

# **Louisiana Delta Community College**



**Annual Security Report -October 1, 2011  
Campus Safety Office**

**Monroe-Tallulah-Lake Providence**

## **Campus Safety Department**

Louisiana Delta Community College (LA Delta) Campus Safety Department is charged with the responsibility for on-campus security, safety, law enforcement, emergency services, traffic and parking. LA Delta's Campus Safety Department 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 (student or visitors), campus security will be provided by a member of LA Delta's Campus Safety Department or sworn law enforcement officers hired by the College to carry out the directions of Campus Safety.

The Campus Safety Department 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 or to the appropriate college department for action.

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

The LA Delta Campus Safety Department maintains a close working relationship with the Monroe Police Department (MPD). LA Delta's Campus Safety personnel occasionally work with other law enforcement agencies in the area including the Ouachita Sheriff's Department, Louisiana State Troopers, East Carroll Sheriff Department (Lake Providence Campus), Madison Parish Sheriff Department (Tallulah Campus) and the State of Louisiana Department of Justice. Meetings are held between the leaders of these agencies on both a formal and informal basis. There is no written Memorandum of Understanding between LA Delta's Campus Safety Department and the MPD.

## **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 Department in a timely manner.

To report a crime call Campus Safety at 9105 or to report an emergency, call 911 which will notify both MPD and Campus Safety.

To report a crime at the Lake Providence campus, call (318) 559-0864 Ext. 22 for Richard Haire or for an emergency call 911 for the East Carroll Sheriff Department.

To report a crime at the Tallulah Campus, call (318) 574-4820 for Patrick Murphy or for emergencies, call 911 for Madison Parish Sheriff Department.

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. 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 by Monroe PD or Fire Department, Campus Safety will contact the appropriate unit. If a sexual assault or rape should occur on campus, Campus Safety will assist the victim until the arrival on Monroe Police Department. At that time, Campus Safety will continue to provide whatever assistance the local law enforcement agency needs.

### **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 Monroe Police Department**

A person reporting a crime to Campus Safety has the right to report the crime to Monroe Police Department (MPD). Campus Safety will discuss this option with the victim of the crime and will assist with that process if the victim so desires.

### **Off-Campus Crime**

If any law enforcement agency is contacted about criminal activity occurring off-campus involving LA Delta students, they may 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 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 an accurate record of the number 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 are 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 Student Services.

## **EMERGENCY RESPONSE**

### **IMMEDIATE NOTIFICATIONS**

The campus administration of LA Delta (the Chancellor or his designee), Campus Safety, the Office of Public Relations, and the Dean of Students receive information from various offices/departments on campus and off campus. If the Campus Safety Department 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 or to the appropriate segment of the community unless issuing a notification will, in the judgment of the first responders (including, but not limited to Campus Safety, Monroe Police Department, Ouachita Parish Sheriff Department, and/or city or parish fire department and Emergency Medical Services), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

## **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 occurs 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, and the Dean of Students (The Threat Assessment Team will evaluate some matters also). 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 e-mail 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 test, 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 Monroe Fire Department will participate and monitor some drills. 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.

### **Plans for Future Improvements in Fire Safety**

The College continues to evaluate and assess fire safety equipment to ensure that all present equipment meets National Fire Safety standards. Campus Safety also continues to evaluate other assistive devices including evacuation chairs and lifts for disabled or potentially injured individuals that could require the need for movement prior to the arrival of EMS. Future improvements will be made as needed as part of the ongoing assessment process.

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

Student Services 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.

LA Delta utilizes a campus-wide state-of-the-art computerized monitoring surveillance system to monitor activity on campus at all times.

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.

### **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 and 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).

<b>Louisiana Delta Community College – 2011 Crime Statistics Report</b>			
<b>Category</b>	<b>2010</b>	<b>2010</b>	<b>2010</b>
Louisiana Delta Community College	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