community College <b>(Lake Providence /Tallulah Campus)</b>	On Campus	Non-Campus Building	Public Property
<b>Homicide</b>			
Murder & Non-Negligent	0	0	0
Negligent Manslaughter	0	0	0
<b>Sex Offenses</b>			
Forcible rape	0	0	0
Non-Forcible rape	0	0	0
<b>Robbery</b>	0	0	0
<b>Aggravated Assault</b>	0	0	0
<b>Burglary</b>	0	0	0
<b>Motor Vehicle Theft</b>	0	0	0
<b>Arson</b>	0	0	0
<b>Hate Crimes</b>	0	0	0
<b>Liquor Violations</b>			
Arrests	0	0	0
Judicial referral	0	0	0
<b>Drug Law</b>			
Arrests	0	0	0
Judicial referral	0	0	0
<b>Weapons violations</b>			
Arrest	0	0	0
Judicial referral	0	0	0