



**Procedure SC-101**

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## **PROCEDURE MANUAL**

### **Campus Law Enforcement**

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

The Campus Police Department is tasked with responding to all 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.

### **Drug and Alcohol Policy**

LA 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, inhibiting

educational, social and interpersonal development. It is the purpose of this policy to establish a comprehensive program to address the abuse of alcohol and drugs. This policy will extend to any other sites that the College might operate.

This policy will apply to all college students, faculty, staff and visitors.

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.
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.

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

### **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 and select students attending law enforcement training classes and approved to carry a firearm by the administrators of those training sessions.

The unauthorized carrying of a firearm, or dangerous weapon, by a student or nonstudent 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).

### **Crime Prevention Programs**

Crime Prevention Programs on personal safety and theft prevention are sponsored by the Human Resource Department and the Office of Student Services throughout the year.

Students are informed of services during New Student Orientation workshops. A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

### **Sex Offender Registration**

In accordance with the Campus Sex Crimes Prevention Act of 2000, which 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, information pertaining to each registered sex offender as required by state law is available on 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.

*If a student is a Registered Sex Offender, it is his/her responsibility to know if they have any restrictions or limitations that would prevent them from being on any La Delta facility. If it is learned **at any point**, that a Registered Sex Offender is in violation of his/her restrictions, they will be dropped from all classes that put them in violation and will not be reimbursed for fees/tuition paid.*

### **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 Police Department in a timely manner.

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

### **Confidential Reporting Procedures**

All reports will be investigated. The College does not have procedures for voluntary, confidential reporting of crime statistics. Violations of the law will be referred to law enforcement agencies and, when appropriate, to the College Disciplinary Committee for review. When a potentially dangerous threat to the College arises, timely reports or

warnings will be issued through e-mail announcements (*First Call*), the posting of flyers at local campuses, in-class announcements, or other appropriate means.

### **Accurate and Prompt Crime Reporting**

Students, employees and others are encouraged to report all criminal activity and emergencies occurring on campus. A report may be filed with the Campus Police Department or patrolmen on site at night. In emergency situations, dial 911 (for local law enforcement or Campus Police can be called at 345-9105). On off-site campuses, adjunct instructors shall notify the police officer at that site and then notify their department head.

### **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 Police. 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.

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

The Campus Police Department 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), 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 Police Department 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**

If a crime occurs at any other LA Delta facility, it can be reported by contacting the local police at 911 or Campus Police at 345-9105 (during business hours).

Campus Police 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 Police 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 Police will provide whatever assistance the agency and/or victim requires.

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

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

### **Emergency Response**

#### **Immediate Notifications**

The campus administration of LA Delta (the Chancellor or designee), Campus Police, 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 Police 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 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, or one of Delta's off-site locations or near one of these sites, the details will be evaluated by the Chancellor or designee, Campus Police, 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 designee and the Public Relations Office will determine which methods of disseminating the information will be utilized in each situation.***

Emergency plan as indicated in Delta Health and Safety Plan shall be followed.

### **Security and Access**

During business hours, the College will be open to students, staff, faculty and visitors. Faculty and staff can gain access to the buildings during non-business hours via the main entrances (access to the Main Campus is by key entry pod and all other Campuses can be accessed by key).

The Main Campus entrances are programmed to open and lock at specific times each day and the Campus Police Department or Facilities Director verifies that each door is locked and secured. Campus Police program door locking schedules based on information provided by the Facilities Director and/or the Security Coordinator. All other campuses opened and locked by Maintenance, Campus Administrator or Security.

### **Door Schedule:**

#### **Monroe – West Monroe – Ruston – Winnsboro**

**Monday – Thursday** Open at 6:45 am Close at 8:00 pm

**Friday** Open at 6:45 am Close at 4:30 pm

#### **Tallulah - Lake Providence – Bastrop – Jonesboro**

**Monday – Friday** Open at 6:45 am Close at 4:30 pm

Instructors are asked to lock their classroom doors after the completion of their class. Laboratory classrooms (labs) are required to be locked at all times when not in use. Instructors that have classes in labs are required to lock and secure the rooms at the completion of their class. Between classes, students will only be allowed into labs with the escort of faculty, staff or Security personnel. Maintenance cleans each classroom at the end of the day and verifies that all doors are locked and secure.

The Monroe, Ruston, Ruston, part of the West Monroe, and Winnsboro Campuses are equipped with video monitoring equipment that provides 24 hour coverage of the facility and video recording devices that record the captured video images. The videos are routinely maintained for approximately 45 days (The IT Department and the video equipment suppliers are responsible for programming and maintenance of this equipment).

Visitors are required to check in at the front office at all campuses. Visitors and students access is restricted to business hours. During none business hours, faculty and staff

should use caution in bringing visitors into location. Faculty and staff that escort a visitor into location during non-business hours are responsible for the activities and well-being of their visitors while in any LA Delta facility.

The policy and procedures for keys is detailed in the “Key Control Policy” and is the responsibility of the Facilities Director and Campus Directors.