



2023-2024 Annual Security & Fire Report



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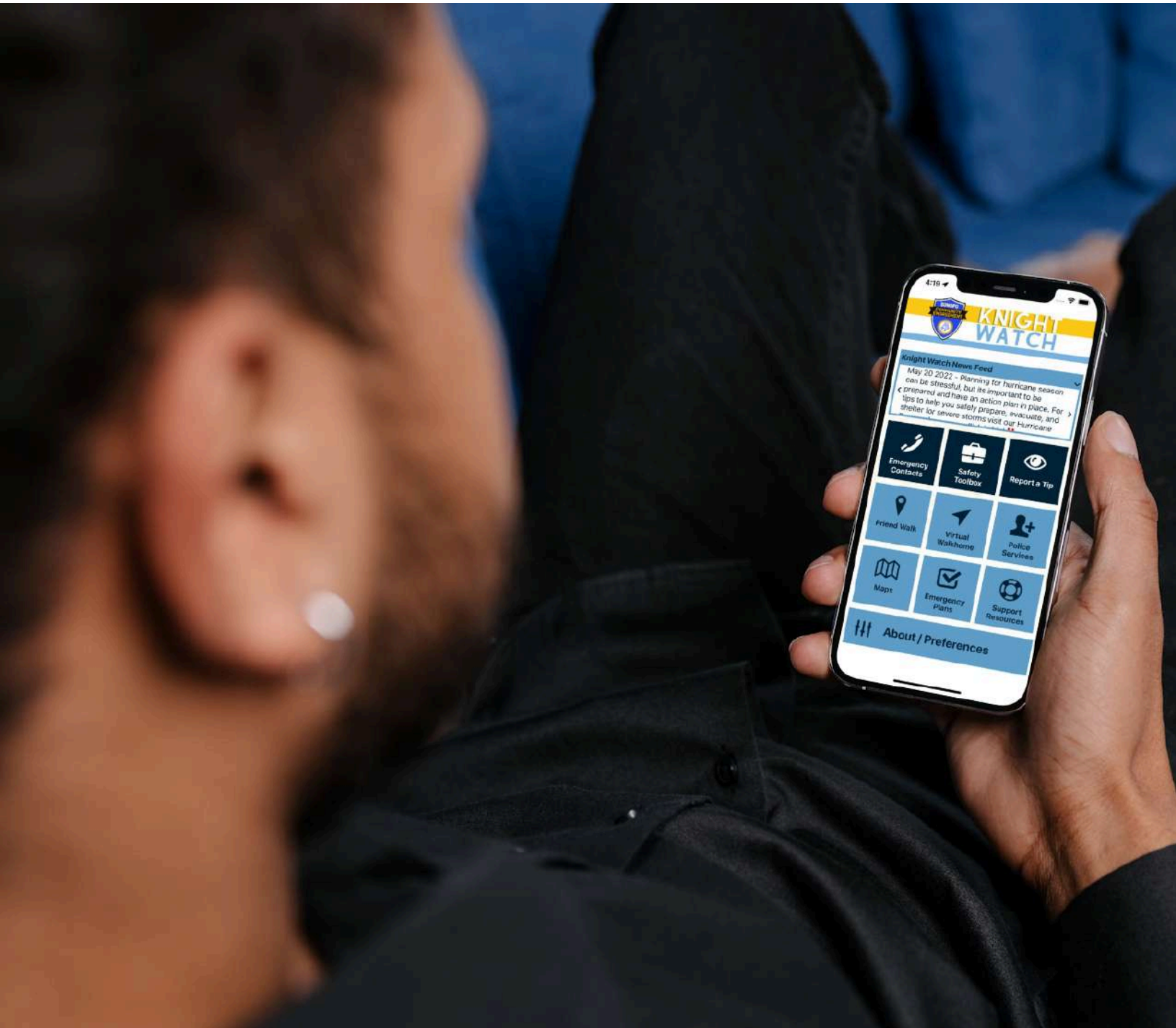
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This report is completed annually by the Southern University at New Orleans Police Department. We urge university community members to use this report as a guide for safe practices on and off campus. The university generates an email to every enrolled student and current employee on an annual basis notifying them that the report is available to be viewed.

For prospective students, members of the community, and others, the Annual Security and Fire Safety Report is available online at <https://www.suno.edu/page/campus-crime-and-clery-act>. The report can also be copied from the SUNO Police Department at 6400 SUNO Knight Drive, New Orleans, Louisiana 70126. You may request to have a copy mailed to you by calling 504-286-5290.

TABLE OF CONTENTS

- 7 Message of the Chief of Police
- 8 Crime/Emergency Reporting and University Response
- 10 Responsibilities of the SUNO Community for their Own Safety
 - *Voluntary Confidential Reporting*
 - *Confidential Reporting*
 - *Anonymous Reporting (Facilitated Anonymous Reporting)*
- 12 Incident Reporting
 - *Statistical Disclosure of Reported Incidents*
 - *Reporting a Crime to the New Orleans Police Department*
 - *Off-campus Crime*
 - *Monitoring of Non-campus Student Organizations*
- 12 Public Safety Authority and Jurisdiction
- 13 Security of and Access to Campus Facilities
 - *Academic and Administrative Buildings*
 - *Residence Halls*
 - *Break Housing*
- 14 Maintenance of Campus Facilities
- 14 University Police Training
- 15 SUNOPD's Working Relationship with Other Law Enforcement Agencies
 - *Written Memorandum of Understanding with Local Police*
- 16 Campus Safety Alerts – Notifying the SUNO Community about Crimes
- 18 Public Safety Notices
- 18 Daily Crime and Fire Log
- 19 Preparation of Annual Disclosure of Crime Statistics & Clery Compliance
 - *Specific Information about Classifying Crime Statistics*
 - *Geography Definitions from the Clery Act*
- 23 • *Clery Act Reporting (Table One)*
- 24 Clery Act Crime Statistics
- 24 Unfounded Crimes
- 25 Immediate or Emergency Notification, Emergency Response, and the Emergency Mass
- 26 Notification System
 - *How to Shelter-in-Place*
 - *Off-campus Emergencies*
 - *Emergency Mass Notification System Testing and Registration*
- 28 Evacuation Procedures
 - *Building Evacuation*
 - *Large-scale Campus Evacuation*

- 30 Emergency Preparedness Overview
- 31 Campus Emergency Response Team (CERT)
- 32 Testing, Exercise Preparedness Drills, and Table-Top Exercises
- 33 Tobacco-Free Policy
- 33 Alcohol/Drug Policies and the Points System
 - *Drug-Free Schools and Communities Act (DFSCA) Compliance*
- 35 Alcohol and Other Drugs (AOD) Education and Outreach
- 36 Sexual Misconduct Policies, Services, Resources, and Protocols
 - *Federal Clery Act Definitions of Domestic Violence, Dating Violence, Sexual Assault, and Stalking*
 - *Jurisdictional Definitions of Domestic Violence, Dating Violence, Sexual Assault, and Stalking*
 - *SUNO's Definition of Consent as it Relates to Sexual Activity*
 - *How to be an Active Bystander*
 - *Risk Reduction*
 - *Programs to Prevent Domestic Violence, Dating Violence, Sexual Assault, and Stalking*
 - *Primary Prevention and Awareness Programs*
 - *Ongoing Prevention and Awareness Campaigns*
 - *Orientation Programming*
 - *SUNOPD Liaison Programming*
- 47 Procedures Victims Should Follow if a Crime of Domestic Violence, Dating
- 47 Violence, Sexual Assault, or Stalking Occurs
 - *Involvement of Law Enforcement and Campus Authorities*
 - *Reporting Incidents of Domestic Violence, Dating Violence, Sexual Assault, and Stalking*
 - *Procedures the University Will Follow When a Crime of Domestic Violence, Dating Violence, Sexual Assault, or Stalking is Reported*
 - *Facilitate Anonymous Reporting through the Counseling Center/Pastoral Counselors*
 - *Employee Assistance Program*
 - *Assistance for Victims – Rights & Options*
 - *Rights of Victims and the Institution's Responsibilities for Orders of Protection, No-Contact Orders, Restraining Orders, or Similar Lawful Orders Issued by a Criminal, Civil, or City Court or by the Institution*
 - *Accommodations and Protective Measures Available for Victims*
 - *Confidentiality*
 - *On- and Off-campus Services for Victims*
 - *Adjudication of Violations*
 - *If the Victim Does Not Wish to Pursue Resolution*

- 56** Student Disciplinary Proceedings Utilized in Cases of Alleged Domestic Violence, Dating Violence, Sexual Assault, and Stalking
- *Organizational Behavior*
 - *Statement on Privacy*
 - *Investigation of Reports*
 - *Threshold of Information*
 - *Interim Measures*
 - *Informal Resolution*
 - *Election of Formal Resolution*
 - *Appeal Process*
 - *In Cases of Expulsion*
 - *Records*
 - *Sanctions*
- 70** Employee/Faculty Disciplinary Proceedings Utilized in Cases of Alleged Domestic Violence, Dating Violence, Sexual Assault, and Stalking
- General Standards of Conduct
 - Employee and Student Sexual Harassment, Sexual Misconduct, Dating Violence, Domestic Violence, Stalking, and Sexually Inappropriate Behavior
 - Other Forms of Harassment/Discrimination
 - Reporting of Prohibited Conduct, Harassment, and Discrimination Violations
 - Investigation of Reports
 - Review
 - Notice of Outcome and Sanction
 - Grievance Appeal Procedure
 - What Categories of Grievance are Not Covered by the University Grievance Appeal Procedure
 - Composition of the University Grievance/Appeal Committee
 - Grievance Appeal Process
 - Interim Measures
 - University-initiated Protective Measures
- 80** • Notification to Victims of Crimes of Violence
- 80** Sex Offender Registry and Access to Related Information
- 81** Guests/Visitors
- 81** Training of Residential Hall Staff
- 81** Weapons Policy
- 82** Community Complaints/Feedback
- 83** Hazing Policy
- 84** Missing Students
- 84** Emergency Medical Response Procedures
Crime Prevention, Fire Safety, and Safety Awareness Programming

- 91 Emergency Building Evacuation Drills
- 91 Fire Investigations/Arson
- 92 Fire Safety Systems in SUNO On-Campus Residential Facilities (2023)
- 93 Annual Fire Safety Report/Fire Statistics (On-Campus Residential Facilities) – 2021, 2022, 2023
 - 93 • 2023
 - 94 • 2022
 - 95 • 2021
- 96 Clery-designated Crime Definitions
- 99 Uniform Crime Reporting (UCR)/National Incident-Based Reporting System (NIBRS) Crime Definitions



CAMPUS RESOURCES



Safety

SUNO Police Department

Emergency.....911 or (504) 286-3355
Non-Emergency.....(504) 286-5290

<https://www.suno.edu/police>

New Orleans Police Department

Emergency.....911
Non-Emergency.....(504) 821-2222

<https://nola.gov/nopd/>

Campus Offices

Enrollment Management and Student Success

6400 SUNO Knights Drive, University Center, 2nd Floor
New Orleans, LA 70126

<https://www.suno.edu/page/student-affairs-and-enrollment-management>

Office of Student Conduct.....(504) 286-5362
6400 SUNO Knights Drive, University Center 2nd Floor
New Orleans, LA 70126

Residential Life.....(504) 286-5395
7000 Press Drive, New Orleans, LA 70126

<https://www.suno.edu/page/housing-and-residence-life-home>

International Student Services.....(504) 286-5360
6400 SUNO Knights Drive, University Center 2nd Fl.
New Orleans, LA 70126

<https://www.suno.edu/page/student-development-international-student-services>

Office of Human Resources.....(504) 286-5118
6400 SUNO Knights Drive, Bashful Administration Building 3rd Floor, New Orleans, LA 70126

<https://www.suno.edu/page/human-resources>

Student Development Center.....(504) 286-5360
6400 SUNO Knights Drive, University Center 2nd Floor
New Orleans, LA 70126

<https://www.suno.edu/page/title-iii-student-development-center>

Health Services.....(504) 286-5374
6400 SUNO Knights Drive, University Center 2nd Floor
New Orleans, LA 70126
<https://www.suno.edu/page/student-health-services>

Risk Management.....(504) 286-5292
6400 SUNO Knights Drive, Maintenance Building
New Orleans, LA 70126

Office of Student Financial Aid.....(504) 286-5263
6400 SUNO Knights Drive, Bashful Administration Building,
New Orleans, LA 70126
<https://www.suno.edu/page/financial-aid>

Disability Resource Center.....(504) 286-5362
6400 SUNO Knights Drive, Leonard S. Washington Memorial Library Room 121, New Orleans, LA 70126
<https://www.suno.edu/page/services-for-students-with-disabilities>

Veterans Affairs.....(504) 286-5391
6400 Press Drive, University Center 2nd Floor
New Orleans, LA 70126
<https://www.suno.edu/page/office-of-veteran-services>

Student Government Association.....(504) 286-5358
6400 SUNO Knights Drive, University Center, Rm 306
New Orleans, LA 70126
<https://www.suno.edu/page/student-government-association>

Student Support Services.....(504) 286-5358
TRIO Program
6805 Leon C. Simon Drive, College of Education and Human Development Building, New Orleans, LA 70126
<https://www.suno.edu/page/trio-programs>

Title IX.....(504) 284-5362
6400 SUNO Knights Drive, Leonard S. Washington Memorial Library Room 121, New Orleans, LA 70126
<https://www.suno.edu/page/title-ix>

OFF CAMPUS RESOURCES

New Orleans Area Resources

N.O. Family Justice Center.....(504) 592-4005

701 Loyola Ave # 201, New Orleans, LA 70113

<https://nofjc.org/>

Family Services of Greater New Orleans.....(504) 822-0800

2515 Canal St, Suite 201 New Orleans, LA 70119

Metropolitan Center for Women & Children.....(504) 837-5400

PO Box 10775, Jefferson, LA 70181

Women with a Vision.....(504) 301-0428

1226 N. Broad Street, New Orleans, LA 70119

Metropolitan Crisis Response Team.....(504) 826-2675

2221 Philip Street, Ste 209 New Orleans, LA 70113

Metropolitan Crisis Response Team.....(504) 826-2675

2221 Philip Street, Ste 209 New Orleans, LA 70113

Crescent House.....(504) 866-9554

701 Loyola Ave Suite 201, New Orleans, LA 70113

Louisiana Resources

Louisiana Coalition Against Domestic Violence Hotline..... (888) 411-1333

Sexual Trauma Awareness and Response Office.....(504) 407-0711

24/7 HOTLINE.....(855) 435-STAR

123 N. Genois Street, New Orleans, LA 70119

Louisiana Foundation Against Sexual Assault Office.....(225) 372-8995

Toll-Free.....(888) 995-7273

National Resources

National Domestic Violence Hotline..... (800) 799-7233

TTY..... (800) 787-3224

RAINN (Rape, Abuse & Incest National Network).....(800) 656-4673

National Sexual Assault Hotline

www.rainn.org

National Suicide Prevention Hotline.....(800) 273-8255

Prevention Hotline

www.samhsa.gov

National Center for Victims of Crime.....(800) 273-8255

Faith Trust Institute.....(206) 634-1903

Center for the Prevention of Sexual and Domestic Violence

National Clearing House for the Defense of Battered Women.....(800) 799-7233



MESSAGE FROM THE CHIEF

Welcome to Southern University at New Orleans. The Campus Police Department is committed to providing and maintaining a safe and secure environment for you to study, work, live, and conduct research or just to visit our historic university. Our community's safety depends on the dedication of the men and women who serve as police officers. They must demonstrate daily their sensitivity to the particular needs of our community members. We achieve this goal by being approachable, knowledgeable, and steadfast in providing excellent professional services.

When addressing the issues we face, we encourage a partnership approach from everyone. Yes, we challenge you, as a member of our great community, to join us in partnership to keep a safe campus by reporting any unusual activity you observe. We have excellent working relationships with our law enforcement partners, the Orleans Levee District Police Department, the Federal Bureau of Investigation, the Drug Enforcement Agency, Orleans Parish Sheriff's Office, the University of New Orleans Police Department, and the New Orleans Police Department.

Please consider taking part in the prevention and educational programs offered at Southern University at New Orleans and taking a few minutes to check out the many services and valuable information campus police have. We continually seek ways to improve our services and welcome your comments, suggestions, criticisms, complaints, and compliments to be better at what we do.

We put forward these words of a wise person who said, "Be the light that others can come to with their ideas, visions, and dreams. Never doubt that blending your talents with those of others can change the world." By acting responsibly, caring for community members, and remaining vigilant, we can make our campus a safer place. We encourage everyone to report suspicious and unlawful behavior immediately to SUNOPD. We all have an essential role to play in keeping our campus and city safe.

Bruce Adams

Bruce E. Adams
Chief of Police



**Also, explore our
social media platforms!**

CRIME/EMERGENCY REPORTING

Campus community members – students, faculty, staff, and guests – are encouraged to report all criminal actions, emergencies, or other public safety-related incidents occurring within the University's Clery geography to the Southern University at New Orleans Police Department in an accurate, prompt, and timely manner. The University's Clery geography includes: on-campus property including campus residence halls, buildings, and facilities; designated non-campus properties and facilities; public property adjacent to and immediately accessible from the on-campus property; and leased, rented, or otherwise recognized and controlled buildings, spaces, and facilities.

The SUNOPD has been designated by Southern University at New Orleans as the official office for campus crime reporting. SUNOPD strongly encourages the accurate and prompt reporting of crimes. Reliable and quick reporting ensures SUNOPD can evaluate, consider, and send timely warning reports, and disclose crimes through ongoing disclosure processes such as posting crimes in the Daily Crime Log and accurately documenting reportable crimes in its annual statistical disclosure. Southern University at New Orleans further encourages accurate and prompt reporting to SUNOPD and the local police when the victim of a crime elects to or is unable to make such a report. This publication focuses on SUNOPD because it is primarily responsible for patrolling the Southern University at the New Orleans campus. It has been designated as the institution's primary reporting structure for crimes and emergencies. However, criminal incidents or incidents off campus can be reported to the local New Orleans Police Department.

To report a crime or emergency, members of the community should:



General Information and Non-Emergencies: 504-286-5290 or 504-286-5291

- **Emergencies: 911 or 504-286-3355**
- Report in person to the SUNOPD office located inside the Maintenance Building
- Crimes or emergencies can be reported to the New Orleans Police Department or local emergency services by dialing 9-1-1
- Sex Offenses and other sexual or relationship violence incidents can also be reported to the University's Title IX Coordinator by dialing (504) 286-5362 or on-campus extension 5362, or in-person in Room 121 in the Leonard S. Washington Memorial Library
- Contact the Office of Human Resources (H.R.) by dialing (504) 286-5118 or on-campus extension 5118, or in person at the H.R. office located in room 317 of the Bashful Administration Building
- Contact the Vice Chancellor of Enrollment Management and Student Success by dialing (504) 286-5040. The office is located in the Bashful Administration Building.
- Emergency Phones located throughout campus can also be used to contact SUNOPD to report a crime or emergency
- Complete the online "Report a Crime" reporting form at <https://app4.omnigo.com/suno/CESIReportExec/OLR/>
(This form should only be used for non-emergency or non-urgent reporting)

Response to Reports: Dispatchers are available 24 hours a day to answer campus community calls. DPS procedures require an immediate response to emergency calls. SUNOPD works closely with a full range of city resources to ensure a complete and timely response to all emergency calls. Priority response is given to crimes against persons and personal injuries.

The SUNOPD responds to all reports of crimes and emergencies that occur on campus, adjacent to campus within its public property reporting area, or within a campus-controlled, -owned, -operated, and -recognized facility, building, residence hall, or area. SUNOPD personnel can also notify the City of New Orleans Communications District emergency dispatchers of on-campus emergencies via portable, mobile, and fixed two-way radio communications systems. This system allows SUNOPD to summon assistance from emergency responders if deemed necessary and appropriate. Incidents occurring on-campus, within residence halls or non-campus buildings, or on recognized public property adjacent to or contiguous to University-owned, -controlled, -operated, or -recognized facilities, buildings, or areas are documented and processed for further investigation and review by the Vice-Chancellor of Enrollment Management and Student Success and the local New Orleans Police Department, depending upon the nature of the crime or emergency and the involvement of the local New Orleans Police Department.

To obtain information or request any public safety or safety escort services, community members should call (504) 286-5290 or extension 5290. Located throughout campus are well-marked emergency exterior phones.

These phones have direct access to SUNOPD. When placing an emergency call, remember to stay on the line and wait for the dispatcher to end the call. These exterior phones should be used when seeking information and reporting activities – to include criminal incidents. If a community member finds any of these phones inoperative or vandalized, they should call the SUNOPD to repair or replace the phone as quickly as possible. If assistance is required from the local New Orleans Police Department or New Orleans Fire Department, SUNOPD will contact the appropriate unit.

If a sexual assault or rape should occur on campus, staff on scene, including SUNOPD, will offer the victim a wide variety of resources and services. This publication contains information about on- and off-campus resources and services and is available to the Southern University at New Orleans community. The information regarding "resources" is not provided to infer that those resources are "crime reporting entities" for Southern University at New Orleans.

As mentioned, crimes should be reported to SUNOPD to ensure inclusion in the annual crime statistics and to aid in providing timely warning Campus Safety Alert notices to the community, when appropriate. For example, a crime reported only to the Southern University at New Orleans counseling center would not be known to SUNOPD, a campus security authority (CSA), or other university officials.

RESPONSIBILITIES OF THE SOUTHERN UNIVERSITY AT NEW ORLEANS COMMUNITY FOR THEIR OWN PERSONAL SAFETY

Members of the Southern University at New Orleans community must assume responsibility for their safety and personal property security. The following precautions provide guidance:

- Report all suspicious activity to SUNOPD immediately.
- Never take personal safety for granted.
- Try to avoid walking alone at night. Use the SUNOPD escort service.
- Limit your alcohol consumption, and leave social functions that get too loud, too crowded, or that have too many people drinking excessively. Remember to call SUNOPD or NOPD for help at the first sign of trouble.
- Carry only small amounts of cash.
- Never leave valuables (wallets, purses, books, phones, etc.) unattended.
- Carry your keys at all times, and do not lend them to anyone.
- Lock up bicycles and motorcycles.
- Always lock the door to your residence hall room, whether or not you are there. Be sure that your door is locked when you go to sleep, and keep windows closed and locked when you are not home. **DO NOT PROP INTERIOR OR EXTERIOR DOORS.**
- Do not leave valuables in your car, especially if they can be easily noticed.
- Engrave serial numbers or owner's recognized numbers, such as driver's license number, on items of value.
- Inventory your personal property and insure it appropriately with private insurance coverage.

Voluntary Confidential Reporting:

With the only exceptions being the Director of Health Services and the Victim Services Advocate (VSA), Southern University at New Orleans does not provide a confidential reporting option to Campus Security Authorities (CSA). It does not allow for voluntary, confidential reporting. In their capacity as a CSA, the Director of Health Services and the VSA can make crime reports to SUNOPD to ensure inclusion in the annual disclosure of crime statistics without disclosing personal identifying information. The Director of Health Services and VSA will work closely with SUNOPD to allow SUNOPD to accurately assess reports for timely warning consideration and avoid double counting of crimes.

Confidential Reporting:

Students may make confidential reports to Pastoral Counselors and Certified Counselors assigned to the Counseling Center. Pastoral Counselors and Certified Counselors in their capacity and function do not make identifiable reports of incidents to the Official On-Campus Resources unless the student specifically requests them to do so; however, the University encourages counselors, if and when they deem it appropriate, to inform students they can report incidents of crime to SUNOPD, which can be done directly or anonymously through the facilitated anonymous reporting process as outlined below.

Anonymous Reporting:

Unless otherwise specified by law or as set forth within this Annual Security and Fire Safety Report, the Southern University at New Orleans Police Department does not take anonymous incident reports. The only exceptions to this policy are addressed below.

Facilitated Anonymous Reporting:

Students may request a Pastoral Counselor or a Certified Counselor in the Counseling Center to facilitate anonymous reporting using an internal form designed to capture general details about the incident (date, time, location, and a brief description of the incident type) for inclusion in the University's Annual Security and Fire Safety report.

While anonymous reporting is available by these limited means, the University's ability to investigate and appropriately address misconduct allegations will be significantly limited. Crimes reported confidentially to the counseling center or pastoral counselors are not disclosed in the University's crime statistics or reporting processes unless those crimes are reported to SUNOPD through the facilitated anonymous reporting process. Anonymous reports may also be filed by visitin <https://suno.omnigo.one/CESIReportExec/OLR/>.

Panic Buttons

Panic buttons are located in the hallways of most buildings on campus, and are visible by their blue housing, and bright red buttons. When a panic button is activated, the SUNOPD dispatcher is alerted of the location and immediately sends officers to the location to assist. Campus community members should familiarize themselves with these buttons and their locations. Unlike the blue light phones, panic buttons will not flash a strobe light or connect you through a phone to the dispatcher.

Emergency Blue Light Phones

Emergency blue light phones are located on the Park and Lake campuses. Once activated, a large blue light bulb flashes from the top of the phone tower, and the SUNOPD dispatcher is notified immediately. If you need assistance, see something that is suspicious, or see someone else who needs assistance, you should activate a blue light phone. Uniformed SUNOPD officers are responsible for confirming that the blue light phones are operational during their regular patrols.



INCIDENT REPORTING

Statistical Disclosure of Incidents Reported:

Incidents reported to SUNOPD that fall into one of the required reporting classifications as defined by the Clery Act will be disclosed as a statistic in the appropriate crime table within this annual security and fire safety report published by SUNOPD.

Reporting a Crime to the New Orleans Police Department:

A person reporting a crime to SUNOPD has the right to report the crime to the New Orleans Police Department by calling 9-1-1 for Emergencies and (504) 821-2222 for Non-Emergencies. SUNOPD officers regularly discuss this option with the victim of a crime and assist them with that process.

Off-Campus Crime:

If the New Orleans Police Department is contacted about criminal activity off-campus involving Southern University at New Orleans students, the police may notify SUNOPD. In these cases, students may be subject to arrest by the local police and university disciplinary proceedings through the Office of Enrollment Management and Student Success.

Monitoring of Non-Campus Student Organizations:

Southern University at New Orleans has officially recognized student organizations with non-campus facilities/residences; however, the campus does not specifically use local law enforcement agencies to monitor or record activities at those locations. Those facilities are within the New Orleans Police Department's jurisdiction, and they respond to those locations when police services are required.

If the New Orleans Police respond to a "non-campus" student organization property in response to a citizen complaint or police officer's concern, the police may notify SUNOPD to provide support to one of those locations. However, the police do this out of courtesy, and they are not "required" to notify or involve SUNOPD when they respond to a call involving private property. SUNOPD does provide oversight, patrol, and monitoring of recognized non-campus student facilities/residences, as these properties fall within the University's Clery geography. SUNOPD does not patrol or provide oversight of privately-owned property/residences rented by students that fall outside of the University's Clery geography.



Public Safety Authority and Jurisdiction:

The Southern University at New Orleans Police Department is responsible for providing professional law enforcement services while actively promoting community involvement through progressive community policing strategies and a commitment to education for the Southern University at New Orleans Campus. Police Officers with SUNOPD are certified as Basic Peace Officers through the Louisiana Commission on Law Enforcement, Peace Officer Standards, and Training Council. These officers are then commissioned by the Louisiana Department of Public Safety & Corrections as University Police Officers per L.A. R.S. 17:1805.

SUNOPD provides patrol service by car, bicycle, and foot daily, 24 hours a day, and SUNO officers have full police authority within the State of Louisiana and are authorized to effect arrests, issue citations and summonses, judicial service processes, etc. on all SUNO-owned, leased, or otherwise controlled property on the park and Lake campuses.

SECURITY OF AND ACCESS TO CAMPUS FACILITIES

Academic and Administrative Buildings:

The Southern University at New Orleans campus is open to the public. The majority of academic and administrative buildings are open to the public during regular business hours (typically Monday through Friday, from 8 am to 5 pm, except holidays) and are usually secured during the late evening hours, depending upon special event scheduling and community usage. The Washington Memorial Library's hours can fluctuate. Still, the library is typically open 7:30 am – 6:30 pm (Monday – Thursday), 7:30 am – 3:00 pm (Friday), and Saturdays by appointment. Members of the SUNOPD regularly patrol the interiors and exteriors of all campus facilities.

Resident Halls:

Access to residence halls is restricted to Southern University at New Orleans Housing Residents, contracted university students, and authorized staff. Visitors are allowed inside the residence hall from 5 am – 10 pm (Sunday–Thursday), and from 5 am – 1 am (Friday & Saturday). Members of the SUNOPD regularly patrol the common areas and spaces of buildings equipped with such common spaces and periodically patrol the exteriors of all campus residence halls. Residence hall professionals and student staff also enforce campus policies and security measures within the residence halls to achieve a community respectful of individual and group rights and responsibilities.

Break Housing:

During the academic year, the University officially closes for Thanksgiving, Winter, and Spring Breaks.

Residence halls usually close at 10 am the day after the last day of class or exams during these periods and reopen at noon on the day before the first regularly scheduled class. Notices of specific times and dates are publicized in the University's Academic Calendar and before each break. Students are reminded to make travel arrangements accordingly; all students must vacate the residence halls during the breaks.

Break Housing for students who cannot return home or leave campus over breaks may be provided. Should a student need to break housing accommodations during any portion of a break, they must complete and submit the break housing request form. The dates for the request form will be announced approximately one month before the beginning of each break.

When the residence halls close for breaks, students are expected to take out trash and perishable food, unplug items in the room, turn out the lights, shut, and lock the windows. Lockable bedroom doors and apartment doors must be closed and locked. A list of complete closing procedures will be distributed about two weeks before each break closing. Residents may leave personal items in their rooms during all breaks, except for the summer. However, due to the "unoccupied" status of the campus during breaks, it is suggested that students take valuable items with them to ensure their safety.

Staff members from Residential Life and SUNOPD conduct inspections during breaks. Any infractions will be noted, and the student will be notified and charged accordingly. Any student requesting access to their residence hall or room during University break periods when the University is officially closed shall present themselves to the Housing Administrative Offices and require permission for access.

Housing will authorize students to access their respective rooms for legitimate reasons only. SUNOPD permits officers' full discretion in determining a student's legitimacy to enter the closed residence hall based on the information given. For example, access should be limited to medical needs, necessities, and related urgent requests. Once the application's legitimacy is established, access requests will be managed as follows: The student's identity, resident status, and room assignment will be verified. After this verification, a Residential Life staff member will escort the student to their room, allow drop-off or retrieval of the item(s) in question, and then escort the student from the building.

Maintenance of Campus Facilities:

Southern University at New Orleans facilities and landscaping are maintained in a manner that minimizes hazardous conditions. SUNOPD regularly patrols the campus and reports malfunctioning lights and unsafe physical conditions to Facilities Management for correction. Campus community members can additionally report hazards directly to Facilities Management. The campus's overall safety and security program is supplemented by various technological systems, including; access control, closed-circuit television, emergency phones and fire detection, suppression, and reporting systems. Other members of the University community are helpful when they report equipment problems to SUNOPD or Facilities Management.



University Police Training:

The SUNO Police Training Coordinator is primarily responsible for conducting intensive and continuing training for campus police officers. Training topics may include criminal law, civil law, federal law, the Clery Act and campus security authority, Title IX, sexual assault and gender violence response and investigation; trauma-informed investigation, public relations, race relations, interpersonal communications, crisis intervention, critical incident response and incident command system, emergency operations, emergency medical training, and all facets of protection of persons and property. Training includes annual in-service sessions with department and guest lecturers, select out-service seminars and conferences, applicable online training/webinars, and regular roll-call information sessions.

University Police's Working Relationships with Other Law Enforcement Agencies:

The Southern University at New Orleans Police Department maintains a close working relationship with the New Orleans Police Department, Orleans Levee District Police Department, University of New Orleans Police Department, Orleans Parish Sheriff's Office, Louisiana State Police, and the Federal Bureau of Investigation. Collaborative meetings and training sessions are occasionally held to review issues and incidents occurring within the multiple local jurisdictions. SUNOPD is comfortable with and capable of reaching out to these responsive law enforcement entities for support and assistance related to the safety and security of the campus community.

SUNOPD officers and local law enforcement officers communicate regularly on the scene of incidents that occur in and around the campus area. SUNOPD investigators work closely with local law enforcement investigators when incidents arise that require joint communication efforts.

Written Memorandum of Understanding with Local Police:

SUNOPD currently has a written agreement or Memorandum of Understanding (MOU) between SUNOPD and the New Orleans Police Department (NOPD). The current agreement explicitly addresses the response and investigation of alleged incidents within an expanded jurisdiction, including areas bound by Downman Road, Elysian Fields Avenue, Lakeshore Drive, and Old Gentilly Road. SUNOPD shares concurrent authority with the New Orleans Police Department for any incidents within those boundaries. Also, the New Orleans Police Department is the sole investigative authority for allegations of sexual assault and major Part I UCR crimes, even if occurring on the Southern University at New Orleans campus. In the event of significant uses of force or critical incidents by a member of the SUNO PD, the New Orleans Police Department's Force Investigation Team (FIT) will have primary but concurrent jurisdiction.



CAMPUS SAFETY ALERTS: NOTIFYING THE SUNO COMMUNITY ABOUT CRIMES

To provide timely notice to the Southern University at New Orleans community in the event of a criminal situation that may pose a serious or continuing threat to members of the campus community, a Campus Safety Alert (timely warning notice) that withholds the names of victims as confidential and that will aid in the prevention of similar crimes, is sent primarily by blast email to all students and employees on campus as soon as pertinent information is available.

Alerts can also be sent/communicated via SUNO's text/voice messaging system and various other notification methods, as outlined in the Emergency/Immediate Notification section of this Annual Report. A Campus Safety Alert intends to warn the campus regarding a criminal incident, providing individuals an opportunity to take reasonable precautions to protect themselves.

Campus Safety Alerts are generally written by the Chief of Police or his designee and distributed to the campus community by the Office of Public Relations. They are routinely reviewed and approved by the Vice-Chancellor of Administration and Finance before distribution. The Chief of Police or his designee has the authority to issue a Campus Safety Alert without such consultation if consultation time is not available.

Should the Chief of Police or his designee be directly impacted and involved in incident response or otherwise unavailable, any trained member from the Office of Public Relations could write and send a Campus Safety Alert.

Campus Safety Alerts are sent to the university community to notify members of the community about specific Clery Act crimes (as described below) that have been reported to SUNO Police Department and that have occurred on campus or on a non-campus property or public property, where it is determined that the incident may pose a serious or continuing threat to members of the University community.

Crimes that occur outside the campus' Clery geography, as stipulated, or other non-Clery specific crimes, will be evaluated on a case-by-case basis. Information related to these crimes may be distributed to the campus as a Public Safety Notice, as outlined and described in the below policy statement for "Public Safety Notices." Updates to the campus community, when deemed necessary, about any particular case resulting in a Campus Safety Alert may be distributed via blast email, may be posted on the university website, may be shared with the SUNO newspaper for a follow-up story, and maybe distributed by the Chief of Police or other members of the Campus Emergency Response Team (CERT), as deemed necessary and appropriate.

Campus Safety Alert posters may also be posted by SUNO Police in campus buildings when deemed necessary. When Campus Safety Alerts are displayed in campus buildings, they are printed on red paper and posted in lobby/entrance areas of key buildings for a period determined by the Chief of Police or designee. SUNO professional staff are informed of their responsibility to share Alert information with their sponsored visitors and guests.

Conference Services staff are instructed to inform conference attendees, camp counselors, and directors/leaders about Alerts and Alert posters that may be posted in areas or residence halls where conference or camp attendees are visiting and occupying.



CAMPUS SAFETY ALERTS: NOTIFYING THE SUNO COMMUNITY ABOUT CRIMES

Campus Safety Alerts may be distributed for any of the following Clery Act crime categories/classifications: murder and non-negligent manslaughter, sex offenses (rape, fondling, incest, and statutory rape), robbery, aggravated assault, burglary, arson, hate crimes, motor vehicle theft, domestic violence, dating violence, stalking, or arrests and referrals for liquor law, weapons law, and drug law offenses.

Alerts for the crimes of aggravated assault, motor vehicle theft, burglary, sex offenses, domestic violence, dating violence, stalking, and arrests or referrals for liquor, drug, and weapons offenses are considered on a case-by-case basis and depend upon several factors. These include the nature of the crime, the timeliness of the report, and the continuing or ongoing danger to the campus community—such as whether the perpetrator was apprehended—and the possible risk of compromising law enforcement efforts.

For example, if a physical assault occurs between two students who disagree, there may be no continuing threat to other SUNO community members, and a Campus Safety Alert would not be distributed.

In cases involving sex offenses that can be typically reported long after the incident occurred, there is no ability to distribute a Campus Safety alert to the community. Sex offenses will be considered on a case-by-case basis depending on when and where the incident occurred when reported and the amount of information known by the SUNO Police Department.

Typically, alerts are not issued for any incidents reported older than ten (10) days from the date of occurrence. Such a delay in reporting has not allowed the University to react or respond promptly.

SUNO Police supervisors confer with the Chief of Police or designee during incidents to ensure a proper review of all criminal and severe incidents to determine if there is a continuing threat to the community and if the distribution of a Campus Safety Alert is warranted.

Campus officials not subject to the timely reporting requirement have significant counseling responsibilities that provide confidential assistance to a crime victim. At Southern University at New Orleans, this would only apply to certified professional counselors from the Counseling Center and pastoral counselors. They are performing that specific function and role as their primary employment with the University.

PUBLIC SAFETY NOTICES

A Public Safety Notice may be sent to the campus community for general crime prevention purposes, to inform the community of crimes and incidents that are not generally time-sensitive or considered to be a continuing threat, but essential to be aware of and to inform the campus of incidents occurring on, around, or even off-campus that do not meet the requirements or specifications for distribution of a Campus Safety Alert, as outlined above.

A Public Safety notice may be sent to the electronic campus community digests or sent via blast email to all students and employees on campus. A Public Safety Notice is generally written and distributed to the campus community by the Chief of Police or designee. They are routinely reviewed and approved by the Vice-Chancellor for Finance and Administration. These notices could also be sent by any member of the Campus Emergency Response Team (CERT) or administrative official from the Office of Enrollment Management and Student Success.

Updates to the campus community about any particular case resulting in a Public Safety Notice, when deemed necessary, may be distributed via blast email, posted on the university website, included in electronic campus digests, or may be shared with the SUNO newspaper for a follow-up story; and may be distributed by the Chief of Police or other members of CERT, as deemed necessary and appropriate.



DAILY CRIME AND FIRE LOG

The SUNO Police Department makes the Daily Crime and Fire Logs for the most recent 60-day period open to public inspection during regular business hours (typically Monday through Friday, from 8 am to 5 pm, except holidays) at the SUNOPD Headquarters, located in the Maintenance Building. Any portion of these crime and fire logs older than 60 days are made available for public inspection within two business days of a request. All confirmed fires occurring within or on any on-campus residential facilities will also be included in the Daily Crime and Fire Log. The crime and fire log information typically consists of the incident number, crime classification or nature of the fire, date reported, date occurred, general location of crime or fire, and disposition of each reported crime or fire. Faculty, staff, and students are encouraged to review these logs periodically to become more familiar with the types and locations of criminal incidents and fires that may impact the University's campus community.

Unless the disclosure is prohibited by law or would jeopardize the confidentiality of the victim, newly reported crimes/incidents within the University's Clery geography and updated information regarding previously reported crimes are entered onto the Daily Crime and Fire Log within two business days of when it is reported to the SUNO Police Department. It is important to note that SUNOPD has no jurisdiction outside of its identified Clery geography.



PREPARATION OF ANNUAL DISCLOSURE OF CRIME STATISTICS & CLERY COMPLIANCE

The following information provides context for the crime statistics reported as part of compliance with the Clery Act. The Southern University at New Orleans Police Department is primarily responsible for preparing the Annual Security and Fire Safety Report. This responsibility is specifically designated to the Chief of Police or designee. The procedures for making the annual disclosure of crime statistics include reporting statistics to the University community obtained from the following sources: Southern University at New Orleans Police Department (SUNOPD), the New Orleans Police Department (NOPD), law enforcement agencies with jurisdiction for international and domestic non-campus property locations, and non-police or public safety personnel have been designated as Campus Security Authorities or CSAs. The Office of Enrollment Management and Student Success and Human Resources Department are the principal offices from which drug, liquor, and weapon offense referral data are obtained.

The Chief of Police coordinates final report preparation with Human Resources, Enrollment Management and Student Success, Residence Life, Environmental Services, and the Title IX Coordinator.

A written request for statistical information is made at least annually to all Campus Security Authorities or CSAs (as defined by federal law). CSAs are also informed in writing and through training to report crimes to SUNOPD promptly so those crimes can be evaluated for timely warning purposes.

- A Campus Security Authority or CSA is a Clery-specific term that encompasses four groups of individuals and organizations associated with an institution:
- A campus police department or a campus security department of an institution
- Any individual or individuals who have responsibility for campus security but do not constitute a campus police department or a campus security department (e.g., an individual responsible for monitoring the entrance into institutional property)
- Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses
- An official of an institution with significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

Statistical information is not requested from, nor is it provided by, Certified Counselors of the Counseling Center or Pastoral Counselors who perform that function and role as their employment with the University. Certified Counselors and Pastoral Counselors are not required by law to provide statistics for this compliance document. Counseling and Pastoral Professionals, as defined by the Federal law, who act in such capacities, have been advised that, while they are not obligated to report crimes to compile these statistics, they are encouraged, when they deem it appropriate, to inform the persons they are counseling of their ability to report any crimes to SUNOPD for inclusion in the annual statistics. The Counseling Center and Pastoral Counselors facilitate anonymous reporting, as outlined earlier in this Annual Security and Fire Safety Report.

The following information provides context for the crime statistics reported as part of compliance with the Clery Act. The Southern University at New Orleans Police Department is primarily responsible for preparing the Annual Security and Fire Safety Report. This responsibility is specifically designated to the Chief of Police or designee. The procedures for making the annual disclosure of crime statistics include reporting statistics to the University community obtained from the following sources: Southern University at New Orleans Police Department (SUNO PD), the New Orleans Police Department (NOPD), law enforcement agencies with jurisdiction for international and domestic non-campus property locations, and non-police or public safety personnel have been designated as Campus Security Authorities or CSAs. The Office of Enrollment Management and Student Success and Human Resources Department are principal offices from which drug, liquor, and weapon offense referral data are obtained.

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All statistics are gathered, compiled, and reported to the University community via this report, entitled the "Annual Security and Fire Safety Report," published by SUNOPD no later than October 1st of each year. SUNOPD submits the annual crime statistics published in this brochure to the Department of Education (E.D.).

The statistical information gathered by the Department of Education is available to the public through the E.D. website. Table One satisfies the requirements outlined by the Clery Act.

SUNOPD sends an email to every enrolled student and current employee on an annual basis, informing them of the availability of the Annual Security and Fire Safety Report.

Additionally, notification letters (via campus mail) are sent to individual campus departments. The email and message include a summary of the contents of this report. The email and letter also include the address for the SUNOPD website where the Annual Security and Fire Safety Report can be found online and notification that a physical copy may be obtained by requesting SUNOPD by calling (504) 286-5290 or in person at the SUNO Police Department Headquarters located inside the Maintenance Building.

Specific Information about Classifying Crime Statistics:

The statistics in this brochure are published following the definitions and many of the standards and guidelines used by the FBI Uniform Crime Reporting Handbook, National Incident-Based Reporting System (NIBRS), and relevant federal law (the Clery Act).

Clery Act Reporting (Table One):

For Clery Act reporting purposes (Table One), the number of victims involved in a particular incident is indicated in the statistics column for the following crime classifications: Murder/Non-Negligent Manslaughter, Manslaughter by Negligence, Sex Offenses, and Aggravated Assault. For example, if an aggravated assault occurs, and there are three victims, this would be counted as three aggravated assaults in the crime statistics chart. The number reflected in the following crime categories includes one offense per distinct operation: Robbery, Burglary, Larceny, Vandalism, and Arson. For example, if five students are walking across campus and are robbed, this would count as one instance of robbery in the crime statistics chart. In cases of Motor Vehicle Theft, each vehicle stolen is counted as a statistic. In cases involving Liquor Law, Drug Law, and Illegal Weapons violations, the figures indicate the number of people arrested by law enforcement or referred to the Office of Enrollment Management and Student Success for possible disciplinary action for breaches of those specific laws.



Hate crimes are reported in narrative form and are separated by category of prejudice. A

hate crime is not a separate, distinct crime but is the commission of a criminal offense motivated by the offender's bias. For example, a subject assaults a victim, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of their bias against the victim's race, sexual orientation, gender, religion, ethnicity, national origin, gender identity, or disability, the assault is also classified as a hate crime. For Clery Act purposes, Hate Crimes include any of the following offenses that are motivated by the offender's bias: Murder and Non-Negligent Manslaughter, Sexual Offenses (rape, fondling, incest, and statutory rape), Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny-Theft, Simple Assault, Intimidation, and Destruction/Damage/Vandalism of Property.

Campus SaVE was signed into law on March 7th, 2013, as part of the reauthorization of the Violence Against Women Act (VAWA); it covers students and staff of institutions of higher education and amends the Jeanne Clery Act to include new reporting requirements for Domestic Violence, Dating Violence, and Stalking and additional policy statements and training requirements.

Please note that the State crime classifications for which the University is reporting these statistics vary from the crime classifications under Federal law, as indicated by the Clery Act reflected in Table One published in this Annual Report. Because of these differing crime classifications and definitions, with only a few exceptions, the State crime statistics will rarely match the Federal crime statistics.

Geography Definitions from the Clery Act:

On-Campus is defined as (1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes, including residence halls; and (2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1), that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or retail vendor).

Non-Campus Building or Property is defined as (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution (i.e. privately owned fraternity); or (2) Any building or property owned or controlled by an institution that is used in direct support of or concerning the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

The **Non-Campus geography** definition includes buildings or properties under temporary control during institutionally sponsored short-stay-away domestic or international trips for students of more than one night or buildings or properties under temporary supervision during institutionally sponsored local or international trips for students to repeated locations:

- For example, students in the debate club take a trip to Washington, D.C., and stay at the same hotel every year. In this example, the institution must include in their Clery Act crime statistics any Clery Act crimes that occur in the students' rooms and any common areas used to access those rooms, including the lobby, elevator, and staircases.

Public property is defined as All municipal property, including thoroughfares, streets, sidewalks, and parking facilities within the campus or immediately adjacent to and accessible from the campus or on-campus property/facilities. The Southern University at New Orleans crime statistics do not include crimes that occur in privately-owned homes or businesses within or adjacent to the campus boundaries.

On-campus Student Housing Facility is defined as Any student housing facility that is owned or controlled by the institution or is located on property that is owned or controlled by the institution and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility. This category is regarded as a subset of the On-Campus category.

Reasonably Contiguous is defined in the 2016 Handbook for Campus Safety and Security Report as follows: Refers to a building or property an institution owns or controls that is in a location that students consider to be, and treat as, part of the "campus." Generally speaking, it is reasonable to find locations within one mile from the core or main campus border to be reasonably contiguous with the campus.



CAMPUS CRIME STATISTICS FOR SUNO

JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT)
CALENDAR YEAR (CY) 2021-2023

Offense (Crimes Reported by Hierarchy)	Calendar Year	On Campus (Including Residential)	On Campus (Residential Only)	Non- Campus	Public Property	Totals
Murder & Non-Negligent Manslaughter	2023	0	0	0	0	0
	2022	0	0	0	0	0
	2021	0	0	0	0	0
Manslaughter by Negligence	2023	0	0	0	0	0
	2022	0	0	0	0	0
	2021	0	0	0	0	0
Rape	2023	0	0	0	0	0
	2022	0	0	0	0	0
	2021	0	0	0	0	0
Fondling	2023	1	1	0	0	1
	2022	1	1	0	0	1
	2021	1	1	0	0	1
Incest	2023	0	0	0	0	0
	2022	0	0	0	0	0
	2021	0	0	0	0	0
Statutory Rape	2023	0	0	0	0	0
	2022	0	0	0	0	0
	2021	0	0	0	0	0
Robbery	2023	0	0	0	0	0
	2022	0	0	0	0	0
	2021	0	0	0	0	0
Aggravated Assault	2023	1	0	0	1	1
	2022	1	0	0	0	1
	2021	0	0	0	0	0
Burglary	2023	0	0	0	0	0
	2022	0	0	0	0	0
	2021	2	1	0	0	2
Motor Vehicle Theft	2023	0	0	0	0	0
	2022	0	0	0	3	3
	2021	0	0	0	0	0
Liquor Law Arrests	2023	0	0	0	0	0
	2022	0	0	0	0	0
	2021	0	0	0	0	0
Drug Law Arrests	2023	0	0	0	0	0
	2022	2	0	0	0	2
	2021	0	0	0	0	0
Weapons Law Arrests	2023	0	0	0	0	0
	2022	2	0	0	0	2
	2021	1	1	0	0	1

Note: The University made a reasonable and good-faith effort to request and retrieve statistics from all local law enforcement agencies with jurisdiction over the University's identified Clery geography. Reportable Clery crime data from agencies who responded to these requests are included in Table One's crime statistics noted above. Not all of these agencies responded to these requests for crime statistics.

“Reported crimes” are allegations of crimes reported in good faith to CSAs. These crimes do not have to be investigated or adjudicated in order to count as a reported crime statistic in the ASFSR. Reported crimes may involve individuals not associated or affiliated with Southern University at New Orleans. Reported Crimes may include information received from an anonymous reporting source. Residential Facility crime statistics are a subset of the On-Campus category, i.e. they are counted in both categories.

Offense (Crimes Reported by Hierarchy)	Calendar Year	On Campus (Including Residential)	On Campus (Residential Only)	Non- Campus	Public Property	Totals
Liquor Law Violations Referred for Disciplinary Action	2023	0	0	0	0	0
	2022	0	0	0	0	0
	2021	0	0	0	0	0
Drug Law Violations Referred for Disciplinary Action	2023	3	3	0	0	3
	2022	5	5	0	0	5
	2021	2	2	0	0	2
Weapons Law Violations Referred for Disciplinary Action	2023	1	1	0	0	1
	2022	1	1	0	0	1
	2021	2	2	0	0	2
Arson	2023	0	0	0	0	0
	2022	0	0	0	0	0
	2021	0	0	0	0	0
Domestic Violence	2023	1	0	0	1	1
	2022	0	0	0	0	0
	2021	0	0	0	0	0
Dating Violence	2023	4	3	0	1	4
	2022	4	2	0	2	4
	2021	0	0	0	0	0
Stalking	2023	2	0	0	1	3
	2022	0	0	0	0	0
	2021	0	0	0	0	0



Hate Crime Statistics

2023	There were no hate crimes reported to SUNOPD, any SUNO CSA, or any law enforcement partners.
2022	There were no hate crimes reported to SUNOPD, any SUNO CSA, or any law enforcement partners.
2021	There were no hate crimes reported to SUNOPD, any SUNO CSA, or any law enforcement partners.



Unfounded Crimes

2023	There were no hate crimes reported that after investigation were determined to be unfounded.
2022	There were no hate crimes reported that after investigation were determined to be unfounded.
2021	There were no hate crimes reported that after investigation were determined to be unfounded.

IMMEDIATE EMERGENCY NOTIFICATION, EMERGENCY RESPONSE, AND THE EMERGENCY MASS NOTIFICATION SYSTEM

In the event of an emergency, an effective Campus-wide communications process is vital to provide the greatest safety possible for the University community. As part of its Emergency Management Operations, the University has adopted a formalized procedure for issuing immediate notifications to the campus community.

The immediate notification capability of the emergency mass notification system is designed to assist the University in immediately notifying the campus community upon confirmation of a significant emergency or dangerous situation occurring on or near the campus that involves an immediate threat to the health or safety of students or employees. A threat is imminent when the need for action is instant, overwhelming, and leaves no moment for deliberation. Such situations would include but are not limited to, a hazardous materials incident requiring shelter-in-place or evacuation, an armed intruder on or near campus, an approaching tornado, or a fire actively raging in a campus building.

The University will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system to the appropriate segment or segments of the campus community, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate an emergency.

Immediate notification to the campus can be accomplished through a variety of communication methods, but the use of the emergency cell phone text/voice messaging and all campus email would be seen as the most common and quickest form of communication under these circumstances. Confirmation typically involves the response and assessment of SUNOPD officers, university officials, local police, or emergency responders.

When on-duty SUNOPD officers become aware of a situation that may warrant the issuing of immediate notification, the on-duty SUNOPD Officer confirms (through response, investigation, or collaboration with emergency responders) that there is a significant emergency and then immediately contacts the Chief of Police or designee, who quickly evaluates the situation to determine if an alert is warranted, develops the content of the notification message, and then identifies the appropriate segment or segments of the campus community who will receive the notification. The Chief of Police or designee has the ability and authority to issue an alert without delay and without further consultation with any other University official.

Notification message content is determined based on the type of incident, the context with which it is occurring, and the immediate danger or threat to the campus community and the need to advise campus community members to take action. The University will endeavor to make such notification sufficiently specific so as to enable recipients to take an appropriate response to the threat. Pre-canned messages have been prepared as part of the emergency notification system to aid in rapid communication processes. In situations lacking the presence of an imminent threat, the Chief of Police or designee consults with the Chancellor, Vice-Chancellor for Finance and Administration, and/or other members of the Campus Emergency Response Team (CERT) prior to an alert being issued.

Follow-up notices/communications will be provided as necessary during an active incident and may be provided by the Chief of Police, designee, or a member of CERT. When a threat is neutralized or effectively removed, campus community members will be appropriately informed via all or some of the aforementioned communications methods.

When the emergency mass notification system is activated using email and cell phone text/voice messaging, university officials will notify campus community members of the emergency situation, its exact location and will most likely request community members to protect themselves by evacuating the affected area if it is safe to do so and/or by employing the "shelter-in-place" concept. Local police and emergency responders are also alerted via text messaging of any actual on-campus emergency that poses a threat to campus and/or the immediate local community.

Shelter-in-place means to take immediate shelter wherever you happen to be at the time of a shelter-in-place notification – in campus housing, in privately-owned housing near campus, in an academic or administrative building, etc. Community members should remain in a shelter-in-place status until the all-clear is communicated by emergency response personnel via an emergency rapid communications system(s).

University authorities may instruct campus community members to "shelter-in-place" if a condition exists that is potentially life-threatening and has an immediate threat to the health and personal safety of the campus community. Immediate threats would include but are not limited to: active shooter incidents, mass acts of violence, tornadoes, terrorist attacks, or hazardous materials incidents.



How to Shelter-in-Place:

- If you can safely evacuate a potentially dangerous or hazardous situation, do so immediately. If you cannot safely evacuate and you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel.
- Locate a room to shelter inside. It should be:
 - an interior room;
 - above ground level; and
 - without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms may be necessary.
- Shut and lock, if possible, all windows (tighter seal) and close exterior doors. Doors and windows may need to be barricaded, if possible.
- Turn off air conditioners, heaters, and fans.
- Close vents to ventilation systems as you are able.
- Make a list of people with you and ask someone to call the list into SUNOPD to inform them where you are sheltering.
- Turn on a radio or TV and listen for further instructions.
- Make yourself comfortable.

Off-campus Emergencies:

SUNOPD officials often receive emergency information from the Orleans Parish Communications District 9-1-1 regarding incidents in the city of New Orleans that could imminently impact Southern University's safety. When appropriate, SUNOPD notifies the campus community of off-campus threats that could also represent a threat to the health or safety of students or employees.



Emergency Mass Notification System Testing and Registration:

The Emergency Mass Notification System will be tested at least each academic semester to ensure that all systems are working correctly and that emergency managers maintain a working knowledge of the system. These tests will also be educational moments for the campus community to remind them that this system exists and that it is a working and functioning system upon which they can rely. In conjunction with at least one of the annual test notifications, information is shared with the campus community related to the campus' emergency response and evacuation procedures.

Students, staff, and faculty are informed of the University's Emergency Mass Notification System and evacuation processes annually during training and through written notification. This includes the dissemination of information about how to respond during the activation of the system in response to a significant incident on campus or within the immediate area of the campus that potentially directly impacts the safety of campus community members. These information sessions have been built into first-year orientation, residence life student-staff training, and new employee/faculty orientations. Additionally, posters are posted in classrooms and public areas throughout campus. These posters provide quick actions for community members to take in the event of an emergency activation, including shelter-in-place activities, etc. Risk Management staff additionally tests evacuation procedures for all residence halls and academic/administrative buildings at least once each semester as part of Public Safety's fire drill and safe evacuation programs.

The emergency processes are tested once each semester – including the activation of the cell phone/text messaging systems. These tests are usually announced tests, but they may be unannounced. Available student cell phone numbers are loaded into the cell/text notification system upon their registration for classes.



The University's means of communicating during an emergency include the following, although not all of these methods are always employed. The communications method used would depend on the type of emergency:

- Cell phone Text/Voice Messaging
- Audible Notification Systems within Select Campus Buildings
- All Campus Email Alerts
- Voice-Mail
- Emergency Website, Facebook, and Twitter Accounts
- Public Media (TV, radio, news websites)
- Fire Alarm System Notification
- Public Address System from SUNOPD Vehicles
- Flyers posted throughout campus
- Direct On-foot and In-person Notifications



EVACUATION PROCEDURES

Southern University at New Orleans Police shall be responsible for the safe evacuation of all persons utilizing the University's facilities in natural disasters, civil disturbances, and active threats. The level of necessity will determine the response by SUNOPD. If large scale events occur beyond the resource capabilities of SUNOPD and the University, officials will request assistance from outside emergency resources such as the New Orleans Police and Fire Department, and state departments of emergency management. The need to implement evacuation from a campus building or the entire campus shall be based upon information received by or furnished to Southern University at New Orleans.

The information may be in the form of instructions or advice from the City of New Orleans Office of Homeland Security and Emergency Preparedness, the Governor's Office, or other officially recognized agency. Full or partial evacuations may be necessary as a protective action to reduce campus community members' exposure to a hazard. Protective measures reduce TIME of exposure, create DISTANCE, or provide SHIELDING from a specific hazard. Hazards that may require an evacuation include:

- Fire
- HAZMAT release
- Bomb threat or suspicious device/package
- Hostile intruder
- Massive utility failure
- Severe weather conditions
- Hazard that renders facilities uninhabitable



Exercise of Judgment and Contingencies: The actions described are standard by nature. When situations arise for which the procedures to be followed are not fully prescribed in the University's Emergency Operations Plan (EOP), responsible personnel will be expected to exercise sound judgment, make appropriate decisions, and provide any support necessitated by the situation.

As part of the decision-making process relative to an evacuation, the evacuation must be able to be completed well before the arrival of a hazard. When there is little to no warning time, a shelter-in-place decision/order may be more appropriate. Additional factors to consider beyond warning time when deciding on whether or not to evacuate include:

- Size and the geographical area affected
- Population density of the surrounding area
- Capacity and condition of the road network
- Are sufficient transportation resources available – University transportation, public transportation, and private transportation?
- Are there safe alternatives?
- Ability of campus facilities to provide shielding from the hazard
- Ability of facilities to support the population
- Local considerations and local police and emergency resources support



Scope of an Evacuation: The scope of an evacuation can include a single building, a group of buildings, and a large geographical area. The scope could go beyond the institution's borders, and the University may be impacted by an evacuation initiated by the local authorities. Size and scope considerations must be included in the overall decision-making process.

Building Evacuation:

- All building occupants must evacuate when the fire alarm sounds or upon the order of an authorized University official, such as a SUNOPD officer.
- If time permits, stabilize lab procedures, turn off stoves and ovens, and unplug or disable any device that could make a dangerous situation worse.
- Move to the closest exit and proceed down the EXIT stairwell in a safe and orderly manner. Take personal belongings with you. Do NOT use elevators.
- Remain at least three hundred (300) feet outside of the building and await further instructions. Keep roadways open, and beware of approaching emergency vehicles. Notify emergency responders of anyone trapped, especially anyone with a physical disability.

Large-scale Campus Evacuation:

- If evacuation of part or all of the campus is necessary, monitor text message/voice alert system, email, and the University's website for additional information.
- Those in need of transportation will be directed to areas to await transport to an off-campus site.



EMERGENCY PREPAREDNESS OVERVIEW

Emergency preparedness at Southern University at New Orleans is managed by the University's Emergency Operations Plan (EOP) and Campus Emergency Response Team (CERT). Emergency operations planning at Southern University at New Orleans means preventing, preparing for, responding to, and recovering from any emergencies that could affect Southern University at New Orleans and the local City of New Orleans communities. It means having a comprehensive plan extending from all levels of emergency personnel down through the individuals that make up our community to prevent situations that cause emergencies; it means preparing people on the procedures to follow, should a crisis occur; it means having a well-collaborated response approach from University and local officials and State and Federal agencies to mitigate any crisis effectively; and it means being ready and able to recover quickly from emergency events to keep the operations and business continuity of Southern University at New Orleans moving forward.

EMERGENCY PREPAREDNESS OVERVIEW

All emergency incidents occurring on campus or impacting the university campus community will be managed using the Incident Command System (ICS) and the National Incident Management System (NIMS) outlined by Federal and State agencies.

The primary responsibility for responding to emergencies on Southern University at New Orleans' campus rests with the Southern University Police Department, local emergency services, and the Chancellor of the University. The Campus Incident Management System or CERT – Campus Emergency Response Team – is the established protocol for managing all aspects of an incident. SUNOPD, along with other University departments and emergency services organizations, plays an essential role as the first line of defense. In responding to an emergency or disaster, Southern University at New Orleans will make full use of the University's facilities, equipment, supplies, personnel, and resources. The University Chancellor, as chief executive, has the authority to direct and coordinate disaster operations and may delegate this authority to an emergency manager. Incident Command is established when an authorized individual (usually a SUNOPD officer or supervisor) is onsite and communicates their authority with all personnel involved.

If a situation arises on or around campus that could potentially threaten the health or safety of University community members, senior officers of the University, members of CERT, and members of SUNOPD are immediately summoned as part of Southern University at New Orleans' crisis response procedure.

SUNOPD officers, supervisors, and administrators are trained in crisis response and have the authority to take immediate action in response to an imminent crisis, using the Emergency Operations Plan (EOP) and departmental procedures as a guideline. These actions may include:

- Deployment of additional SUNOPD officers
- Engagement of outside law enforcement officials
- Summoning of local or state emergency management officials
- Enhanced patrol of the campus
- Closing of roads and entrances onto campus
- Securing of campus buildings and residence halls
- Evacuation of campus buildings and residence halls

There is one Incident Commander (IC) for an incident. When more than one jurisdiction or one agency is involved, a Unified Command structure will be established. Command will function from an Incident Command Post (ICP). Certain "triggering" conditions may dictate a broader institutional response. This more comprehensive response will be managed from an Emergency Operations Center (EOC) by the CERT.

When an Emergency Operations Center (EOC) is established, CERT will assume a policy, direction, and coordination role over the institution's response and recovery. The EOC will act as an umbrella organization that brings together all of the elements necessary to support the incident and maintain ongoing operations. Command will remain with the Incident Commander or Unified Command group.

The CERT consists of two groups, the Core group, and the Advisory group. The Core Group Members are the policy decision-makers and include the Chancellor and senior staff. The Advisory Group Members are the policy developers and implementers and include key department heads from organizations throughout the institution. CERT members are institutional emergency incident resources and potential responders; they are not persons to whom community members should report crimes.

The CERT composition is as follows:

- Core Incident Command Group
 - Chancellor
 - Vice-Chancellor for Academic Affairs
 - Vice-Chancellor for Enrollment Management and Student Success
 - Vice-Chancellor for Research and Strategic Initiatives
 - Chief Administrative Officer
 - Vice-Chancellor of Administration and Finance
 - Director of Information Technology Center
 - Chief of Police
 - Director of Public Relations
 - General Counsel (as needed)

- Advisory Group
 - Lieutenant of Campus Police
 - Director of Residence Life
 - Director of Facilities/Safety and Transportation
 - Director of Auxiliary Services
 - Campus Nurse
 - Associate Vice-Chancellor for Academic Affairs
 - Network Administrator
 - Director of Human Resources
 - Director of Athletics
 - Director of Student Activities and Organizations

TESTING, EXERCISE PREPAREDNESS DRILLS, AND TABLE-TOP EXERCISES

Under the institution's Emergency Operations Plan (EOP), Southern University at New Orleans will use its emergency procedures and plans for testing emergency notification, response, and evacuation. A test is defined as regularly scheduled drills, exercises, and appropriate follow-through activities, designed for assessment and evaluation of emergency plans and capabilities.

CERT will perform periodic tabletop exercises (at least one per year) to practice the implementation of the campus' emergency operations plan and supplement emergency policies and procedures and to assess and evaluate emergency plan capabilities. Additionally, divisional and department-level exercises are regularly initiated to train staff personnel on emergency operations. During CERT exercises, the campus evacuation plan is reviewed or practiced as part of the training session. In coordination with the Office of the Chancellor, the Chief of Police will be responsible for scheduling and conducting these tabletop exercises. As a minimum, one CERT Table-Top exercise per academic year will occur with the entire CERT Group. Additionally, local emergency responders from the Fire and Police Departments, University Hospital, and the City of New Orleans Office of Homeland Security and Emergency Preparedness will be invited to participate along with university officials during one tabletop each year. Exercises can be either announced or unannounced.

After-Action Reports of Tests /Exercises: After-action reviews will be conducted following each test and exercise that documents the test/exercise, and provides a description for each test/exercise, the date, time, and whether the test was announced or unannounced.



TOBACCO-FREE POLICY

The Southern University System (SUS) recognizes the overwhelming scientific evidence assembled by the U.S. Surgeon General, Centers for Disease Control, Environmental Protection Agency, and World Health Organization, which demonstrates that tobacco is a profound agent of deadly diseases, responsible for millions of deaths worldwide each year, both to tobacco users and non-users. Tobacco use is inconsistent with a culture of wellness. While acknowledging the hazards of smoking, SUS has, more importantly, dedicated itself to providing safe, healthy, comfortable, and productive living and learning environments throughout its five (5) campuses for visitors, employees and students.

Accordingly, pursuant to the provisions of La. R.S. §§40:1300.252–40:1300.263, the SUS issues this 100% Tobacco-Free Policy. Smoking and tobacco use of any kind will be prohibited on all SUS campuses and/or other properties owned and/or leased locations/premises; all internal and external



areas, parking garages, and parking lots; all entrances and exits; and in all SUS owned and/or leased vehicles. Employees may not smoke in their own or others' vehicles when the vehicles are parked on SUS properties.

This policy will be in place at all SUS sponsored events—both on our premises and at external locations hosting such events, including non-University hours and will further apply to all faculty, staff, students and visitors.



ALCOHOL/DRUG POLICIES

Per the federal Drug-Free Workplace Act of 1988, the federal Drug-Free Schools and Communities Act (DFSCA) of 1989, and State policies on Alcohol and Other Drugs, Southern University at New Orleans prohibits the unlawful or unauthorized possession, use, sale, manufacture, distribution, or dispensation of alcohol and other drugs by employees and students in the workplace, on University property, or as part of any campus activity. Employee or student violators are subject to disciplinary action, including termination of employment and expulsion.

The SUNOPD reports violations of law to the appropriate University and is responsible for enforcing the laws of the State of Louisiana and the City of New Orleans, including statutes relative to the possession, use, and sale of alcoholic beverages. This includes the enforcement of State underage drinking laws and Federal and State drug laws. Student violations of the policies and guidelines on alcohol and drugs specified in the Southern University at New Orleans Student Handbook will result in sanctions appropriate to the violation's degree. Sanctions will increase in severity for repeated violations. Student sanctions will include but are not limited to, fines, education, referrals for counseling, community service, probations, residence hall separation, or suspension or expulsion from the University.

State law and City Ordinance states that a person under 21 years of age who attempts to purchase, purchases, consumes, possesses, or who knowingly and intentionally transports any alcohol, liquor, or malt beverages commits a municipal offense.

Misrepresentation of age to a licensed dealer or other persons who sell or furnish intoxicating liquors constitutes a municipal offense for a first violation and a misdemeanor for any subsequent violation. A person also commits a misdemeanor crime for selling or providing alcoholic beverages to a known minor.

There are also severe legal repercussions for driving under the influence of alcohol. Drivers under the age of 21 with a BAC of .02 or higher will be charged with Underage Operating While Intoxicated. Drivers 21 and over with a BAC of .08 or higher will be charged with Operating a Vehicle while Intoxicated. Locally, there are City open containers and noise ordinances.

The use of narcotics and controlled substances without a prescription on University premises, as elsewhere, is illegal. Illegal possession, use, and sale of drugs by students, employees, or guests constitute unacceptable and unlawful conduct. The SUNOPD reports violations of law to the appropriate university department and is responsible for enforcing the State of Louisiana and the City of New Orleans laws, including laws relative to the possession, use, and sale of narcotics and controlled substances. When students are receiving Federal Title IV

financial aid (including Federal Pell Grants and Federal Direct Student Loans), it is their responsibility to inform the Financial Aid Office within five days of any criminal illegal drug statute conviction. Students also agree to abide by the conditions of the drug-free workplace certifications.

The Code of Student Conduct also specifies the prohibitions and penalties for violations of these prohibitions. It is part of the Student Handbook, published under a separate cover, and available through the Office of Enrollment Management and Student Success.

The Handbook can also be found online at: http://www.suno.edu/assets/suno/PDFs/Current_Students/SUNO-STUDENT-HANDBOOK-2018_2022.2.pdf. State law and

Drug-Free Schools and Communities Act (DFSCA) Compliance:

The most recent version of Southern University at New Orleans' Drug and Alcohol Abuse Prevention Program (DAAPP) can be located online at <http://www.suno.edu/page/alcohol-drug-policy>. Additional alcohol and drug policies, standards of conduct, applicable disciplinary sanctions, health risks, counseling and treatment, processes, goals, and objectives can be found on this website and within the DAAPP. The biennial report, developed under the Drug-Free Schools and Communities Act (DFSCA) of 1989, can be obtained from the Office of Enrollment Management and Student Success. Students, staff, and faculty are informed each year about the DAAPP and DFSCA and how to obtain copies.

ALCOHOL AND OTHER DRUGS (AOD) EDUCATION AND OUTREACH

- The University prohibits student social events with alcohol
- The University provides substance-free housing
- Through non-alcoholic programming, student organizations, and student government promote healthy norms
- Educational sanctions for violations of University policy can be completed with a Drug and Alcohol Counselor with approval from Enrollment Management and Student Success



SEXUAL MISCONDUCT POLICIES, SERVICES, RESOURCES, AND PROTOCOLS

VIOLENCE AGAINST WOMEN (VAWA) REAUTHORIZATION

Southern University at New Orleans prohibits crimes of domestic violence, dating violence, sexual assault, and stalking (as defined by the Clery Act). It reaffirms its commitment to maintaining a campus environment that emphasizes the dignity and worth of all university community members. Toward that end, Southern University at New Orleans issues this statement of policy to inform the campus community of our programs to address domestic violence, dating violence, sexual assault, and stalking as well as the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, which will be followed regardless of whether the incident occurs on or off-campus when it is reported to a University official.

Federal Clery Act Definitions of Domestic Violence, Dating Violence, Sexual Assault, and Stalking

Domestic Violence: A 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 cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Definition of a Crime of Violence: According to Section 16 of Title 18 of the United States Code, the term "crime of violence" means:

- An offense that has as an element of the use, attempted use, or threatened use of physical force against the person or property of another; or
- Any other offense that is a felony and that, by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic nature with the victim.

- The existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- For the purposes of this definition—
 - Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - Dating violence does not include acts covered under the definition of domestic violence.

For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Sexual Assault: An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent."

Rape is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Fondling is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape is defined as sexual intercourse with a person who is under the statutory age of consent.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

- Fear for the person's safety or the safety of others; or
- Suffer substantial emotional distress.

or the purposes of this definition—

- Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Jurisdictional Definitions of Domestic Violence, Dating Violence, Sexual Assault, and Stalking

Sexual Assault: The State of Louisiana defines sexual assault as follows:

Rape (LA R.S. 14:41)

- The act of anal, oral, or vaginal sexual intercourse with a male or female person committed without the person's lawful consent.
- Emission is not necessary, and any sexual penetration, when the rape involves vaginal or anal intercourse, however slight, is sufficient to complete the crime.
- For the purposes of this Subpart, "oral sexual intercourse" means the intentional engaging in any of the following acts with another person;
 - The touching of the anus or genitals of the victim by the offender using the mouth or tongue of the offender.
 - The touching of the anus or genitals of the offender by the victim using the mouth or tongue of the victim.

Sex Offenses (except rape, prostitution, and commercialized vice) – Statutory rape, offenses against chastity, common decency, morals, and the like. Attempts are included.

Domestic Abuse Battery (LA R.S. 14:35.3)

Domestic abuse battery is the intentional use of force or violence committed by one household member or family member upon the person of another household member or family member.

- For the purposes of this Section:
“Household member” means any person presently or formerly living in the same residence with the offender and who is involved or has been involved in a sexual or intimate relationship with the offender, or any child presently or formerly in the same residence with the offender, or any child of the offender regardless of where the child resides.

Battery of a Dating Partner (LA R.S. 14:34.9)

- Battery of a dating partner is the intentional use of force or violence committed by one dating partner upon the person of another dating partner.
or the purposes of this Section:

- “Dating partner” means any person who is involved or has been involved in a sexual or intimate relationship with the offender characterized by the expectation of affectionate involvement independent of financial considerations, regardless of whether the person presently lives or formerly lived in the same resident with the offender. “Dating partner” shall not include a casual relationship or ordinary association between persons in a business or social context.

Stalking (LA R.S. 14:40.2)

- 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, written, 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.



Consent: The state of Louisiana defines ineffective consent as:

Ineffective consent – Unless otherwise provided, assent does not constitute consent if:

- it is given by a person who is legally incapacitated to authorize the conduct charged to constitute the offense;
- it is given by a person who by reason of youth, mental disease or defect or intoxication is manifestly unable or known by the actor to be unable to make a reasonable judgment as to the nature or harmfulness of the conduct charged to constitute the offense;
- it is given by a person whose improvident consent is sought to be prevented by the law defining the offense;
- it is induced by force, duress or deception of a kind sought to be prevented by the law defining the offense; or
- the person is under arrest or otherwise in the actual custody of a police officer or other law enforcement official and the offender is a police officer or other law enforcement official.

The state additionally provides descriptors commonly associated with consent as part of its full definition when describing the offenses of Rape.

Southern University at New Orleans' Definition of Consent as it Relates to Sexual Activity is as follows:

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 actions that indicate a willingness to engage in, and continue to engage in, a specific sexual activity.

Consent must be informed and voluntary. To give consent, a person must be awake, of legal age, and can reasonably understand the nature of their actions. Individuals who are physically or mentally incapacitated cannot give consent. Some indicators that an individual is incapacitated due to intoxication may include but are not limited to, vomiting, unresponsiveness, inability to communicate coherently, inability to dress/undress without assistance, inability to walk without aid, slurred speech, loss of coordination, or inability to perform other physical or cognitive tasks without assistance. Silence, without actions evidencing permission, does not demonstrate consent. Where force or coercion is alleged, the absence of resistance does not demonstrate consent. The responsibility of obtaining consent rests with the person initiating sexual activity.

Either person may withdraw consent to engage in sexual activity at any time. A previous or current dating or sexual relationship, by itself, is not sufficient to constitute consent. 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 (due to falling asleep or passing out into a state of unconsciousness, for example).

How to be an Active Bystander?

Bystander intervention means safe and positive options that an individual or individuals may carry out to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, institutional understanding of structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

Bystanders play a critical role in the prevention of sexual and relationship violence. They are "individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it." [1] We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do, even if we want to help. Below is a list of some ways to be an active bystander. Further information regarding bystander intervention may be found. If you or someone else is in immediate danger, call SUNO PD at (504) 286-5290 or the local police by dialing 9-1-1. This could be when a person is yelling at or being physically abusive towards another, and it is not safe for you to interrupt.

- Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
- Be direct, delegate responsibility, or cause a distraction when you see a person secludes, hits on, tries to make out with, or has sex with people who are incapacitated.
- Intervene when someone discusses plans to take sexual advantage of another person.



- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
- Refer people to on- or off-campus resources listed in this document for support in health, counseling, or legal assistance.

Risk Reduction:

With no intent to victim blame and recognizing that only abusers are responsible for their abuse, the following are some strategies to reduce one's risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, www.rainn.org)

- **Be aware** of your surroundings. Knowing where you are and who is around you may help you find a way to get out of a bad situation.
- Try to **avoid isolated areas**. It is more challenging to get help if no one is around.
- **Walk with purpose**. Even if you don't know where you are going, act as you do.
- **Trust your instincts**. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- **Try not to load yourself down** with packages or bags, as this can make you appear more vulnerable.
- **Ensure your cell phone is with you and charged** and that you have cab money and an on-demand driver app loaded.
- **Don't allow yourself to be isolated** with someone you don't trust or someone you don't know.
- **Avoid putting music headphones in both ears** to be more aware of your surroundings, especially if you are walking alone.
- **When you go to a social gathering, go with a group of friends**. Arrive together, check-in with each other throughout the evening, and leave together. Knowing where you are and who is around may help you find a way out of a bad situation.

Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).

- **Don't leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
- **Don't accept drinks from people you don't know or trust.** If you choose to take a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
- **Watch out for your friends and vice versa.** If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
- If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.). Be explicit with doctors to give you the correct tests (you will need a urine test and possibly others).
- If you need to get out of an uncomfortable or scary situation, here are some things that you can try:
 - Remember that being in this situation is not your fault. You did not do anything wrong; the person who is making you uncomfortable is to blame.
 - Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
 - Have a code word with your friends or family so that if you don't feel comfortable, you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse to leave.
 - Lie. If you don't want to hurt the person's feelings, it is better to lie and make up a reason to go than to stay uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
- Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
- If you and the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

Programs to Prevent Domestic Violence, Dating Violence, Sexual Assault, and Stalking:

The University engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking that:

- Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and
 - Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels.
 - Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels.

Southern University at New Orleans' educational programming consists of primary prevention and awareness programs for incoming students and new employees and ongoing awareness and prevention campaigns for students:

- Communicate that the institution prohibits domestic violence, dating violence, sexual assault, and stalking (as defined by the Clery Act);
- Provide the definitions of domestic violence, dating violence, sexual assault, and stalking according to any applicable jurisdictional definitions of these terms;



- Define consent and describe what behaviors and actions constitute consent, about sexual activity as defined by the student and employee codes of conduct;
- Describe safe and positive options for bystander intervention. Bystander intervention means safe and positive opportunities that an individual or individuals may carry out to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene;
- Provide information on risk reduction. Risk reduction means opportunities designed to decrease perpetration and bystander inaction and to increase empowerment for victims to promote safety and help individuals and communities address conditions that facilitate violence;
- Provide an overview of the information in the Annual Security and Fire Safety Report in compliance with the Clery Act;
- Provide information regarding:
 - procedures victims should follow if a crime of domestic violence, dating violence, sexual assault, or stalking occurs (as described in "Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking Occurs" elsewhere in this Annual Report);
 - how the institution will protect the confidentiality of victims and other necessary parties (as described in "Assistance for Victims: Rights and Options" elsewhere in this Annual Report);
 - existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both in the institution and the community (as described in "Assistance for Victims: Rights and Options" elsewhere in this Annual Report); and
 - options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures (as described in "Assistance for Victims: Rights and Options" elsewhere in this Annual Report);
 - procedures for institutional disciplinary action in alleged dating violence, domestic violence, sexual assault, or stalking (as described in "Adjudication of Violations" elsewhere in this Annual Report).
 - options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures (as described in

"Assistance for Victims: Rights and Options" elsewhere in this Annual Report);

- procedures for institutional disciplinary action in alleged dating violence, domestic violence, sexual assault, or stalking (as described in "Adjudication of Violations" elsewhere in this Annual Report).

Primary Prevention and Awareness Programs:

The University provides primary prevention and awareness programs to incoming students and employees that involve distributing educational materials to new students, participating in and presenting information and documents during new student and employee orientations, and providing programs by invitation at staff meetings or academic programs. Students are told about the climate of crime on campus and in surrounding areas. Similar information is presented to new employees in the weeks following hire. Sessions on Moving through Transition are also offered to families of new students. Such programs are sponsored by various campus organizations throughout the year. A common theme of all awareness and crime prevention programs is to encourage students and employees to be responsible for their safety and the safety of others on campus. These trainings include but are not limited to:

- Clearly articulated statements that the University prohibits domestic violence, dating violence, sexual assault, and stalking.
- The Federal and State definitions of domestic violence, dating violence, sexual assault, and stalking.
- The University and State definitions of consent.
- A description of safe and positive options for bystander intervention.
- Information on specific risk reduction strategies.
- Yearly, Everfi, an online training module addressing Clery / Title IX and VAWA compliance, is sent via email to all current students, faculty, and staff based on the current Banner database and payroll. The Title IX office tracks the completion of the Everfi training.
- RAs are required to attend an extensive multi-day training annually, covering Title IX, the Clery Act, incident response, suicide awareness & and intervention, individual rights, inclusive language, student conduct, conflict resolution, mediation, students in crisis, behavioral intervention, and threat assessment, policy training, and emergency protocols.
- Yearly (and continuously to new employees), the Everfi CSA Training, an online Campus Security Authority training module addressing Clery, Title IX, and VAWA compliance, is sent via email to all current campus Security Authorities based on the current payroll database.

Periodically during the academic year, the University Police, in cooperation with other campus departments presents crime prevention awareness sessions on sexual assault (rape and acquaintance rape), Rohypnol safety tips, theft, and vandalism, as well as educational sessions on personal and weapons safety, as well as residence hall security.

- All student-athletes are addressed annually by the Directors of Title IX and Clery, or designees on Title IX, sexual assault prevention, bystander intervention, and Clery Act compliance.
- Periodically during the academic year, the Counseling Center presents on suicide prevention & behavioral intervention/threat assessment around campus.
- The Counseling Center also provides suicide training, as well as gender talks periodically across campus.
- Annually, all student-athletes and coaches are trained on recruiting, sexual harassment, sexual assault, hazing, health, and safety through EverFi.

Ongoing Prevention and Awareness Campaigns:

Campaign strategies employed include face-to-face presentations, printed materials, self-defense programming, and related lectures. The University additionally provides educational/informational sessions for contractors and conference services staff on Clery Act-specific policies and crime reporting practices, along with information related to the Department of Education's Office of Civil Rights Title IX Guidance.

Ongoing prevention and awareness campaigns include self-defense programming, domestic violence month events and activities, sexual assault and awareness month, presentations, an annual "Take Back the Night" event; and regular student conversations related to sexual assault and relationship violence.

The following are some specific examples of annual programs currently offered by the University. This list is not all-inclusive:

Orientation Programing

Incoming first-year students participate in a series of information sessions about the Clery Act and Title IX information, in addition to learning about the Sexual Misconduct Policy, bystander intervention, and resources. New faculty and employees receive the Clery Act and Title IX information during their orientation programs.

SUNOPD officers assigned to Community Engagement and Crime Prevention Programming provide students, faculty, and staff with crime prevention and security awareness programming activities. In addition to general crime prevention programming, SUNOPD officers provide sexual assault, domestic violence, dating violence, and stalking awareness programs.

See it. Hear it. Report it!

See It. Hear it. Report it! is SUNO Police Department's campaign to encourage residents and SUNO community members to help our police department report suspicious activities. Officers on patrol depend on detailed information from residents and SUNO community members, who are the eyes and ears of our community. When we work together, we make our community a safer place to live.

If you see a crime in progress or suspicious activity and hear something strange such as a crash, loud bang, or scream, you should immediately contact the SUNO Police Department. Try to provide as much information as possible.

R.A.D.

R.A.D. is an acronym for rape aggression defense. R.A.D. Systems were established in an effort to combat attacks against women and to guard against abduction. It is a national self-defense course designed for women. The mission of the course is to develop and enhance the options of self-defense, so they may become viable considerations to the woman who is attacked. The course provides realistic self-defense tactics and techniques for women only and is also designed to help women overcome the effects of sexual violence by teaching assertiveness, awareness, risk reduction, and avoidance. All courses are taught by certified R.A.D. instructors.



PROCEDURES VICTIMS SHOULD FOLLOW IF A CRIME OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, OR STALKING OCCURS

After an incident of sexual assault, dating violence, or domestic violence, the victim should consider seeking medical attention as soon as possible at the University Medical Center. Sexual Assault Nurse Examiners (SANE) are trained and certified in physical evidentiary recovery kit collection at the hospital. Evidence may be collected, even if the victim chooses not to make a report to law enforcement.

The City of New Orleans has established an anonymous reporting protocol for victims of sexual assault. The purpose of this protocol allows the City of New Orleans to develop an alternative to standard reporting procedures for sexual assault victims. If a sexual assault victim does not currently wish to involve the police, there is still an option to collect the forensic evidence promptly. As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. By providing victims with the opportunity to gather information, solidify their support system, and establish rapport with first responders, the county hopes to create an environment that encourages reporting, even for those who initially feel unable, unwilling, or unsure about doing so. Victims may report a sexual assault anonymously at University Hospital and have forensics evidence collected during the exam.

The Orleans Parish District Attorney's Office manages the anonymous reporting protocol. It is crucial that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours, so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is happening or may help obtain a protection order.


In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and sexually transmitted infections. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs, or additional copies of documents, if they have any, that would be useful to University adjudicators/investigators or local police.



Center For Prevention & Advocacy

 6801 Press Dr. Ste 242 - Social Work Bldg.

 pacenter@suno.edu

 (504) 286-5289

Support

The Center For Prevention & Advocacy serves as a resource and support service for anyone in the University community who has experienced violence, trauma, and harm. This includes Pontchartrain Park community members, SUNO students, and employees who were victimized at any time and any location, as well as any other person victimized by a member of the SUNO community. They aim to empower SUNO community members who are victims and survivors of crime to make informed decisions in their recovery process.

The services they provide are student-centered and focus on promoting student safety and well-being. Services include emergency housing, housing reassignment, academic assistance, health and counseling referral, legal referral and advocacy (Office of Student Conduct, civil court, criminal court), and ongoing support throughout the recovery process.

Involvement of Law Enforcement and Campus Authorities:

Although the University strongly encourages all members of its community to report violations of this policy to SUNOPD and the New Orleans Police Department, it is the victim's choice whether to make such a report. Furthermore, victims have the right to decline to notify law enforcement. However, the SUNOPD will assist any victim with notifying law enforcement if the victim so desires.

NOTE: In the State of Louisiana, employees of institutions of higher learning who suspect incidents of child abuse (including incidents of suspected child sex abuse) must report such incidents to the Department of Children & Family Services' Child Abuse/Neglect Line (855-4LA-KIDS), the police having jurisdiction, and then to their supervisor. Louisiana recognizes matriculated students under the age of 18 as "children" for purposes of this law and, as such, the University is mandated to report a criminal complaint of abuse or sexual abuse involving any student victim under the age of 18 immediately to Child Abuse/Neglect Line and the police having jurisdiction. Law Enforcement authorities may notify the victim's parents or guardians as stipulated by law.

Reporting Incidents of Domestic Violence, Dating Violence, Sexual Assault, and Stalking:

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the Title IX Coordinator (office: Leonard S. Washington Memorial Library Room 121; phone: 504-286-5362) by calling, writing or going into the office to report in person. Reports of all domestic violence, dating violence, sexual assault, and stalking made to SUNOPD will automatically be referred to the Title IX Coordinator for review. The Title IX Coordinator is not a confidential reporting entity and is required to report criminal incidents to SUNOPD.

Procedures the University will Follow When a Crime of Domestic Violence, Dating Violence, Sexual Assault, or Stalking is reported:

The University has procedures in place that serve to be sensitive to victims who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges; as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa, and immigration assistance, and other services on- or off-campus; as well as additional remedies to prevent contact between a complainant and an accused party, such as housing, academic, transportation and working accommodations, if reasonably available. The University will make such accommodations if the victim requests them and if they are logically possible, regardless of whether or not the victim chooses to report the crime to local law enforcement. Students and employees should contact the Title IX Coordinator (office: Leonard S. Washington Memorial Library Room 121; phone: 504-286-5362) by calling, writing, or going into the office to report in person. The Title IX Coordinator will collaborate and coordinate with the Vice-Chancellor of Enrollment Management and Student Success for student cases and the Director of Human Resources for employee cases.

If a report of domestic violence, dating violence, sexual assault or stalking is reported to the University, below are the procedures that the University will follow.

Incident Being Reported	Procedures Institution Will Follow
Sexual Assault	<ol style="list-style-type: none"> 1. Depending on when reported (immediate vs delayed report), institution will provide victim with access to medical care 2. Institution will assess immediate safety needs of victim 3. Institution will assist victim with contacting SUNOPD or local police if complainant requests AND provide the victim with contact information for local police department 4. Institution will provide victim with referrals to on- and off-campus mental health providers 5. Institution will assess need to implement interim or long-term protective measures, if appropriate 6. Institution will provide the victim with a written explanation of the victim's rights and options 7. Institution will provide a "No trespass" (PNG) or "No Contact" directive to accused party if deemed appropriate 8. Institution will provide written instructions on how to apply for Protective Order 9. Institution will provide a copy of the policy applicable to Sexual Assault to the victim and inform the victim regarding timeframes for inquiry, investigation, and resolution 10. Institution will inform the victim of the outcome of the investigation, <u>whether or not</u> the accused will be administratively charged, and what the outcome of the hearing is 11. Institution will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for reporting sex-based discrimination or for assisting in the investigation
Stalking	<ol style="list-style-type: none"> 1. Institution will assess immediate safety needs of victim 2. Institution will assist victim with contacting local police if complainant requests AND provide the victim with contact information for local police department 3. Institution will provide written instructions on how to apply for Protective Order 4. Institution will provide written information to victim on how to preserve evidence 5. Institution will assess need to implement interim or long-term protective measures to protect the victim, if appropriate 6. Institution will provide the victim with a written explanation of the victim's rights and options 7. Institution will provide a "No trespass" (PNG) or "No Contact" directive to accused party if deemed appropriate
Dating Violence	<ol style="list-style-type: none"> 1. Institution will assess immediate safety needs of victim 2. Institution will assist victim with contacting local police if victim requests AND provide the victim with contact information for local police department 3. Institution will provide written instructions on how to apply for Protective Order 4. Institution will provide written information to victim on how to preserve evidence 5. Institution will assess need to implement interim or long-term protective measures to protect the victim, if appropriate 6. Institution will provide the victim with a written explanation of the victim's rights and options 7. Institution will provide a "No trespass" (PNG) or "No Contact" directive to accused party if deemed appropriate
Domestic Violence	<ol style="list-style-type: none"> 1. Institution will assess immediate safety needs of victim 2. Institution will assist victim with contacting local police if victim requests AND provide the victim with contact information for local police department 3. Institution will provide written instructions on how to apply for Protective Order 4. Institution will provide written information to victim on how to preserve evidence 5. Institution will assess need to implement interim or long-term protective measures to protect the victim, if appropriate 6. Institution will provide the victim with a written explanation of the victim's rights and options 7. Institution will provide a "No trespass" (PNG) or "No Contact" directive to accused party if deemed appropriate

Facilitated Anonymous Reporting through the Counseling

Center/Pastoral Counselors: Certified Counselors assigned to the Counseling Center and practicing pastoral counselors are confidential resources and do not report incidents. In their capacity and function, they do not make identifiable reports of incidents to the official on-campus resources unless the student specifically requests them to do so; however, the University encourages counselors to inform students that they can report incidents of crime to SUNOPD, which can be done directly or anonymously. Students may request the Counseling Center to facilitate anonymous reporting using an internal form designed to capture general details about the incident (date, time, location, and a brief description of the incident type) for inclusion in the University's Annual Security and Fire Safety Report. The University does not provide confidential or anonymous reporting outside of these entities. The amount of detail provided may enable the University to initiate an investigation into the circumstances surrounding the report. Such an investigation may jeopardize the anonymity of the reporting person or complainant.

Employee Assistance Program: Southern University at New Orleans also provides an Employee Assistance Program (EAP) for use by employees. The EAP is available to provide full-time employees with such problems as sexual or physical abuse, depression, marital and relationship conflict, stress, grief, critical incident stress, anxiety, and other personal matters. All full-time employees, regardless of performance, are eligible. The contact number of the EAP is listed in the Resources section of this annual report.

Assistance for Victims – Rights & Options:

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on- or off-campus, the University will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options.

Such written information will include:

- the procedures victims should follow if a crime of dating violence, domestic violence, sexual assault, or stalking has occurred;
- details on how the institution will protect the confidentiality of victims and other necessary parties;
- a statement that the institution will provide written notification to students and employees about victim services in the institution and the community;
- a statement regarding the institution's provisions about options for, available assistance in, and how to request accommodations and protective measures; and
- an explanation of the procedures for institutional disciplinary action.

At the victim's request, and to the extent of the victim's cooperation and consent, University offices will work cooperatively to assist the victim in obtaining accommodations.

If reasonably available, a victim may be offered changes to academic, living, working, or transportation situations regardless of whether the victim chooses to report it to law enforcement. Examples of options for a potential change to the academic situation may be to transfer to a different section of a class, withdraw and take a class at another time if there is no option for moving to a separate section, etc. Potential changes to living situations may include moving to a different room or residence hall. Possible changes to work situations may consist of changing working hours.

Possible changes in transportation may include having the student or employee park in a different location, assisting the student or employee with a safety escort, etc. Issuance of a full, partial, or modified persona non grata (PNG – barring notice) to the respondent may also be appropriate.

To request changes to academic, living, transportation, working situations, or protective measures, a victim should:

- **Students:** Contact the Title IX Coordinator or Vice Chancellor of Enrollment Management and Student Success for assistance.
- **Employees/Faculty:** Contact the Office of Human Resources or Vice-Chancellor for Academic Affairs (depending upon employment status).

If the victim wishes to receive assistance in requesting these accommodations, the victim should contact the Title IX Coordinator or the Southern University at New Orleans Police Department.

Confidentiality:

Victims may request that directory information on file with the University be withheld by request. This request can be made to the Registrar's Office in person by visiting the Bashful Administration Building or by calling (504) 286-5320. Employees can contact the Office of Human Resources to make a similar request regarding directory information (504) 286-5271.

Regardless of whether a victim has opted out of allowing the University to share "directory information," personally identifiable information (PII) about the victim and other necessary parties will be treated as confidential and only shared with persons who have a specific need-to-know; i.e., those who are investigating/adjudicating the report or those involved in providing support services to the victim, including accommodations and protective measures. By only sharing personally identifiable information with individuals on a need-to-know basis, the institution will maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the institution's ability to provide the accommodations or protective measures.



The University does not publish the names of crime victims or other identifiable information regarding victims in the Daily Crime and Fire Log or the annual crime statistics disclosed in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Furthermore, if a Campus Safety Alert is issued based on a report of domestic violence, dating violence, sexual assault, or stalking, the name of the victim and other personally identifiable information about the victim will be withheld; this could include the specific location where an incident is reported to have occurred when indicating the location could inadvertently identify the victim.

On- and Off-campus Services for Victims:

Upon receipt of a report of domestic violence, dating violence, sexual assault, or stalking, Southern University at New Orleans will provide written notification to students and employees about existing assistance with or information about obtaining resources and services, including counseling, health, mental health, victim advocacy, legal support, visa and immigration assistance, student financial aid, and assistance in notifying appropriate local law enforcement. If a sexual assault or rape should occur on campus, staff on-scene, including SUNOPD, will offer the victim a wide variety of services. This information regarding "resources" is not provided to infer that those resources are "crime reporting entities" for Southern University at New Orleans. The resources include but are not limited to the following:

ON CAMPUS	EMPLOYEES	STUDENTS
Counseling/Mental Health	Employee Assistance Program	SUNO Student Support Services – University Center, 2nd Floor (504) 286-5103
Health Services	University Hospital (504) 702-3000	SUNO Student Health Services – University Center Room 110 (504) 286-5374
Title IX Coordinator		SUNO Office of Title IX Coordinator – Leonard S. Washington Memorial Library Room 121 (504) 286-5362
Student Financial Aid		SUNO Financial Aid – Bashful Administration Building Room 164 (504) 286-5230
SUNO Police Department		Non-Emergency: (504) 286-5290 Emergency: (504) 286-3355
Vice-Chancellor of Enrollment Management and Student Success		SUNO Office of Vice-Chancellor of Enrollment Management and Student Success
Facilitated Anonymous Reporting		A student can go to Health & Counseling to submit an anonymous report. The amount of detail provided in an anonymous report will determine the University's ability to investigate or respond.
Legal Assistance	Southeast Louisiana Legal Services (504) 529-1000	Southeast Louisiana Legal Services (504) 529-1000
New Orleans Police Department	Non-Emergency – (504) 822-1111 Emergency – 9-1-1	Non-Emergency – (504) 822-1111 Emergency – 9-1-1

Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking include:

- <http://www.rainn.org> – Rape, Abuse and Incest National Network
- <https://www.justice.gov/ovw/sexual-assault> – Department of Justice
- <http://www2.ed.gov/about/offices/list/ocr/index.html> – Department of Education, Office of Civil Rights



Adjudication of Violations:

The University's disciplinary process includes a prompt, fair, and impartial investigation and resolution process. In all instances, the process will be conducted in a manner consistent with the institution's policy and transparent to the accuser and the accused. Usually, the resolution of domestic violence, dating violence, sexual assault, and stalking complaints are completed within 60 days of the report. However, each proceeding allows for extensions of timeframes for a good cause, with written notice to the accuser, the delay and the reason for the delay. University officials involved in the investigation or adjudication of domestic violence, dating violence, sexual assault, and stalking complaints are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking, as well as how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability. Furthermore, each policy provides that:

1. The accuser and the accused will have timely notice for meetings at which the accuser or accused may be present;
2. The accuser, the accused, and appropriate officials will have timely and equal access to any information that will be used during formal and informal disciplinary meetings and hearings;
3. The institutional disciplinary procedures will not be conducted by officials who have a conflict of interest or bias against the accuser or the accused;
4. The accuser and the accused will have the same opportunities to have others present during any institutional disciplinary proceeding. The accuser and the accused each have the chance to be advised by an advisor of their choice at any stage of the process and be accompanied by that advisor to any related meeting or proceeding. The University will not limit the choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary proceeding. An advisor acts as an advisor to the Complainant or Respondent involved in an investigation or disciplinary proceeding under the University's policies. The advisor is permitted to be a part of any meetings their student may have. University employees who provide confidential support services (Counseling/Health Services staff and pastoral counselors) or have an actual or perceived conflict of interest (the Title IX Coordinator, Department of Public Safety, and the Vice-Chancellor of Enrollment Management and Student Success, for example) may not serve as Advisors. A student or employee should select an advisor whose schedule allows attendance at the scheduled date and time for any meetings. Delays will not usually be permitted due to the scheduling conflicts of an advisor.
5. The advisor may not speak aloud during meetings involving the student and an investigator/adjudicator but may confer quietly or through written notes with their advisee. The Student Conduct Administrator keeps a list of trained Advisors. Although the Parties are not required to select a trained Advisor, because knowledge of the disciplinary process is essential to the advisor's role, it is highly recommended that they do so. The Complainant and Respondent are not obligated to accept the counsel of an Advisor.



6. The accuser and the accused will be notified simultaneously, in writing, of any initial, interim, and final decision of any disciplinary proceeding; and
7. Where an appeal or grievance is permitted under the applicable policy, the accuser and the accused will be notified simultaneously in writing the procedures for the accused and the victim to appeal to the result of the institutional disciplinary proceeding. When an appeal or grievance is filed, the accuser and the accused will be notified simultaneously in writing any change to the result before the time that it becomes final, as well as of the final result once the appeal is resolved.

If the Victim does not wish to Pursue Resolution:

In all reported cases of sexual misconduct, the University will conduct a fact-finding investigation to the best of its ability. In cases where the victim wishes to become a Complainant, this investigative report is provided to the Title IX Coordinator or their designee for a threshold analysis.

In cases where the victim does not wish to become a Complainant, the University has 2 (two) options:

- 1. The University may attempt to resolve the complaint in a manner consistent with the victim's request. This may include holding the report for action at a later date.**
- 2. The University may pursue a judicial hearing against the Respondent named in the investigation. Under these circumstances, the University would consider the nature of the assault, the safety of the victim, the campus community, the previous disciplinary history, and prior allegations of sexual misconduct.**

Whether or not criminal charges are filed, the University or a person may file a complaint under the sexual misconduct and grievance procedures outlined on the following pages, depending upon the status of the accused (student or employee).

STUDENT DISCIPLINARY PROCEEDINGS UTILIZED IN CASES OF ALLEGED DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, AND STALKING

Organizational Behavior:

Student groups are subject to the conduct expectations detailed throughout this policy. Any behavior, patterns of behavior, or information suggesting patterns of behavior that create or contribute to creating a hostile environment, retaliation, discrimination, or harassment will be investigated. It could result in organizational or individual charges.

Any member of the University community may bring allegations against a student group/organization for violation of the Sexual Misconduct and Relationship Violence Policy. The University will conduct a preliminary investigation into the incident. For cases involving a social fraternity or sorority, the case may be referred to the Vice-Chancellor of Enrollment Management and Student Success.

An investigation will be conducted to determine if the allegations have merit and have met the threshold (defined below) to move forward with charges. The Title IX Coordinator and Vice-Chancellor of Enrollment Management and Student Success may confer with the student group/organization's advisor (s), inter/national headquarters, or other faculty and staff with a relationship to the student group/organization to solicit advice and recommendations regarding the case. Ultimately, the University is responsible for determining if the organization or individuals will be charged and the process for adjudication. All sections of this policy apply to groups and organizations. See Section IX for Organizational Sanctions.

Statement on Privacy:

The University will protect the identity of persons who report having been victims of sexual assault, domestic violence, dating violence, or stalking (to the fullest extent of the law). Additionally, the University will take all reasonable steps to investigate and respond to the complaint consistent with any request for privacy or request not to pursue an investigation. However, its ability to do so may be limited based on the nature of the claim by the Complainant. If the Victim requests anonymity or that the University does not pursue an investigation, the University must balance this request in the context of its responsibility to provide a safe environment for all University community members. In cases where the University cannot respect the victim's wishes, the University will consult with the victim and keep them informed about the University's course of action.

If the report of misconduct discloses an immediate threat to the University campus community, where timely notice must be given to protect the health or safety of the community, the University will maintain the privacy of the Victim or Respondent's identities, understanding that in a small community a Campus Safety Alert may make members of the community feel known or singled out.

The University will assess any barriers to proceeding, including retaliation. In cases where the informal or formal resolution occurs, the University will inform the Respondent that Title IX prohibits retaliation. The university will take intense responsive action to protect the Complainant.

The University has designated the following individual(s) to evaluate requests for privacy once the University is aware of alleged sexual violence:

Investigation of Reports:

The University will take prompt action to investigate and decide the complaint. A written notice of investigation will be given to the Complainant and the Respondent, informing them of the allegations, resources, and rights in the process at least three (3) business days before the investigation meeting. Investigations will include timely notice of meetings for both the Complainant and the Respondent throughout the process. During the investigative process, all parties will have an opportunity to review the draft investigative report before it goes to the Title IX Coordinator. The parties will have five (5) business days to review the draft of the investigative report and submit in writing comments about content, and requests for additional meetings with the investigator to conduct further investigation or questions. The draft of the investigative report will be able to be reviewed. However, the parties will not be able to draft the investigative report with them during the draft period. This information will be included in the final documents that will be reviewed by the Title IX Coordinator and Adjudicator (s), if applicable. The parties may request one (1) extension that may be granted, if reasonable, at the discretion of the investigator. Any extension given to one party will be given to the other party. Failure to make submissions within five (5) business days or any approved extension will result in a forfeiture of the right to do so later. Both parties will be provided the final report, statements, and equal access to all evidence before the adjudication process.

If the student wishes to participate in a police investigation, the University may wait a reasonable amount of time (usually 7 to 10 business days but could be extended at the request of the Chief of Police or District Attorney or their designee) to allow the police to conduct initial fact-finding and the gathering of evidence in the criminal investigation. The Chief of Police or designee may regularly confer on the status of an active investigation to ensure compliance with federal requirements while maintaining the integrity of any active criminal process. The University has a written Cooperative Endeavor Agreement (CEA) with the New Orleans Police Department regarding the criminal and administrative investigation of incidents of sexual violence and the distribution of timely warning notices or campus safety alerts and immediate or emergency notifications.

The University will conduct a prompt, fair, impartial investigation promptly designed to provide all parties with a resolution. The University's goal is to complete the investigation within 60 days. However, there may be times when the process may take longer. The university will communicate on an ongoing basis with the parties a realistic timeline and the circumstances regarding the same. In every investigation conducted under this policy, the burden is on the University—not on the parties—to gather sufficient evidence to reach a fair, impartial determination as to whether sexual misconduct has occurred and, if so, whether a hostile environment has been created that must be redressed.

Investigations will be conducted by one or more of the following: the SUNOPD, the Title IX Coordinator, an external investigator, or another investigator designated by the Vice-Chancellor of Enrollment Management and Student Success. This designee may be an employee of the University, an external investigator, or both. All reasonable efforts will be made to keep information private during the University's investigation and adjudication of a complaint. Investigators receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an objective and impartial investigation and hearing processing that protects the safety of victims, promotes accountability, and ensures investigative techniques do not apply sex stereotypes and generalizations. The investigation is designed to provide a fair and reliable gathering of the facts. The investigation will be thorough, impartial, and unbiased. The SUNOPD staff members responsible for these investigations have been trained on investigations, Title IX LGBTQA concerns, trauma-informed training, and awareness of this policy. As described in the Confidentiality section of this policy, the investigation will be conducted in a manner that is respectful of individual privacy concerns.

The investigation is a process that involves obtaining and evaluating information given by persons having personal knowledge of the events or circumstances concerning the reported incident. This may include collecting all statements (both oral and written), pertinent facts, and evidence. This process will be exhaustive and likely to include interviewing and re-interviewing involved parties to ensure as much clarity around conflicting or differing statements as possible. The Vice-Chancellor of Enrollment Management and Student Success, Title IX Coordinator, or their designees may refer an investigative report back to SUNOPD for further follow-up, pending the availability of new information, for additional clarity regarding conflicting or inconsistent information/reports, or for any other reason necessary to ensure further transparency or strengthen the final report.

After the investigation, the investigator will prepare a report setting forth the facts gathered. The report will provide the scope of the reported incident, investigative findings, and an assessment of the information's reliability.

Threshold of Information:

The Title IX Coordinator or their designee will review the investigation report to decide on the information threshold. The Title IX Coordinator may determine that there is sufficient information to proceed.

If it is determined that the threshold has been reached, a notice of charge will be issued to begin the formal or informal conduct resolution process. If the Title IX Coordinator determines that this threshold has not been reached, the Complainant and Respondent will be notified in writing.

If it is determined that the threshold was not reached, the Complainant will have the opportunity to seek review by the Vice-Chancellor of Enrollment Management and Student Success by filing a written request for review within two (2) business days. The Respondent will be notified in writing of this request. The Vice-Chancellor of Enrollment Management and Student Success may affirm the threshold finding, reverse the finding, or request additional investigation, as warranted. If the Vice-Chancellor of Enrollment Management and Student Success agrees that a case does not reach the threshold for formal resolution, educational sanctions or informal resolution may still be implemented. This decision of the Vice-Chancellor of Enrollment Management and Student Success is final.

Interim Measures:

During the investigation and before the final determination, the University may take appropriate interim measures to protect the parties involved; after a fair assessment to determine the need for such provisional measures. Interim measures will be individualized and appropriate based on the initial information gathered by the Title IX Coordinator. A Complainant or Respondent may request an interim measure or other protection, or the University may impose interim measures at its discretion to ensure the safety of all parties, the University community, and the integrity of the process. Interim measures will be individualized and appropriate based on the information gathered by the Title IX Coordinator. These actions are not a presumption of responsibility for violation of the Sexual Misconduct and Relationship Violence Policy. Interim measures may be imposed on whether the Complainant or the University seeks formal disciplinary action.

Interim measures may prevent a student from attending class and other University activities. Enrollment Management and Student Success will communicate with Academic Advising and a student's faculty instructors and advisors at the student's request to determine if alternate arrangements can be made to support a student's completion of academic assignments.

The University will try to provide academic support where necessary. Academic support means that Enrollment Management and Student Success will communicate with Academic Advising or faculty on a student's behalf. Faculty, however, work at their discretion and, therefore, Enrollment Management and Student Success can make no guarantees that students will receive the support they may desire. The Complainant and Respondent will be notified in writing of any or all interim measures.

Types of Interim Measures

Interim Separation: In certain circumstances, the Vice-Chancellor for Enrollment Management and Student Success or designee may impose an Interim Separation from the University at any point after a complaint has been filed. Interim Separation may be imposed:

- During the investigatory stage to ensure the safety and well-being of members of the University community or preservation of University property;
- To provide the student's own physical or emotional safety and welfare; or,
- If the student poses an ongoing threat of disruption of or interference with, the University's normal operations or investigation.

During the Interim Separation, a student shall be denied access to the residence halls, fraternities, and campus or other areas owned or controlled by the University. Interim Separation will not be placed on a student's official, permanent academic record.

A student may be required to submit to an assessment before being considered for return from interim separation. If a student refuses to cooperate with such an assessment or if an assessment cannot be completed within a reasonable amount of time, the determination of eligibility for return will be based on readily available information, including indirect behavioral observations.

The Interim Separation does not replace the regular process, which shall proceed on the normal schedule, up to and through a hearing, if required. However, the student should be notified in writing of this action and the reasons for the separation. The student will also be notified of the time, date, and place of a subsequent Student Conduct Review Board or Sexual Misconduct hearing.

Interim Residential Separation or Residential Relocation: A student may be temporarily separated from University housing or reassigned to another residential location on campus. Their original housing location will be held until the process is over. It can be determined that residential relocation is a sanction when appropriate, and at that time, the student will move permanently into a location determined by Residence Life.

Class schedule changes: Changes to a student's class schedule may be made temporarily in the event deemed appropriate by the Vice-Chancellor of Enrollment Management and Student Success or their designee. Students may be sanctioned to a permanent change(s) through the normal adjudication process.

Restrictions from University activities and facilities: A student may be denied, temporarily, participation in a University activity or privilege for which they may be otherwise eligible as the Vice-Chancellor of Student Affairs or their designee determine to be appropriate. Students may also be prohibited from individual facilities, including, but not limited to, academic buildings, fraternities, athletic facilities, and practice and competition spaces, and transportation services. Students may be sanctioned to a permanent restriction(s) through the normal adjudication process.

Work or job assignment changes: Changes to a student's work or job assignment (including internships) may be made temporarily in the event deemed appropriate by the Vice-Chancellor of Enrollment Management and Student Success or the Director of Student Rights and Responsibilities.

No-Contact Directive: The University may impose a No Contact Directive when an agreement cannot be reached or is not applicable. Generally, No Contact is defined as having no direct or indirect contact with another party or parties. This includes, but is not limited to, communication that is written, verbal, or physical. Written communication is understood to include all electronic means of communication, including, but not limited to, email, instant messaging text messaging, and all forms of social media. Verbal communication is understood to include phone calls and voice mail messages. A No Contact Directive may consist of additional restrictions and terms. Violations of the No-Contact Directive will result in disciplinary action.

Informal Resolution:

A Complainant may elect to pursue an informal resolution to a sexual misconduct complaint. The Title IX Coordinator or Vice-Chancellor of Enrollment Management and Student Success has the discretion to determine if it would be appropriate to resolve a complaint under this policy through informal resolution. An informal resolution is designed to officially resolve complaints promptly and with all parties' mutual approval.

Informal resolutions include, but are not limited to, online education courses, counseling sessions, other educational remedies, or mediation of the complaint conducted by the Student Conduct Administrator or an Associate Vice Chancellor of Enrollment Management and Student Success. Informal resolution may be used in instances involving sexual misconduct, such as non-consensual sexual contact (incidents that are not classified as fondling), sexual exploitation, and sexually inappropriate behaviors. **Informal resolution will never be used in cases involving allegations of violent sexual assault (including rape, incest, or statutory rape).** Both the Complainant and Respondent must agree to engage in informal resolution. Either party can end the informal resolution process at any time, for any reason, and begin the formal resolution process. Formal resolution may not be initiated after the conclusion of the Informal Resolution.

Outcomes of Informal Resolution:

After the Informal Resolution, the Student Conduct Administrator or designated University administrator may propose a sanction agreed upon by the parties or may impose or continue a No Contact directive based on information derived from the Informal Resolution proceedings, taken together with any other relevant information known to the University at the time of the Informal Resolution. Actions imposed by the Student Conduct Administrator and designated University administrator may include accommodations to living arrangements, academic courses, or employment; limitations of contact between the parties; and recommendations to counseling for the Respondent.

Election of Formal Resolution:

Except in cases where a Formal Resolution hearing has already been denied for not meeting the threshold, as set forth above, the University, Complainant, or the Respondent may elect to end at any time before the conclusion of the Informal Resolution such proceedings and initiate Formal Resolution instead. In such cases, the parties' statements or disclosures in the course of the Informal Resolution may be considered in the subsequent Formal Resolution.

Pre-Hearing Process: After the Student Conduct Administrator, usually the Title IX Coordinator in such cases, charges a student with a potential violation of policy:

- The Student Conduct Administrator will contact the Complainant and Respondent, where applicable, to go over the details of the case and answer any questions concerning the process.
- The Complainant and Respondent will be permitted to submit a written list of questions for consideration. These questions must be submitted to the Student Conduct Administrator two (2) business days before the hearing. The Chair will approve all questions or topics relevant and not: 1) prohibited by these procedures or applicable laws, 2) unduly prejudicial, or 3) questions previously answered by the investigative report. Questions around prior sexual history, mental health treatment, diagnosis, personally sensitive identifying information, and medical records will not be permitted.
- The Complainant and Respondent will be asked to provide the Student Conduct Administrator with a list of witnesses (if there are any). Character witnesses are not permitted as part of the hearing process. Anonymous witnesses are not allowed as part of the hearing process.

The Student Conduct Administrator will request the names of the Complainant's and Respondent's advisors. The Student Conduct Administrator will contact the advisors to be sure that they understand their role in the hearing process. It is the student's responsibility to meet with the advisor and provide the advisor with hearing materials if they desire.

- The Student Conduct Administrator will be available to speak with the parent(s)/guardian(s) of the Complainant and Respondent to answer any questions about the process. It is the student's responsibility to provide parent(s)/guardian(s) with copies of hearing materials if they desire. This information will not be provided by the Office of Enrollment Management and Student Success or SUNOPD.

Hearing Procedures

1. The Student Conduct Administrator will produce written charges to be delivered to the Complainant and Respondent. The charge letter should indicate the elements of this policy that are alleged to have been violated. In addition to the formal charge letter, the Complainant and Respondent will receive copies of the witnesses' written statements during the inquiry process (these may be accepted after the charge letter). The Complainant and Respondent will have seven (7) calendar days from receipt of the charge letter and statements to submit a response to the Student Conduct Administrator to be shared with the panel or the Vice-Chancellor for Enrollment Management and Student Success.
2. Adjudication of the Sexual Misconduct and Relationship Violence Policy will be conducted by a panel or the Vice-Chancellor for Enrollment Management and Student Success based on availability. The Student Conduct Administrator will prepare a written report of the investigation for the panel or the Vice-Chancellor for Enrollment Management and Student Success (from here on referred to as Adjudicator)
3. The Adjudicator will base their decision on the information available in the written report. If the Adjudicator has insufficient information, they may follow up with the investigator to get additional information from the Complainant, Respondent, witnesses, and any other information that is deemed relevant and pertinent to the case.
4. The standard of proof that the Adjudicator will utilize is a preponderance of information. The preponderance standard means that the Adjudicator finds it is more likely than not that the Respondent is responsible for a violation of this policy based on the information presented to the Adjudicator.
5. The Respondent and Complainant will be notified in writing of the decision made by the Adjudicator. This notification to both Respondent and Complainant(s) will be done simultaneously or as close to the same time as possible. If the Complainant is deceased, the next of kin will receive the results of disciplinary proceedings.
6. A student found responsible for violating this policy may be assigned sanctions that include, but are not limited to, expulsion, suspension, or probation. For a full list of sanctions, see the Student Code of Conduct.

The imposition of sanctions will take effect immediately and will not be delayed pending the resolution of the appeal.

Appeal Process:

Reasons for Appeal

The Respondent or Complainant may appeal a decision in a case for the following reasons:

- **Unreasonable Sanction:** To determine whether the magnitude of the sanction(s) imposed was unreasonable for the violation of policy for which the student was found responsible;
- **Procedural Error:** To determine procedural error or absence of conformity with proscribed procedures during the investigative stage or any stage of the process (including an error during the hearing) preventing either the Complainant or Respondent a reasonable opportunity to prepare and present information to the investigator; and
- **New Information:** To determine whether new information is discovered, which was not available at the time of the investigative process and could have affected the outcome of the case.

Note: Appeals granted for "Unreasonable Sanction" will be referred to an Appeals Board.

Appeals granted for reasons "Procedural Error" or "New Information" will go back to the original Adjudicator unless an error during the hearing influenced the outcome. The Complainant would have the right to appeal if the Respondent was found "Not Responsible," if there was a procedural error or new information was discovered. If students indicate one basis for an appeal, which would send the case back to the original Adjudicator, and another ground for appeal, which involves an Appeals Board, then both conditions would be heard by the Appeals Board. If both or all students appeal and any ground for appeal involves an appeal of sanction, all grounds for appeal would be heard by the Appeals Board. In all cases that go back to the Adjudicator, the Adjudicator's decision is then final.

Appeals:

Appeals based on unreasonable sanctions or conditions noted above would be heard by the Vice-Chancellor for Enrollment Management and Student Success or an Appeals Board. The Appeals Board will consist of one voting faculty member and two voting administrators. Members of the panel will be appointed for one to three-year terms and will be trained on issues related to the Sexual Misconduct and Relationship Violence policy and process.



Students wishing to appeal should submit their written appeal to the Office of Enrollment Management and Student Success within five (5) calendar days of receipt of the Adjudicator's decision. Appeals are due by 5:00 pm on the fifth day following the original decision. The Title IX Coordinator shall determine if the grounds for appeal were met. If grounds are not met, the appeal will not move forward to the Vice-Chancellor for Enrollment Management and Student Success or an Appeals Board. Common reasons why an appeal may be rejected, or not accepted for consideration, include the following:

- Where a remedy has been requested that is not available through the appeal
- Where the appeal does not fit within the definition of any of the relevant grounds for appeal

If the Respondent or Complainant submits an appeal and the appeal is granted, both parties will be informed by the Title IX Coordinator that an appeal has been granted.

- Once all parties have been notified that an appeal has been granted, the Complainant or Respondent will have the option to submit a response to the appeal in writing. This response must be received by 5:00 pm on the third calendar day following the appeal notification receipt.
- If heard by the Vice-Chancellor for Enrollment Management and Student Success: the original appeal letter and any response will be submitted to the Vice-Chancellor for Enrollment Management and Student Success.
- If heard by an Appeals Board: Once a board has been convened, the original appeal letter and any responses will be submitted to the Appeals Board. This Board will be chaired by one of the voting members of the Appeals Board.

Appeals with Vice-Chancellor for Enrollment Management and Student Success:

- The Vice-Chancellor for Enrollment Management and Student Success will have access to reports, statements made by the Complainant, Respondent, witnesses, and any other materials gathered during the investigation.
- The Vice-Chancellor for Enrollment Management and Student Success will determine whether the original sanction(s) should be amended. Amendment of the sanctions may include an increase or decrease in severity.

- The Vice-Chancellor for Enrollment Management and Student Success may, in their sole discretion, meet with the Complainant, Respondent, others involved in the process, or the Adjudicator to determine whether the original sanction(s) should be amended. During any meeting with the Complainant, Respondent, or other individuals, the Vice-Chancellor for Enrollment Management and Student Success will not revisit the entire matter but limit their discussion to whether the sanction is unreasonable previously identified.
- The decision of the Vice-Chancellor for Enrollment Management and Student Success is final, except for expulsion

Appeal Board Process

The Respondent or Complainant may request the Appeals Board's removal if the student has reason to believe that the member may not be fair or impartial. This request, including rationale, must be submitted to the Office of Enrollment Management and Student Success in writing at least 48 hours in advance of the hearing. The final decision to remove a member of the Board is at the discretion of the Title IX Coordinator.

- The Appeals Board will have access to reports, statements by the Complainant, Respondent, witnesses, and any other materials gathered during the investigation.
- The Appeals Board will vote on whether or not the original sanction(s) should be amended. Amendment of the sanctions may include an increase or decrease in severity.
- The Appeals Board may, in its sole discretion, meet with the Complainant, Respondent, others involved in the process, or the Adjudicator to determine whether the original sanction(s) should be amended. During any meeting with the Complainant, Respondent, or other individuals, the Appeals Board will not revisit the entire matter. Still, it will limit its discussion to whether the sanction is unreasonable, as previously identified.
- The decision of the Board is final, except in cases of expulsion.

In Cases of Expulsion:

In cases where appeals have resulted in expulsion, the Respondent will have the opportunity to submit an appeal to the Chancellor of Southern University at New Orleans. This appeal must meet one of the criteria listed above in Reasons for Appeal. The Respondent will have three (3) calendar days to submit the appeal in writing to the Chancellor's Office. The Chancellor will determine whether the appeal should be granted. This decision is final.

Records:

Whether informal or formal, all resolution proceedings are conducted in compliance with the requirements of FERPA and University policy. No information shall be released from such proceedings except as required or permitted by law and University policy.

- Other than University expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record but shall become part of the student's disciplinary record:
 - The Vice-Chancellor of the Enrollment Management and Student Success Office maintains disciplinary records.
 - Within 45 days of graduation, all hard copies of student disciplinary records shall be destroyed for students involved in disciplinary matters resulting in sanctions other than University suspension or University expulsion. Personal identifiers are removed from electronic disciplinary records. However, the University maintains numeric identifiers which are discoverable if the University receives a subpoena or search warrant.
 - Disciplinary records of students involved in a pending University disciplinary proceeding, criminal matter, or civil matter related to a Clery Act-specific crime (Rape, Fondling, Statutory Rape, Incest, Stalking, Domestic Violence, or Dating Violence) requiring retention of the record may be retained for seven years from the date of the initial report to the University.
 - Disciplinary records of students who have been suspended will be kept for no fewer than seven years after graduation or withdrawal. "Suspension" will be noted on the transcript for the duration of the suspension.
 - Disciplinary records of students who have been expelled will be retained indefinitely in addition to a permanent notation on the student's transcript.
 - Disciplinary records of students who have withdrawn from the University and have not been suspended, expelled, involved in a pending criminal matter, or those found responsible for a violation of the Sexual Misconduct and Relationship Violence policy, precisely, sexual assault, domestic violence, dating violence, stalking, and sexual harassment will be retained for no fewer than seven years after the date of the incident.
- Information and disciplinary records are generally not released to third parties without the student's permission. There are two main areas of exception:
 - The University may release information to parents without student consent when deemed appropriate and is not otherwise prohibited by FERPA or other applicable laws. The University's complete FERPA policy may be found in the Student Handbook.
 - Information and records may be produced in response to a subpoena, warrant, or court order.

- In situations involving both a Respondent(s) and a student Complainant who is the victim or target of another student's conduct, the records of the process, and the sanctions imposed, if any, shall be considered the records of the Respondent and Complainant students.
- For cases involving a report, complaint, investigation, informal conduct resolution, or formal conduct resolution under the purview of the Sexual Misconduct and Relationship Violence Policy, specifically for students found responsible for sexual assault, domestic violence, dating violence, stalking, and sexual harassment, the Vice-Chancellor of Enrollment Management and Student Success Office will retain a record of the report, complaint, investigation, informal, or formal conduct resolution for no less than seven years after graduation or withdrawal. Personal identifiers will be removed from all records per the disciplinary records retention policy. These cases are discoverable by search warrant, subpoena, or federal audit. Affirmative findings of responsibility in matters resolved through formal conduct resolution are part of a student's conduct record. Such records shall be used to review any further conduct or develop sanctions and remain a part of a student's conduct record until graduation.
- Students seeking transfer to other schools or participation in off-campus study programs may also be requested or required to release their disciplinary records. Graduate schools, medical schools, law schools, and some governmental agencies may request disclosure of student disciplinary records.
- Regarding students who withdraw from Southern University at New Orleans with outstanding charges of a violation of the Sexual Misconduct and Relation Violence Policy: Upon receiving the appropriate release of information form signed by the student or former student, institutions and agencies (e.g., Common Application) inquiring as to a student's conduct record or eligibility to return or re-enroll at Southern University at New Orleans may be provided with information regarding the outstanding charges.

Sanctions:

Below is a list of all sanctions that may be assigned by a Student Conduct Administrator, Student Conduct Review Board, Adjudicator, Appeals Officers, Sexual Misconduct Hearing Board, Sexual Misconduct Appeals Board, or the Vice-Chancellor for Enrollment Management and Student Success. If a student is found responsible for a violation of policy, the following sanctions may be imposed upon any student found to have violated the Student Code. When determining the appropriate sanctions, the conduct administrator or Board may take into account any previous violations or sanctions imposed in a prior conduct proceeding. The conduct administrator or Board may issue one or a combination of the following or similar types of sanctions:

- University Expulsion – permanent separation of the student from the University. A letter will be sent to parents or guardians notifying them of this sanction. The University will permanently maintain records, and the transcript will note the expulsion.

- **University Suspension** – separation of the student from the University for a definite period, after which the student is eligible to return. Conditions for readmission may be specified. Students who are suspended forfeit all fees that have been paid to the University and are ineligible to visit the campus (including fraternity chapter houses) unless the Vice Chancellor of Enrollment Management and Student Success grants permission. Also, a "suspension" notation is placed on their University transcript until the term of suspension has expired (the notation changed to "withdrew" after the suspension ends). Students must seek readmission, as outlined in the Academic Procedures section of the Student Handbook. A letter will be sent to parents or guardians notifying them of this sanction.
- **Revocation of Admission** – Applicants and admitted students are expected to abide by the same code of conduct as Southern University at New Orleans students. The same Code of Conduct covers them. Southern University at New Orleans reserves the right to revoke admission to admitted or deposited students for fraud, misrepresentation, violation of University standards, or other serious violations committed by a student before enrolling at Southern University at New Orleans.
- **Withholding or Revocation of Degree** – Southern University at New Orleans reserves the right to withhold or revoke a degree awarded from the University for sexual assault and other violations of sexual misconduct.
- **Withholding Diploma** – the University may withhold a student's diploma for a specified period. The student may also be denied participation in commencement exercises while charges are pending or as a sanction. The University may also withhold a student's transcript if the student has pending judicial charges or was found responsible for violating policy.
- **Conduct Probation** – a written reprimand for violation of specified regulations. Probation is for a designated period and includes the probability of more severe disciplinary sanctions, such as suspension or expulsion if the student is found to violate any institutional regulation(s) during the probationary period. A letter will be sent to parents or guardians notifying them of this sanction. Students on probation usually are not permitted to live off-campus, join a Greek-letter social organization, or study off-campus.
- **Loss of Privileges** – denial of specified privileges for a designated period. This includes, but is not limited to, loss of position in a club or organization, suspension from the athletic team or performing group, loss of privileges to use specified facilities, a prohibition from participation in co-curricular activities, loss of privilege to have a car on campus, loss of privilege to live in a residence hall, and loss of privilege to join a fraternity or sorority.

- Restitution – compensation for loss, damage, or injury. This may take the form of appropriate service or monetary or material replacement.
- Discretionary Sanctions – work assignments, essays, behavioral contracts, alcohol and drug assessment or substance use advising, service to the University, community service, or other related discretionary assignments.
- No Contact Directive – the University may impose a "no contact" directive in cases where an agreement cannot be reached or is not applicable. Generally, "no contact" is defined as having no direct or indirect contact at any time. This includes, but is not limited to, communication that is written, verbal, or physical. Written communication is understood to include all electronic means of communication, including, but not limited to, email, instant messaging, and text messaging. Verbal communication is understood to include phone calls and voicemail messages. A "no contact" directive may consist of additional restrictions and terms. Students found responsible for the No Contact directive's violation may face sanctions that result in immediate removal from campus, suspension, or expulsion.
- Residence Hall Relocation – students may be assigned to a different residential space on campus if they violate policy or demonstrate an inability to continue living in their current community or room.
- Residence Hall Separation – separation of the student from the residence halls for a definite period, after which the student is eligible to return. Conditions for readmission to the residence halls may be specified.

Organizational Sanctions may also include but are not limited to:

- Organizational Expulsion – Permanent loss of privileges, including University recognition. When a University organization fails to fulfill the University's expectations of previously imposed conduct probation or has what a reasonable person would consider an egregious violation of University policy, the Vice-Chancellor for Enrollment Management and Student Success may decide to terminate the recognition of the organization permanently. This could include actions taken by unauthorized/unrecognized members or violations by individuals acting on behalf of the group while suspended from campus. The Vice-Chancellor for Enrollment Management and Student Success may consult with the Student Conduct Review Board on the question of expulsion from the University organization if The Vice-Chancellor for Enrollment Management and Student Success so chooses.

- **Organizational Suspension** – Loss of all privileges, including University recognition, for a specified period. When a University organization fails to fulfill the University’s expectations or violates the terms of previously imposed conduct probation, the Vice-Chancellor for Enrollment Management and Student Success may decide to terminate the recognition of or suspend the organization. The Vice-Chancellor for Enrollment Management and Student Success may consult with the Student Conduct Review Board on the question of suspension of a University organization or the termination of the recognition of a University organization if The Vice-Chancellor for Enrollment Management and Student Success so chooses.
- **Social Probation** – A loss of privilege to host social events on campus, in fraternity chapter houses, or off-campus for a specified period. Social probation may include all events or only social events with alcohol.
- **Loss of selected rights and privileges for a specified period.**

“A Path to Knighthood”



EMPLOYEE/FACULTY DISCIPLINARY PROCEEDINGS UTILIZED IN CASES OF ALLEGED DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, AND STALKING

General Standards of Conduct:

Southern University at New Orleans is committed to operating with integrity and compliance with all applicable federal, state, and local laws, regulations, and policies. Additionally, all employees are expected to conduct themselves honestly and with a high degree of personal integrity. The mutual respect and collegiality gained as a result of adherence to these high standards encourage a positive and productive work environment. This not only involves sincere respect for others' rights but also requires that employees refrain from their professional and personal lives, which might be harmful to themselves, their coworkers, or the University. To maintain the integrity of Southern University at New Orleans and to protect the rights of its employees, its students, and the University itself, employees are expected to conduct themselves honestly, professionally, and ethically at all times.

Additionally, to make the University a safe and pleasant workplace, every employee is expected to observe specific conduct standards. Certain conduct is of such serious nature that immediate dismissal may be warranted without prior warning or discipline. Examples of such behavior are as follows: gross insubordination; dishonesty; stealing property or merchandise belonging to the University, its suppliers, students, or other employees; private financial relations with customers or suppliers; deliberate damage to University property; fighting; falsifying, or causing to be falsified information on an employment application, time card, or other University documents; unlawful possession, use, or distribution of alcohol; intoxication; the illegal use, sale, manufacture, possession, or distribution of drugs or narcotics; sexual misconduct, other inappropriate sexual conduct, illegal harassment, or discrimination; the possession or use of firearms or other weapons on University premises, including in employees' vehicles; or the use or threat of violence.

The specific conduct described in this section does not include all possible grounds for discipline or discharge. These descriptions are intended to illustrate the types of conduct that must be avoided for the good of our employees, students, visitors, and the University itself. Because these rules are essential to our most important function – high-quality service to our students – and the efficient operation of our business, the provisions of this section will be promptly and fairly enforced. We appreciate the cooperation of every employee in the careful observance of these standards of conduct.

Employee and Student Sexual Harassment, Sexual Misconduct, Dating Violence, Domestic Violence, Stalking, and Sexually Inappropriate Behavior:

All members of Southern University at New Orleans have the right to work and study in an environment free of discrimination, including freedom from sexual harassment, sexual misconduct, dating violence, domestic violence, stalking, and other sexually inappropriate behavior. This policy intends to foster responsible behavior in a working and academic environment free from discrimination and harassment. Thus, Southern University at New Orleans strongly disapproves of and forbids the sexual harassment of employees or students. It will not tolerate sexual assault, sexual misconduct, dating violence, domestic violence, stalking, and other sexually inappropriate behavior.

Sexual harassment, sexual misconduct, dating violence, domestic violence, stalking, and other sexually inappropriate behavior as defined by this policy is prohibited when it involves any member of the campus community:

- towards a faculty member or employee by a faculty member or employee
- towards a student by a faculty member or employee
- towards a faculty member or employee by a student
- towards a student by a student
- towards a faculty member employee or student by a visitor or guest of the University.

All members of the faculty, administration, and support staff who have information regarding, are witness to or become aware of by any means any form of sexual harassment, sexual misconduct, inappropriate sexual behavior, dating violence, domestic violence, stalking, or criminal activity, are required to report the incident as outlined in these policies.

Other Forms of Harassment/Discrimination:

Employees are expected to maintain the highest degree of professional behavior. All harassment or discrimination by employees is strictly prohibited. Further, harassing or discriminatory behavior of non-employees directed at University employees or students also is condemned and will be promptly addressed.

Discrimination occurs when race, color, national or ethnic origin, sex, sexual orientation, gender identity or expression, marital status, disability, religion, veteran status, age, or protected status are used as (inappropriate) irrelevant criteria for action. Discrimination is particularly condemned when it exploits and jeopardizes the trust that should exist among members of an educational institution. To preserve a work and study atmosphere that fosters such trust, the University affirms the principle that students, faculty, and staff must be treated equitably and evaluated based on merit rather than irrelevant criteria. When a person intentionally or inadvertently abuses power and authority inherent in their position, there can be negative consequences to the individuals involved and the educational and working environment of the University.

Discrimination also includes harassment. Harassment may be based on a person's race, color, national or ethnic origin, sex, sexual orientation, gender identity or expression, marital status, disability, religion, veteran status, age, or any protected status. It includes a wide range of abusive and humiliating verbal or physical behaviors directed against a particular person or persons. In some cases, the conduct may be such that it is clear that it is directed against a particular person or persons, even though the person(s) may not be explicitly identified.

Examples of unacceptable behavior include, but are not limited to, the following:

- physical, emotional, or mental abuse
- racial, religious, ethnic, or gender-based or sexual insults
- derogatory ethnic, religious, or sexual jokes or slurs
- unwelcome sexual comments or advances
- taunting intended to provoke an employee
- requests for sexual favors used as a condition of employment or affecting any personnel decisions such as hiring, promotion, or compensation
- unwanted physical contact such as pinching, grabbing, rubbing, etc.; stalking, bullying, cyber-bullying, etc.

All faculty, administration, and support staff members who have information regarding, are witness to, or become aware of any form of harassment or discrimination are required to report the incident.

Reporting of Prohibited Conduct, Harassment, and Discrimination Violations:

An individual who reports sexual harassment, sexual violence, intimate partner violence, or stalking, whether the Complainant or a witness, can be assured that all reports will be taken seriously and that each individual will be treated with dignity, respect, and in a non-judgmental manner from the initial report to the final result. Similarly, a respondent can expect to be treated fairly and respectfully from the initial report to the final result.

Any employee or faculty member who believes he or she has been the subject of any form of prohibited conduct, harassment, or discrimination should bring the matter to the Director of Human Resources or the Vice-Chancellor for Academic Affairs.

All members of the faculty, administration, and all support staff are required to report incidents of prohibited conduct, harassment, and discrimination, including sexual harassment and gender discrimination, sexual misconduct, relationship violence, and sexually inappropriate behavior, that they observe, that they are informed about, or of which they become aware by any means to the Director of Human Resources or the Vice-Chancellor for Academic Affairs.

Investigation of Reports:

All concerns will be taken seriously and directed to the University's intake office, informing the alleged respondent about the University's policy regarding such behavior and advising the respondent that retaliation is prohibited.

The University's Title IX Coordinator will be notified of all Title IX/VAWA-related claims. In those cases, the Title IX Coordinator will determine to whom to assign the responsibility to investigate. The investigation will typically involve interviewing the individual who believes they have been harassed, interviewing the individual who has been accused, and interviewing witnesses or those who are believed to have relevant information about the claim. The individual being accused generally has the right to know who has made an allegation against them. The supervisor of an employee making a claim and the supervisor of an employee being named in a claim may be notified of the claim, only if appropriate.

Review:

When the individual making a claim or the accused is a faculty member, the investigation will usually be assigned to the Vice-Chancellor for Academic Affairs Office. Generally, the Vice-Chancellor for Academic Affairs will investigate with the Director of Human Resources, meeting with the individual making a claim, the individual who has been accused, and any witnesses or those who may have relevant information. Any corrective action toward a faculty member will be determined based on procedures outlined in the Faculty Handbook.

When a claim involves an employee of the University other than a faculty member, the investigation will typically be assigned to a Director of Human Resources. The Title IX Coordinator may delegate responsibility for the investigation to another professional staff member or person(s) authorized by the University as appropriate. Any corrective action toward a member of the professional staff will be based on standard University procedures. The University, in its sole discretion, makes disciplinary decisions.

Student complaints about a faculty member or another employee of the University will be reviewed by either the Vice-Chancellor for Academic Affairs (in the case of a faculty member) and the Title IX Coordinator (in situations involving Title IX/VAWA-related claims) or a Director of Human Resources (in the case of an employee).

Faculty or staff complaints about a student will be reviewed by the Title IX Coordinator or trained designee. The judicial procedures for sexual harassment grievances are outlined in the Student Code of Conduct.

Student complaints about other students will be reviewed and investigated per the Sexual Misconduct and Relationship Violence Policy by the Title IX Coordinator or Vice-Chancellor of Enrollment Management and Student Success. The judicial procedures for sexual harassment grievances are outlined in the Student Code of Conduct.

During an investigation, the individual conducting the investigation may consult with or notify the University President, the Vice-Chancellor for Academic Affairs, the Vice-Chancellor for Enrollment Management and Student Success/Dean of the University, the Director of Human Resources, the Chief of Police, or another administrator, or outside legal counsel as appropriate.

Confidentiality will be maintained throughout the investigation to the practicable and consistent with the University's need to undertake a full and impartial investigation. Only those with a business need-to-know will be involved in the investigation.

In cases involving an issue or concern outlined in the Employee and Student Sexual Harassment, Sexual Misconduct, Dating Violence, Domestic Violence, Stalking, and Sexually Inappropriate Behavior Section only, both the Complainant and the Respondent may have an advisor of their choice present during the investigation. The advisor's role is to support the Grievant/Respondent, but the advisor may not represent the Grievant/Respondent during the investigation. The Grievant/Respondent may speak quietly with their advisor or request a short break to speak.

Employees questioned by the University during an investigation are required to provide their full cooperation. In turn, the University expects that all those involved in an investigation, including the individual making a claim, the individual who has been accused, and any witnesses will be treated with dignity and respect during the investigation. If criminal conduct has been alleged, the claimant may elect to file a complaint with the appropriate authorities. The University will conduct its investigation, even if a criminal investigation occurs.

The University will generally conclude its investigation in 60 days or less. In rare cases where the matter presents particular complexities or the unavailability of witnesses, it may be extended.

All investigations will offer an equal opportunity for the accuser and the accused to present relevant witnesses and other evidence. After the investigation, appropriate administrators of the University will determine whether a violation of this policy occurred using a "preponderance of the evidence" standard. This means that, based on the evidence's totality, harassment more likely than not occurred (not a "clear and convincing evidence" standard).

In investigations that implicate rights protected by Title IX, the individual making the complaint and the alleged offender will be apprised of the outcome of the inquiry in writing. The University Grievance Procedure is available to employees after a determination has been made by the appropriate administrator, as discussed above (as long as it meets one of the three grounds identified in the policy).

If harassment or other violations are found to occur, immediate and appropriate action will be taken to stop the harassment or other violations, eliminate the hostile environment, prevent its recurrence, and remedy its effects.

Where a Respondent has been found responsible, the University will take appropriate actions, which may include disciplinary and corrective actions designed to prevent future occurrences.

Sanctions may be issued individually, or a combination of sanctions may be imposed. The determination of sanctions is based upon several factors, including nature, the severity of, and circumstances surrounding the violation; the harm suffered by the Complainant; any ongoing risk to either the Complainant or the community posed by the respondent; the impact of the violation on the community, its members, or its property; any previous disciplinary history; previous complaints or allegations involving similar conduct; and any mitigating or aggravating circumstances. **Disciplinary measures may consist of actions including a verbal warning, written warning, last chance agreement, suspension without pay, or possible termination of employment.** Employees found responsible for sexual violence or assault incidents will receive a more significant sanction, up to and including termination. The Human Resources Director determines sanctions. Faculty disciplinary matters will be handled per procedures outlined in the Faculty Handbook.

In appropriate cases, the University may determine that the misconduct was motivated by bias, insofar as a Complainant was selected based on their race, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, gender identity, age, veteran's status, marital/family status, genetic information, or disability. Where the University determines that the misconduct was motivated by bias, the University may elect to increase the sanction imposed as a result of this motivation. Disciplinary sanctions may range from probation to permanent separation from the University. They may also include any educational, remedial, or corrective actions as warranted.

Notice of Outcome and Sanction:

In investigations that implicate rights protected by Title IX, the individual making the complaint has been made by a University administrator as discussed above:



Purpose: The University Grievance Appeal Procedure exists as a means to contest a determination that has been made regarding an alleged violation of the University's Harassment and Discrimination-Free Workplace Policy, including any Title IX-related claims. There are three grounds for which either party may grieve under this procedure:

- **Unreasonable Sanction** – The Reporting Party or the Responding Party believes that the discipline/sanction imposed was unreasonable for the violation of policy for which the Responding Party was found responsible;
- **Procedural Error** – A clear procedural error occurred during the investigative stage preventing either the Reporting Party or the Responding Party from a reasonable opportunity to prepare and present information to the investigator(s) that could have reasonably affected the outcome of the matter; or
- **New Information** – There is a discovery of new information that was not available at the time of the investigative process and could have reasonably affected the outcome of the matter.



What Categories of Grievance Are Not Covered by the University Grievance/Appeal Procedure:

The University Grievance Appeal Procedure does not apply to issues concerning compensation, classification, work standards, and other University policies, matters that are beyond the control or jurisdiction of the University, or any disciplinary matter or termination unless the employee believes that such actions were the result of unlawful discrimination or harassment.

Additionally, dismissal of a faculty member for cause, non-reappointment of a non-tenured faculty member, or tenure/promotion issues may not be addressed with the University Grievance Appeal Procedure. These faculty issues, which may be addressed using procedures found in the Faculty Handbook, are under the Faculty Grievance Committee's purview, a faculty committee distinct from the University Grievance Committee created under this policy.

The Grievance Appeal Procedure is not a legal proceeding but a Southern University at New Orleans community procedure created with the health and welfare of the University's employees in mind. The University Grievance Appeal Procedure may be used freely without fear of retaliation. If appropriate, the Director of Human Resources, working with the Vice-Chancellor for Academic Affairs or the Director of Student Rights and Responsibilities is available for assistance.

Composition of the University Grievance/Appeal Committee:

Under this policy, Southern University at New Orleans maintains a body called the University Grievance/Appeal Committee. The Chancellor of the University appoints members of this committee for terms of three years. The University Grievance/Appeal Committee is composed of three tenured faculty members, three administrators, and three support staff members. The Chair of the University Grievance/Appeal Committee (appointed by the Chancellor) will be a tenured faculty member and may serve as one of the four voting members of a grievance hearing panel. The University Grievance/Appeal Committee receives harassment and discrimination training and is knowledgeable of the University's Employee Harassment and Discrimination-Free Workplace Policy.

Grievance Appeal Process:

- The employee must file a Notice of Grievance Form within seven (7) business days of the determination with (1) the Director of Human Resources in the case where the grievant is an administrator or support staff member, (2) the Vice-Chancellor for Academic Affairs in the case where the grievant is a faculty member, or (3) the Vice-Chancellor of Enrollment Management and Student Success in the case where the grievant is a student employee. This form will ask the grievant to identify which of the three grounds (or combination of the three), referred to in the Purpose discussion above, he or she seeks to have addressed. The grievant will be asked to make a formal statement outlining the specifics of his or her grievance.

- Upon receiving the Notice of Grievance Form, the Director of Human Resources, the Vice-Chancellor for Academic Affairs, or the Vice-Chancellor of Student Affairs will forward the notice to the University Grievance/Appeal Chair Committee. From the appointed University Grievance/Appeal Committee members, the Chair will select a hearing panel of three additional members, including one staff member and one administrator. If a student is a party to the grievance, the student may request the Chair of the University Grievance Appeal Committee that the hearing panel includes one student appointed by the Vice-Chancellor of Enrollment Management and Student Success from the student members of the Student Conduct Review Board. The Chair will endeavor to have an appropriate level of diversity on the hearing panel. When applicable, the Chancellor will assign staff support to assist with the hearing panel's administrative functions.
- The hearing panel will meet to review the formal grievance/appeal within the context of the University Grievance/Appeal Procedure. Based on the written grievance, the hearing panel may decide that the challenge does not satisfy one of the three grounds for a grievance. The hearing panel may engage in fact-finding, including pre-hearing interviews and reviewing other materials reasonably necessary to decide whether one of the three grounds of the grievance has been met. If the hearing panel concludes that the challenge does not satisfy one of the three grounds, the hearing panel will promptly forward its decision (which is final) to the Director of Human Resources, the Vice-Chancellor for Academic Affairs, and other administrators as appropriate.
- The hearing panel shall determine whether and to what extent the grievant may participate in the hearing and pre-hearing matters and to the extent to which the grievant has access to documents reviewed by the hearing panel. In cases involving an issue or concern outlined in Section I only of the Employee Harassment and Discrimination-Free Workplace Policy (Employee and Student Sexual Harassment, Sexual Misconduct, Dating Violence, Domestic Violence, Stalking, and Sexually Inappropriate Behavior), if the hearing panel wishes to speak to the grievant or the respondent, either party may have an advisor of their choice present during the grievance proceedings.
- If and only if the hearing panel decides that one or more of the three grounds for a grievance are met, the hearing panel will promptly schedule a hearing. The hearing will not revisit the entire matter but will be limited to addressing the grievance's grounds. At this hearing, the burden of proof will be on the grievant to establish the foundation for the grievance by a preponderance of the evidence. The hearing will be a closed meeting, including only those persons the hearing panel deems necessary to address the grievance's grounds. Witnesses will be present only when their testimony is being taken.

- In cases involving an issue or concern outlined in Section I only of the Employee Harassment and Discrimination-Free Workplace Policy (Employee and Student Sexual Harassment, Sexual Misconduct, Dating Violence, Domestic Violence, Stalking, and Sexually Inappropriate Behavior), both the grievant and the respondent may have an advisor of their choice present during the grievance. In cases involving other forms of harassment or discrimination, the grievant may choose any current faculty member, administrator, support staff member, or student who is not directly involved in the case to serve as his/her advisor. There will not be attorneys present for the parties in cases involving other forms of harassment or discrimination. In all cases, the role of an advisor is to support the grievant/respondent, but the advisor may not represent the grievant/respondent during the grievance. In all cases, the grievant/respondent may speak quietly with his or her advisor or request a short break to speak.
- The hearing panel will make a recommendation concerning the allegations of the grievance based on a majority vote. If there is no clear majority vote, the hearing panel will report the outcome to the appropriate administrator, as set forth below. Promptly after the completion of the hearing, the grievant will be advised of the hearing panel's recommendation. The hearing panel will also recommend one or more of the following persons: The Vice-Chancellor for Academic Affairs if the grievant is a faculty member administrator or support staff member; or the Vice-Chancellor for Enrollment Management and Student Success if the grievant is a student. If one of these administrators is the Reporting Party or the respondent in the original hearing, the hearing panel will advise the Chancellor of the University of its recommendation instead of that administrator. The hearing panel has no restrictions on what it may recommend: from a finding that the grievance is not established, to a reprimand, to further proceedings for dismissal of the employee.
- The administrator, who is advised of the outcome of the hearing, as outlined in paragraph 7 above, will promptly review the hearing panel's recommendation. This administrator, who is not bound by the hearing panel's recommendation, will determine any resolution of the grievance, including a sanction, within the authority of his or her position. The decision of this administrator is final.

Interim Measures:

During the investigation and before the final determination, the University may take appropriate interim measures to protect the parties involved. A Complainant or Respondent may request an interim measure or other protection, or the University may impose interim measures at its discretion to ensure the safety of all parties, the University community, and the integrity of the process. These actions are not a presumption of responsibility for violation of the Standards of Conduct Policy. Interim measures may be imposed on whether the Complainant or the University seeks formal disciplinary action.

Types of Interim Measures:

After consulting with the Complainant and Respondent, the University will determine which measures are appropriate to ensure the Complainant's safety and equal access to employment:

Assistance in alternative University employment arrangements or changing work schedules, when possible.

- A No-Contact Directive pending the outcome of an investigation. Such directives serve as notice to both parties that they must not have verbal, electronic, written, or third-party communication with one another
- Providing an escort to ensure that the employee can move safely across campus
- Assistance identifying an advocate to help secure additional resources or assistance including off-campus and community advocacy, support, and services
- Issue a full, partial, or modified persona non grata (PNG) to the respondent if appropriate
- Any other remedy that can be tailored to the involved individuals to achieve the goals of this policy

The University will work with the Complainant and the Respondent to identify what interim measures are appropriate in the short term and will continue to work collaboratively throughout the University's process and as needed after that to assess whether the instituted measures are effective and, if not, what additional or different steps are necessary.

University-initiated Protective Measures:

In addition to those protective measures previously described, the Title IX Coordinator or designee will determine whether interim interventions and protective measures should be implemented. If so, take steps to achieve those protective measures as soon as possible. Examples of interim protective measures include, but are not limited to: a University order of No Contact, residence hall relocation, adjustment of course schedules, a leave of absence, or reassignment to a different supervisor or position. These remedies may be applied to one, both, or multiple parties involved. Violations of the Title IX Coordinator's directives or protective measures will constitute related violations that may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by the Title IX Coordinator, Director of Human Resources, or Vice-Chancellor for Academic Affairs.

Notification to Victims of Crimes of Violence:

The University will, upon written request, disclose to the alleged victim of a crime of violence or a non-forcible sex offense the report on the results of any disciplinary proceeding conducted by the University against a student or employee who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as the result of such a crime or offense, the next of kin of such a victim shall be treated as the alleged victim for this paragraph's purposes.

- The Vice-Chancellor for Enrollment Management and Student Success may, in their sole discretion, meet with the Complainant, Respondent, others involved in the process, or the Adjudicator to determine whether the original sanction(s) should be amended. During any meeting with the Complainant, Respondent, or other individuals, the Vice-Chancellor for Enrollment Management and Student Success will not revisit the entire matter but limit their discussion to whether the sanction is unreasonable previously identified.
- The decision of the Vice-Chancellor for Enrollment Management and Student Success is final, except for expulsion

Appeal Board Process

The Respondent or Complainant may request the Appeals Board's removal if the student has reason to believe that the member may not be fair or impartial. This request, including rationale, must be submitted to the Office of Enrollment Management and Student Success in writing at least 48 hours in advance of the hearing. The final decision to remove a member of the Board is at the discretion of the Title IX Coordinator.

- The Appeals Board will have access to reports, statements by the Complainant, Respondent, witnesses, and any other materials gathered during the investigation.
- The Appeals Board will vote on whether or not the original sanction(s) should be amended. Amendment of the sanctions may include an increase or decrease in severity.
- The Appeals Board may, in its sole discretion, meet with the Complainant, Respondent, others involved in the process, or the Adjudicator to determine whether the original sanction(s) should be amended. During any meeting with the Complainant, Respondent, or other individuals, the Appeals Board will not revisit the entire matter. Still, it will limit its discussion to whether the sanction is unreasonable, as previously identified.
- The decision of the Board is final, except in cases of expulsion.

In Cases of Expulsion:

In cases where appeals have resulted in expulsion, the Respondent will have the opportunity to submit an appeal to the Chancellor of Southern University at New Orleans. This appeal must meet one of the criteria listed above in Reasons for Appeal. The Respondent will have three (3) calendar days to submit the appeal in writing to the Chancellor's Office. The Chancellor will determine whether the appeal should be granted. This decision is final.

SEX OFFENDER REGISTRY AND ACCESS TO RELATED INFORMATION

The Adam Walsh Child Protection and Safety Act of 2006 provides registration and tracking of sex offenders. Institutions of higher education are required to issue a statement advising the campus community on where to obtain law enforcement agency information provided by a State concerning registered sex offenders. The law 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, or is a student.

In the State of Louisiana, information regarding registered sex offenders subject to community notification may be obtained from a community member's respective local municipal police agency or the Louisiana State Police. In the City of New Orleans, information regarding registered sex offenders who are subject to community notification may be obtained at the New Orleans Police Department, located at 715 S. Broad Street, or the Louisiana State Police – Troop B, located at 2101 I-10 Service Road, Kenner, LA 70065. This information can also be obtained by visiting the Louisiana State Police's website at <http://www.icrimewatch.net/louisiana.php>.

Guests/Visitors

University housing is provided for Southern University at New Orleans students as assigned by the Office of Residential Life and other neighboring university students as contracted. Visitors may be allowed to use residence facilities with the following guidelines:

- For a student to host a guest in the room, the student must ask all roommates for permission to host a guest. Students cannot host a guest unless all other roommates agree to allow the guest into their space.
- Visitors are permitted for only three consecutive days and total no more than eight (8) days in one month. No student is authorized to allow extended use of University housing facilities (including rooms) to any visitor, either student or non-student, when such use, because of its duration or frequency, constitutes a de facto sub-contracting of University facilities to an unauthorized person.
- No student is authorized to permit the use of University housing facilities (including rooms) for any visitor, either student or non-student when such use becomes a source of complaint to the roommate(s), members of the floor/residence hall, or University staff.

- The host student has complete responsibility for all visitors. Students accused of violating this policy may be subject to conduct action. If visitors violate University policy, the host student will be held responsible and is subject to conduct action. The visitor, either student or non-student, will be removed from University housing and be prohibited from returning to campus.
- Guests must register their vehicle at SUNO Police Headquarters.

Training of Residence Hall Staff

The Community Policing and Crime Prevention Officers provide annual security and life safety training. This training minimally includes the introduction of officers, a description of services offered, instruction on fire safety hazards and building evacuation, guidance on the emergency operations plan and emergency notification system, training related to the Clery Act and Campus Security Authorities (CSA), Title IX Awareness training, and general information on requesting emergency assistance from SUNO Police.

Other related training conducted for the Resident Assistants by members of SUNO Police includes locking buildings, responding to fire alarms, and other crisis response procedures. Several times each academic year, SUNO Police officers are invited into student housing to conduct informal meetings with students on security and enforcement procedures.



WEAPONS POLICY

Southern University at New Orleans officers are commissioned, certified police officers, and carry firearms. Select supervisors and officers are Taser and Baton certified, and all patrol officers carry pepper spray and handcuffs. Outside law enforcement personnel who are authorized to possess weapons may do so within the scope of their authority. No other persons are permitted to possess weapons on University property, even if such weapons are legally registered.

COMMUNITY COMPLAINTS/FEEDBACK

Southern University at New Orleans officers are commissioned, certified police officers, and carry firearms. Select supervisors and officers are Taser and Baton certified, and all patrol officers carry pepper spray and handcuffs. Outside law enforcement personnel who are authorized to possess weapons may do so within the scope of their authority. No other persons are permitted to possess weapons on University property, even if such weapons are legally registered.

Additionally, the Department encourages community members to bring forward legitimate grievances regarding misconduct by employees. Any member of the Department will receive complaints courteously, and they will be handled efficiently. All complaints will be taken seriously and thoroughly investigated by the Chief of Police or designee.

We are also asking those, who have recently requested service or response from the Police Department to assist us by taking a few minutes to complete our survey. Your input is valued and will affect future management decisions.

[SUNO Police Customer Satisfaction Survey](#)

The SUNO Police Department is committed to providing the highest quality police service to our community. One way to evaluate our level of professional service is to obtain feedback from students, visitors, faculty, and staff members who have had to interact with our officers in the past. Through this feedback, we hope to improve our efforts continually and to identify areas needing attention.

Therefore, we are asking SUNO community members, such as yourself, who have recently requested service or response from the Police Department to assist us by taking a few minutes to complete this survey. Your input is valued and will affect future management decisions.

HAZING POLICY

The University prohibits all hazing forms, including, but not limited to, the following acts: pre-intake and pre-initiation activities.

Hazing is defined as any action taken or situation created, intentionally, whether on or off fraternity or sorority premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations include, but are not limited to: creation of excessive fatigue, physical and psychological shocks, publicly wearing conspicuous apparel and not generally in good taste, engaging in public stunts and jokes, morally degrading or humiliating games and activities, late-night sessions which interfere with scholastic activities, and any other activities which are not consistent with the regulations of the governing fraternity or sorority, Southern University at New Orleans, and the State of Louisiana.



MISSING STUDENTS

The University has adopted a missing student notification policy for students residing in on-campus residential facilities. In addition to registering a general emergency contact, all students living in on-campus student housing facilities have the option to disclose confidential contact information annually for a person to be notified by the University in the event the student is officially reported as missing. The University will ensure that all students can update their contact information whenever needed. These procedures and registration processes are communicated to students when registering each academic year. The contact information will be confidential, accessible only by authorized campus officials and law enforcement, and may not be disclosed outside a missing person investigation. If a student has identified such an individual, SUNO Police or Enrollment Management and Student Success officials will notify them no later than 24 hours after the student is determined to be missing.

If a member of the University community believes that a student who resides in on-campus student housing is missing, they must immediately notify SUNO Police at: (504) 286-3355. SUNO Police will generate a Missing Person report and initiate an investigation.

After investigating the Missing Person report, should SUNO Police determine that the student is missing and has been missing for more than 24 hours (regardless of whether the student has identified a contact person, is above the age of 18 or is an emancipated minor), SUNO Police or a representative from Enrollment Management and Student Success will notify the New Orleans Police Department or law enforcement authority with jurisdiction and the student's emergency contact no later than 24 hours after the student is determined to be missing unless the local law enforcement agency was the entity that made the determination that the student was missing.

If the missing person is under the age of 18 and is not an emancipated individual, SUNO Police or a representative from Enrollment Management and Student Success must and will notify the student's custodial parent or legal guardian, the missing person contact, and the New Orleans Police or local law enforcement with jurisdiction immediately after SUNO Police has determined that the student has been missing for more than 24 hours, in addition to notifying any additional contact person designated by the student.

If a student has been determined missing for more than 24 hours, in addition to the above notifications, specific procedures to follow include

- contacting the student's RAs,
- checking with emergency health care providers and
- taking such other investigative actions as are appropriate under the circumstances.

The University will implement these procedures in less than 24 hours if circumstances warrant a faster implementation.

EMERGENCY MEDICAL RESPONSE PROCEDURES

Students, faculty, staff, and guests should report any emergency medical situations to SUNO Police immediately at (504) 286-3355, or to the Orleans Parish Communications District by dialing 9-1-1.

SUNO Police uniformed patrol supervisors and officers are Red Cross-trained emergency medical responders to provide medical assessment and basic emergency care. SUNO Police can summon an ambulance through the Orleans Parish Communications District.

CRIME PREVENTION, FIRE SAFETY, AND SAFETY AWARENESS PROGRAMMING

Southern University at New Orleans offers many programs designed to inform students and employees about campus security procedures and practices and the prevention of crimes. A common theme of all awareness and crime prevention programs is to encourage students and employees to be responsible for their safety and the safety of others on campus—various campus organizations throughout the year sponsor crime prevention programs on personal safety and security. These programs include general crime prevention and security awareness programs, such as safety education forums, programs, and discussions about topics such as alcohol abuse, sexual assault awareness and prevention, relationship violence awareness and prevention, bystander intervention, fire safety, emergency response and evacuation procedures, and theft prevention. SUNO Police, Residence Life, Enrollment Management and Student Success, and the Title IX Coordinator participate in forums, panels, meetings, and programs in residence halls and fraternities to explain University security, campus safety, campus policies, and expectations related to student conduct and behavior and fire safety measures and procedures at Southern University at New Orleans with all incoming students during the fall orientation program.

These crime prevention and security awareness themes are additionally reviewed as part of Public Safety's community policing liaison program with the sororities, fraternities, first-year residents, and other vital student groups and organizations. New-employee orientation includes the distribution of crime prevention and fire safety materials to all new employees during scheduled orientation sessions.

Additional safety awareness and crime prevention training/programming occurs at the end of each fire/evacuation drill, during RA, RC, and CL training, and other special campus events and safety forums throughout the year.

The background image shows a contemporary living room. On the left, a large black television sits on a white console. To its right is a white wall-mounted cabinet with a glass door. In the foreground on the right is a brown leather sofa. The entire scene is overlaid with a semi-transparent fire effect, with bright orange and yellow flames rising from the bottom and sides, creating a sense of urgency and danger.

ANNUAL FIRE SAFETY REPORT

SUNO Police publishes this Fire Safety Report as part of its annual Clery Act Compliance document. This is via this annual report, which contains information concerning the fire safety practices and standards for Southern University at New Orleans. This report includes statistics concerning the number of fires within on-campus residential facilities, the cause of each fire, the number of injuries and deaths related to a fire, and the value of the property damage caused by a fire. The compliance document is available for review 24 hours a day by requesting SUNO Police by calling (504) 286-3355, or by visiting SUNO Police Headquarters in person inside the Maintenance Building, Room 102.

General Residence Hall Fire Safety:

All of Southern University at New Orleans' on-campus residential student housing facilities are wholly covered by integrated automatic sprinklers and hard-wired addressable fire alarm systems, which are monitored twenty-four hours a day, seven days a week by SUNO Police's communications center.

On-campus residential facilities have the following life safety systems: portable fire extinguishers, emergency lighting, emergency exit signs and doors, and emergency phones. The sprinkler systems are tested and inspected quarterly.

Each resident is given a copy of the Student Housing Rules, which includes information on fire safety and what appropriate action to take during a fire alarm or fire emergency. Fire drills are conducted each semester by Facilities Management.

If a fire occurs in a Southern University at New Orleans-owned, -rented, -leased, or otherwise controlled building, community members should immediately notify the local fire department by dialing 9-1-1. SUNO Police can be contacted at (504) 286-3355. SUNO Police will initiate a response to all fire alarms or reports it receives. Upon confirmation of a fire, SUNO Police will immediately summon the local fire department for assistance by contacting the Orleans Parish Communications District.

Fires should be immediately reported to the Southern University at New Orleans Police (SUNOPD). If a member of the Southern University at New Orleans community finds evidence of a fire that has been extinguished, and the person is not sure whether SUNO Police has already responded, the community member should immediately notify SUNO Police to investigate and document the incident. Fire alarms alert community members of potential hazards and community members are required to heed their warning and evacuate buildings immediately upon hearing a fire alarm in a facility. Use the nearest stairwell or exit to leave the building immediately. Community members should familiarize themselves with the exits in each building.

SUNO Police can work with other University offices to levy fines and penalties upon individuals who fail to evacuate a building promptly – but a more critical reason for evacuating is for safety! When a fire alarm is activated, the elevators in most buildings will stop automatically.

Occupants should use the stairs to evacuate the building.

Procedures for Students and Employees in the Event of a Fire:

Find the nearest pull station and sound central alarm, or call 9-1-1, or contact SUNO Police directly at (504) 286-3355.

- Shut all doors and windows in the vicinity of the fire
- If the fire is small, use fire extinguishers to put it out
- Exit by the nearest safe stairway
- Do not use the elevators
- Do not run
- If there is smoke in the room, keep low to the floor
- Try to exit the room, feel the doorknob
 - If it is hot, do not open the door
 - If the doorknob is not hot, brace yourself against the door and crack it open
 - If there is heat or heavy smoke, close the door and stay in your room
- Don't panic
- Seal up the cracks under the door with sheets, or towels
- If there is smoke in the room, crack the windows at the bottom and, if possible, allow for ventilation
- Hang a sheet or towel from the window to announce that you are in your room
- Call SUNO Police at (504) 286-3355; be sure to give your room number and location
- If you can exit the room, put on shoes (and if necessary, a coat). If smoke is evident, get a wet towel to cover your face
- Close all doors
- If you are blocked by fire from exiting the building, go to the safest fire-free area, or stairwell. If a phone is available, call SUNO Police; or find a window, and signal that you are still in the building.

Student Residence Hall Fire Evacuation Procedures in Case of a Fire:

The fire alarm system may be used to evacuate a building(s) if there is a potential threat to the health and safety of that segment of the community.

- Activate the building fire alarm if it is not already sounding. Pull a fire alarm station on the way out.
- Leave the building by using the nearest exit.
- Crawl if there is smoke. Cleaner, cooler air will be near the floor. Get Low and Go.
- Before opening any doors, feel the metal knob. If it is hot, do not open the door. If it is cool, brace yourself against the door, open it slightly, and if heat or heavy smoke is present, close the door and stay out of the room.

- Go to the nearest exit or stairway. If the nearest exit is blocked by fire, heat, or smoke, go to another exit. Always use an exit stairway, not an elevator. Elevator shafts may fill with smoke, or the power may fail, leaving you trapped. Stairway fire doors will keep out fire and smoke if they are closed and protect you until you get outside. Close as many doors as possible as you leave. This helps to confine the fire. Total and immediate evacuation is the safest. Only use a fire extinguisher if the fire is very small and you know how to do it safely. Do not delay calling emergency responders or activating the building fire alarm. If you cannot put out the fire, leave immediately. Make sure the fire department is called—even if you think the fire is out.
- If you get trapped, keep the doors closed. Place cloth material (wet, if possible) around and under the door to prevent smoke from entering.
- Be prepared to signal your presence from a window.
- Signal for help. Hang an object at the window (jacket, shirt) to attract the fire department's attention. If there is a phone in the room, call 9-1-1 or (504) 286-3355 from a cellular phone, and report that you are trapped. Be sure to give your room number and location. If all exits from a floor are blocked, go back to your room, close the door, seal cracks, open the windows if safe, wave something out the window, and shout or phone for help.
- If you are on fire, stop, drop, and roll, wherever you are. Rolling smothers fire.
- Cool burns. Use cool tap water on burns immediately. Don't use ointments. If the skin is blistered or charred, call for an ambulance.
- Be aware of obstacles. Storage of any items in the corridors, such as bicycles, chairs, desks, and other items is prohibited in all exit ways, including stairwells. Blocked exits and obstacles impede evacuation, especially during dark and smoky conditions.
- If you are a person with a disability (even temporarily), you should do the following:
 - Learn about fire safety
 - Plan for fire emergencies
 - Be aware of your capabilities and limitations

Plans for Future Improvements in Fire Safety:

We strive to continually improve and expand our in-service training sessions for all Residential Life student staff, SUNO Police staff, and other housing staff. This training includes essential fire safety topics and hands-on fire extinguisher training courses.

The University continues to assess and upgrade fire safety equipment as an ongoing process to ensure that all equipment meets National Fire Safety standards. Future improvements will be made as needed as part of the ongoing assessment, budget, and strategic planning process.



Life Safety Inspections and Violations:

The Residential Life unit performs residence hall full-scale Health and Safety (H&S) inspections three times a year – once during winter break, once during spring break, and once during the summer months before the fall semester.

Full-scale building/hall inspections are announced. Life Safety inspections are primarily designed to find and eliminate safety violations. Students are required to read and comply with the Residential Guidelines, including life and fire safety rules and regulations for residential buildings.

The inspections include but are not limited to, a visual examination of electrical cords, sprinkler heads, smoke detectors, fire extinguishers, and other life safety systems. Also, each room will be examined for the presence of prohibited items (e.g., sources of open flames, such as candles; non-surge protected extension cords; halogen lamps; portable cooking appliances in non-kitchen areas; etc.) or prohibited activity (e.g., smoking in the room, tampering with life safety equipment, possession of pets, etc.). This inspection will also include a general assessment of food and waste storage and the room's cleanliness.

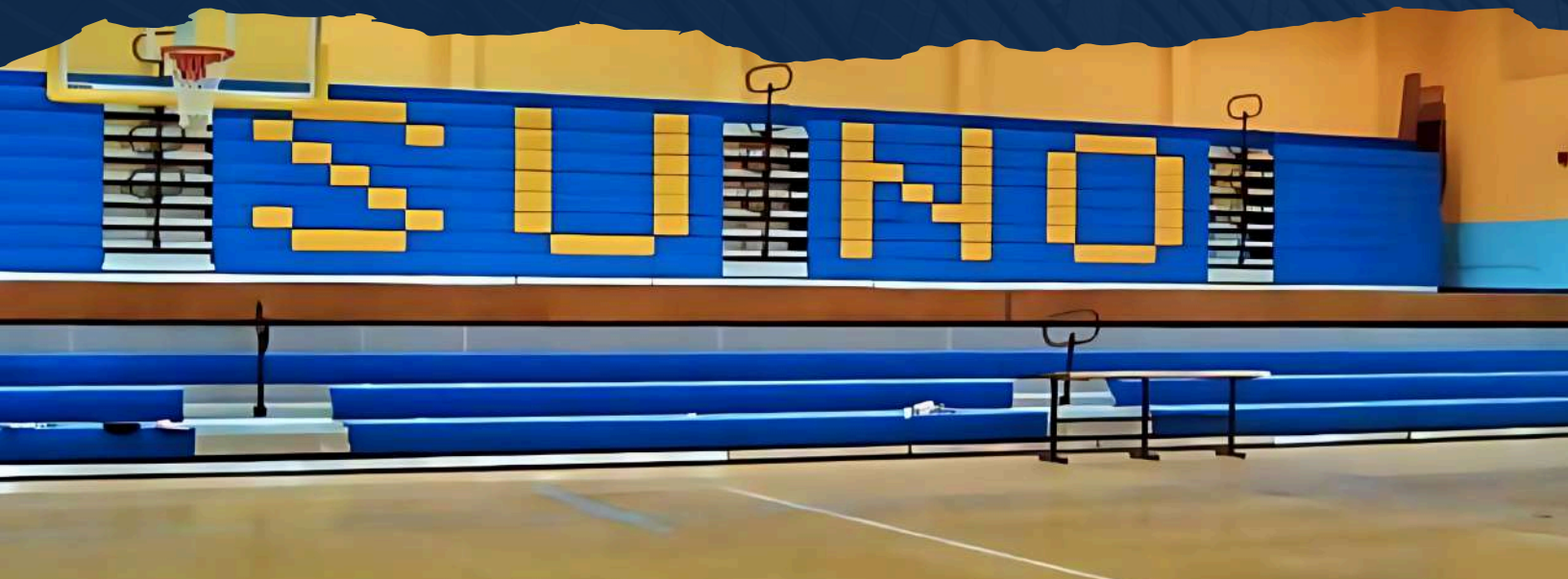
Prohibited Items and Prohibited Conduct:

If a student's behavior does not meet University community expectations or is in violation of the policies outlined in the Student Handbook, they may expect to conduct the action. Southern University at New Orleans expects students, as adults, to maintain a standard of personal discipline that is in harmony with the educational goals of the institution, federal, state, and local laws, and to respect the rights, privileges, and property of fellow students, faculty, staff, and administrators. Students are responsible for the items contained in their rooms and the events that occur in their rooms. Special surveillance resources may be utilized by the University when conduct issues become chronic or disruptive.



Prohibited Items:

- The following items are not permitted in residence halls:
- Guns; firearms; knives longer than three inches; or weapons of any type, including BB and pellet guns
- Candles or incense (lit or unlit)
- Tapestries, banners, and flags. These items cannot be hung on walls, ceilings, or over windows. Window treatments such as curtains must be made of a fabric that resists or retards the spreading of flames and has either a UL fire rating #723 or NFPA 225
- Room-heating devices, including all space heaters, kerosene or oil lamps, and alcohol burners
- Gasoline-powered items, such as motorcycles, mopeds, or parts thereof
- Pressurized tanks (e.g., helium tanks)
- Flammable or combustible liquids or chemicals, including gasoline and charcoal
- Grills of any type (except UL-listed Foreman-style grills in apartments)
- Fireworks, smoke bombs, sparklers, etc.
- Drug paraphernalia and illegal drugs
- Animals or pets of any kind, except certified service animals or non-carnivorous fish; refer to the University's Pet Policy in the Student Handbook and on the University website
- Light dimmers, ceiling fans, or any other device that replaces, adds, or interferes with any room apparatus
- Excessive furniture that blocks or restricts egress from sleeping areas
- Physical training equipment
- Three-section couches
- Waterbeds, and beds other than twin-size
- Dartboards and darts
- Nails, hooks, double-faced adhesive tape, or other items that will damage walls
- Live trees
- Personal lofts
- Hoverboards



The following electrical appliances and corded items are prohibited in residence halls (Note: all cords and permitted devices must be UL Listed):

- Portable and electrical appliances (including toasters, toaster ovens, hot plates, etc.)
- Halogen lamps
- Overloaded electrical receptacles
- Faulty or old extension cords
- Portable washers, dryers, and dishwashers
- Personal room refrigerators (only permitted in apartments)
- Air conditioners (except for a certified disability)
- Microwaves (microwaves are allowed in apartments, limit one)

NOTE: The preceding list is not all-inclusive; any item that is a threat to public safety may be removed. In addition to confiscation, violators may pay a monetary fine and may be subject to conduct action.



Prohibited Conduct:

The following activities and actions are not permitted in residence halls and may result in conduct action:

- Smoking inside any residential space, including the use of electronic cigarettes
- Open flame.
- Draping or placing objects, including fabric, over lighting fixtures, smoke detectors, or fire sprinkler systems
- Hanging cardboard, plastic, or fabric (e.g., tapestries, banners, and flags) on walls, ceilings, light fixtures, or fire sprinkler apparatus. Posters on walls can't exceed 25% of the total wall surface.
- Hanging stringed lights on the exterior of buildings without the advance, expressed, written consent of the Office of Residential Life. Inside residence halls, students may use up to three strands of stringed lights per room; all stringed lights must be UL-approved.
- Wrapping or placing wires or stringed lights in the area of beds
- Lending keys to others, copying keys, possession of keys that are not authorized for your use
- Water fights, ball playing, bike riding, or similar activities that may harm persons or property
- Storage of bicycles in stairwells, halls, or rooms
- Storage of personal items such as sports bags/equipment, furniture, or suitcases in staircases or halls
- Throwing anything into or out of windows
- Altering, tampering, or dismantling any door closure or propping open any exterior door
- Cooking food in individual rooms
- Solicitation of goods or services, except Southern University at New Orleans students who have received prior approval from the Office of Enrollment Management and Student Success
- Painting, wallpapering or similarly decorating individual rooms or common areas unless prior permission is given by the Office of Residential Life and Facilities Management
- Repair any damages or replace or replace light bulbs in ceiling fixtures that have not been provided by the Facilities staff
- Removal, destruction, disassembling, or altering of any furniture in a room
- Removing screens from windows
- Installing wall partitions or paneling
- Modifying or tampering with circuit breakers or any part of the electrical system
- Installing and subscribing to a cable or satellite TV provider
- Installing personal locks or chains on doors or windows
- Sleeping in public areas of the residence halls by residents or guests
- Entering the Quarry pond – this includes wading, swimming, and ice skating
- Vehicle maintenance on University property



FIRE

SAFETY

EMERGENCY BUILDING EVACUATION DRILLS

Fire/emergency building evacuation drills are conducted each semester in residence halls, fraternities, academic, and administrative facilities. Emergency Building Evacuation Drills are conducted to familiarize occupants with emergency egress from a building and to establish the conduct of the drill as a matter of routine. Exercises will include suitable procedures, such as potential room-to-room checks, to ensure that all persons subject to the drill participate. Any person who fails to participate in a drill will be subject to disciplinary action by the appropriate authority. In the conduct of drills, emphasis shall be placed on orderly evacuation rather than speed.

Drills shall be held at expected and unexpected times and under varying conditions to simulate unforeseen situations in an actual emergency. Participants shall relocate to a safe location outside the building and remain at such location until a recall signal is given or further instruction.

Fire Investigations / Arson

Every fire that is not known to be accidental (such as a cooking fire) is investigated by a trained New Orleans Fire Department arson investigator. The primary investigator in response to fire incidents is the New Orleans Fire Department. Fires determined through investigation to be willfully or maliciously set are classified as arsons for Clery reporting purposes.



FIRE SAFETY SYSTEMS IN SOUTHERN UNIVERSITY AT NEW ORLEANS ON-CAMPUS RESIDENTIAL FACILITIES

Current Fire Safety Systems in place within On-Campus Residential Facilities as of Calendar Year 2023

Facility	Clery Classification	Fire Alarm Monitoring Done on Site by SUNOPD	Fully Sprinklered	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans & Placards	Number of Evacuation (fire) Drills Each Calendar Year
Student Apartments							
Building 1	On-Campus	Yes	Yes	Yes	Yes		0
Building 2	On-Campus	Yes	Yes	Yes	Yes		0
Building 3	On-Campus	Yes	Yes	Yes	Yes		0
Building 4	On-Campus	Yes	Yes	Yes	Yes		0
Building 5	On-Campus	Yes	Yes	Yes	Yes		0
Building 6	On-Campus	Yes	Yes	Yes	Yes		0
Building 7	On-Campus	Yes	Yes	Yes	Yes		0
Building 8	On-Campus	Yes	Yes	Yes	Yes		1
Building 9	On-Campus	Yes	Yes	Yes	Yes		0
Building 10	On-Campus	Yes	Yes	Yes	Yes		0
Building 11	On-Campus	Yes	Yes	Yes	Yes		0
Building 12	On-Campus	Yes	Yes	Yes	Yes		0
Building 13	On-Campus	Yes	Yes	Yes	Yes		0
Building 14	On-Campus	Yes	Yes	Yes	Yes		0
Building 15	On-Campus	Yes	Yes	Yes	Yes		0
Building 16	On-Campus	Yes	Yes	Yes	Yes		0
Building 17	On-Campus	Yes	Yes	Yes	Yes		0
Building 18	On-Campus	Yes	Yes	Yes	Yes		0
Building 19	On-Campus	Yes	Yes	Yes	Yes		0
Building 20	On-Campus	Yes	Yes	Yes	Yes		0
Building 21	On-Campus	Yes	Yes	Yes	Yes		0
Building 22	On-Campus	Yes	Yes	Yes	Yes		0
Building 23	On-Campus	Yes	Yes	Yes	Yes		0
Building 24	On-Campus	Yes	Yes	Yes	Yes		0
Building 25	On-Campus	Yes	Yes	Yes	Yes		0

ANNUAL FIRE SAFETY REPORT/FIRE STATISTICS

(ON-CAMPUS RESIDENTIAL FACILITIES CONTINUED) 2021, 2022, 2023

Statistics and Related Information Regarding Fires in On-Campus Residential Facilities Calendar Year 2023						
Facility	Total Fires in Each Building	Fire Number	Cause of Fires	Number of Injuries that Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Student Apartments						
Building 1	0	X	X	X	X	X
Building 2	0	X	X	X	X	X
Building 3	0	X	X	X	X	X
Building 4	0	X	X	X	X	X
Building 5	0	X	X	X	X	X
Building 6	0	X	X	X	X	X
Building 7	0	X	X	X	X	X
Building 8	0	X	X	X	X	X
Building 9	0	X	X	X	X	X
Building 10	0	X	X	X	X	X
Building 11	0	X	X	X	X	X
Building 12	0	X	X	X	X	X
Building 13	0	X	X	X	X	X
Building 14	0	X	X	X	X	X
Building 15	0	X	X	X	X	X
Building 16	0	X	X	X	X	X
Building 17	0	X	X	X	X	X
Building 18	0	X	X	X	X	X
Building 19	0	X	X	X	X	X
Building 20	0	X	X	X	X	X
Building 21	0	X	X	X	X	X

ANNUAL FIRE SAFETY REPORT/FIRE STATISTICS

(ON-CAMPUS RESIDENTIAL FACILITIES CONTINUED) 2021, 2022, 2023

Statistics and Related Information Regarding Fires in On-Campus Residential Facilities Calendar Year 2022						
Facility	Total Fires in Each Building	Fire Number	Cause of Fires	Number of Injuries that Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Student Apartments						
Building 1	0	X	X	X	X	X
Building 2	0	X	X	X	X	X
Building 3	0	X	X	X	X	X
Building 4	0	X	X	X	X	X
Building 5	0	X	X	X	X	X
Building 6	0	X	X	X	X	X
Building 7	0	X	X	X	X	X
Building 8	0	X	X	X	X	X
Building 9	0	X	X	X	X	X
Building 10	0	X	X	X	X	X
Building 11	0	X	X	X	X	X
Building 12	0	X	X	X	X	X
Building 13	0	X	X	X	X	X
Building 14	0	X	X	X	X	X
Building 15	0	X	X	X	X	X
Building 16	0	X	X	X	X	X
Building 17	0	X	X	X	X	X
Building 18	0	X	X	X	X	X
Building 19	0	X	X	X	X	X
Building 20	0	X	X	X	X	X
Building 21	0	X	X	X	X	X

ANNUAL FIRE SAFETY REPORT/FIRE STATISTICS

(ON-CAMPUS RESIDENTIAL FACILITIES CONTINUED) 2021, 2022, 2023

Statistics and Related Information Regarding Fires in On-Campus Residential Facilities
Calendar Year 2021

Facility	Total Fires in Each Building	Fire Number	Cause of Fires	Number of Injuries that Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Student Apartments						
Building 1	0	X	X	X	X	X
Building 2	0	X	X	X	X	X
Building 3	0	X	X	X	X	X
Building 4	0	X	X	X	X	X
Building 5	0	X	X	X	X	X
Building 6	0	X	X	X	X	X
Building 7	0	X	X	X	X	X
Building 8	0	X	X	X	X	X
Building 9	0	X	X	X	X	X
Building 10	0	X	X	X	X	X
Building 11	0	X	X	X	X	X
Building 12	0	X	X	X	X	X
Building 13	0	X	X	X	X	X
Building 14	0	X	X	X	X	X
Building 15	0	X	X	X	X	X
Building 16	0	X	X	X	X	X
Building 17	0	X	X	X	X	X
Building 18	0	X	X	X	X	X
Building 19	0	X	X	X	X	X
Building 20	0	X	X	X	X	X
Building 21	0	X	X	X	X	X

Southern University at New Orleans is required to report crime statistics as defined by the Clery Act for the following crimes if the crimes are reported and occur in geographic locations as defined above.

Unfounded Crime Reports – According to Uniform Crime Report (UCR) guidelines, a reported offense can be cleared as unfounded by a sworn law enforcement authority “if the investigation shows that no offense occurred nor was attempted.” These cases thus remain as official crime reports and are included in the departmental statistics; however, they are explicitly labeled as “unfounded” cases within UCR reports on the various index crimes. According to UCR guidelines, the statistics on unfounded cases should include crime reports that are either: False or Baseless.

Murder/Non-Negligent Manslaughter – The killing of one human being by another.

Manslaughter by Negligence – The killing of another person through gross negligence.

The Federal definition (from VAWA) of Sexual Assault: An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is “any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.”

- **Rape:** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This definition includes any gender of victim or perpetrator.
- **Fondling:** The touching of the private parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- **Incest:** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape:** Non-forcible sexual intercourse with a person who is under the statutory age of consent.
- **Robbery** – The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

- **Aggravated Assault** – An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Burglary – The unlawful entry of a structure to commit a felony or a theft.

Motor Vehicle Theft – The theft or attempted theft of a vehicle.

Arson – Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another.

Domestic Violence, Dating Violence, and Stalking additions from the 2014 VAWA Negotiated Rulemaking Final Consensus Language:

The Federal definition (from VAWA) of **Domestic Violence**: a 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 cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
- by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred

The Federal definition (from VAWA) of **Dating Violence**: the term "dating violence" means violence committed by a person:

- who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- The existence of such a relationship shall be determined based on the reporting party's statement with consideration of:
 - the length of the relationship;
 - the type of relationship;
 - the frequency of interaction between the persons involved in the relationship

- Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse
- Dating violence does not include acts covered under the definition of domestic violence

The Federal definition (from VAWA) of **Stalking**: engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- fear for the person's safety or the safety of others; or
- suffer substantial emotional distress

For the purposes of this definition:

- Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling

Hate Crimes – any of the above offenses, and any other crime involving bodily injury, reported to local police agencies or campus security authority that manifest evidence that the victim was intentionally selected because of the perpetrator's bias, or the perpetrator perceived the person to be in one of the protected group categories. Additionally, on August 14, 2008, the Clery Act was amended to include larceny/simple assault, intimidation, and destruction/damage/vandalism (except arson) as reportable categories of hate crimes. These new reporting categories are only reported if motivated by bias as determined by one of the designated bias categories. The types of bias categories include race, gender, religion, sexual orientation, ethnicity, national origin, gender identity, and disability.

Hate Crime Definitions:

To ensure uniformity in reporting nationwide, the following definitions have been adopted for use in hate crime reporting:

Bias – a preformed negative opinion or attitude toward a group of persons based on their race, religion, disability, sexual orientation, or ethnicity/national origin.

Bias Crime – a criminal offense committed against a person or property that is motivated, in whole or in part, by the offender’s bias against a race, religion, disability, sexual orientation, or ethnicity/national origin; also known as Hate Crime.

Note: Even if the offender was mistaken in their perception that the victim was a member of the group the offender was acting against, the offense is still a biased crime because the offender was motivated by bias against the group.

Uniform Crime Reporting (UCR)/National Incident–Based Reporting System (NIBRS) Definitions

Southern University at New Orleans is required to report crime statistics as defined by the Uniform Crime Reporting Program for the following crimes if the crimes are reported and occur on the property owned, controlled, leased, recognized, or operated by the university.

The Uniform Crime Reporting (UCR) program divides offenses into two groups, Part I and Part II crimes. Each month the Southern University at New Orleans Police Department submits information on the number of Part I and Part II offenses known to SUNO Police, and those offenses cleared by arrest or exceptional means, to the Louisiana Commission on Law Enforcement.

The Part I Offenses are:

Criminal Homicide –

- **Murder and Non-negligent manslaughter:** the willful (non-negligent) killing of one human being by another. Deaths caused by negligence attempts to kill, assaults to kill, suicides, and accidental deaths are excluded. The program classifies justifiable homicides separately and limits the definition to:
 - the killing of a felon by a law enforcement officer in the line of duty; or
 - the killing of a felon, during the commission of a felony, by a private citizen.
- **Manslaughter by negligence:** the killing of another person through gross negligence. Traffic fatalities are excluded.

Rape – Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. Statutory offenses (no force used —victim under the age of consent) are excluded.

Robbery – The taking or attempted taking of anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault – An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. Simple assaults are excluded.

Burglary (Breaking or Entering) – The unlawful entry of a structure to commit a felony or a theft. Attempted forcible entry is included.

Larceny – Theft (except Motor Vehicle Theft) – The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Examples are thefts of bicycles or automobile accessories, shoplifting, pocket-picking, or the stealing of any property or article that is not taken by force and violence or by fraud. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

Motor Vehicle Theft – The theft or attempted theft of a motor vehicle. A motor vehicle is self-propelled and runs on land surfaces and not on rails. Motorboats, construction equipment, airplanes, and farming equipment are specifically excluded from this category.

Arson – Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

The Part II Offenses are:

Other Assaults (Simple) – Assaults and attempted assaults that are not of an aggravated nature and do not result in serious injury to the victim. Includes subjecting a person to unlawful physical attack or in fear of bodily harm by word or action.

Forgery and Counterfeiting – The altering, copying, or imitating of something, without authority or right, with the intent to deceive or defraud by passing the copy or thing altered or imitated as that which is original or genuine; or the selling, buying, or possession of an altered, copied, or imitated thing with the intent to deceive or defraud. Attempts are included.

Fraud – The intentional perversion of the truth for the purpose of inducing another person or other entity in reliance upon it to part with something of value or to surrender a legal right. Fraudulent conversion and obtaining of money or property by false pretenses, confidence games, and bad checks, except forgeries and counterfeiting, are included.

Embezzlement – The unlawful misappropriation or misapplication by an offender to his/her use or purpose of money, property, or some other thing of value entrusted to his/her care, custody, or control.

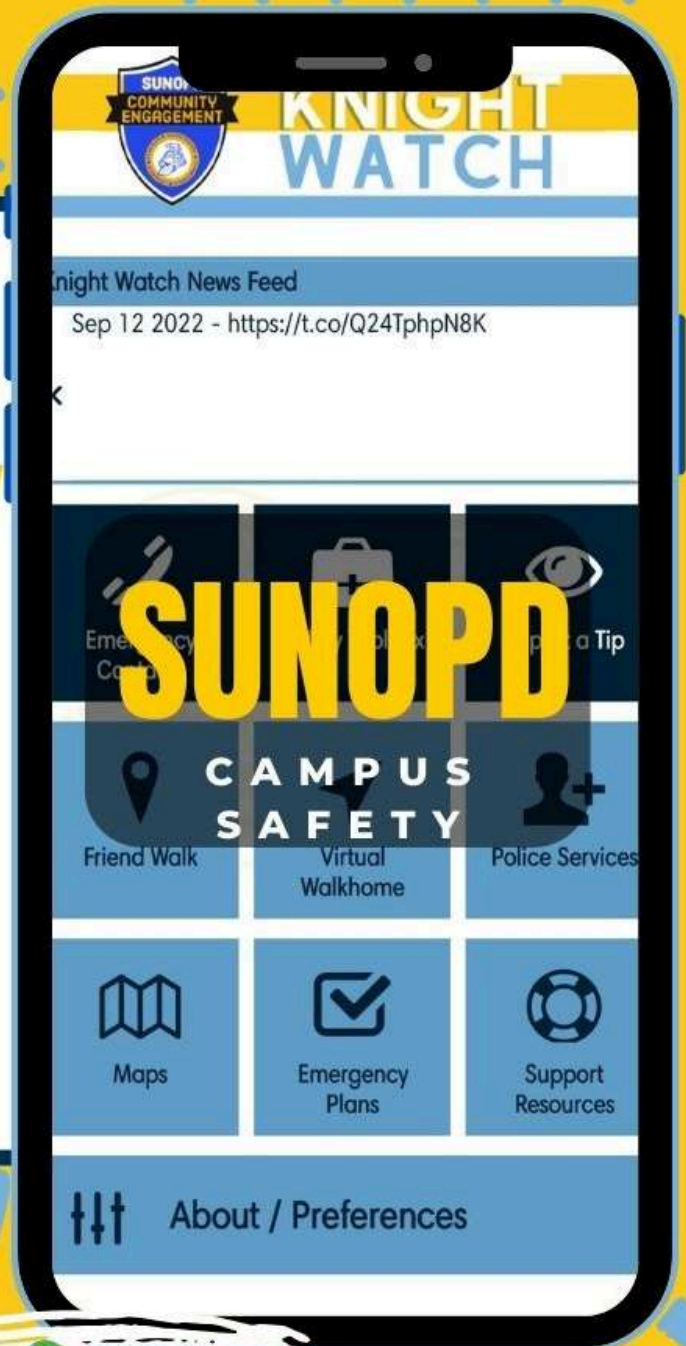
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