2021 Annual Security Report and Annual Fire Safety Report

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the University of New Orleans is required to distribute the following information to all current and potential students and employees. Please take a moment to read the following information.
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JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT

The Campus Security Act requires colleges and universities to:

• Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. The statistics gathered from campus police or security, local law enforcement, and other university officials who have significant responsibility for student and campus activities. This information can be found on the “Campus Crime Statistics” section of the UNO Department of Public Safety and Security website, [http://www.uno.edu/upd/](http://www.uno.edu/upd/).

• Provide “timely warning” notices of those crimes that occurred on campus, or within the patrol jurisdiction of campus police or campus security department. This information can be found on the “Crime Log” at the UNO Department of Public Safety and Security website, [http://www.uno.edu/upd/](http://www.uno.edu/upd/).

• The University of New Orleans Department of Public Safety and Security is responsible for preparing and distributing this report. The Department worked closely with a variety of University departments and organizations to develop and compile the information contained within this annual report.

• Publish an annual report every year by October 1st that contains three years of campus crime statistics and certain campus security policy statements.

The UNO community is encouraged to use this report as a guide for safe practices on and off campus. In accordance with the United States Code of Federal Regulations Title 34, Part 668.46(c) (1), this 2018 Annual Security and Fire Safety Guide is available online at the UNO Department of Public Safety and Security website, [http://www.uno.edu/upd/](http://www.uno.edu/upd/). For a paper copy of this report please visit the University of New Orleans Department of Public Safety and Security in the Computer Center Building, Room 234.

UNO DEPARTMENT OF PUBLIC SAFETY AND SECURITY MISSION STATEMENT

The University of New Orleans Department of Public Safety and Security is committed to creating an environment in which learning, living, research, and teaching may flourish. As a law enforcement agency, we are dedicated to upholding the Constitution of the United States and the laws of the State of Louisiana while providing superior customer service. All departmental
personnel strive to maintain excellence and integrity in respecting the rights and dignity of all persons with whom they make contact. The involvement of our community is important to the success of our efforts; only by accepting responsibility of our own security and that of others, can we have a truly safe and secure campus.

AUTHORITY OF THE UNO DEPARTMENT OF PUBLIC SAFETY AND SECURITY

State of Louisiana R.S. 17:1805
§1805. Authority of university or college police officer:

A.

1. Those persons who are university or college police officers responsible for maintaining general order and exercising police power on the campus of a state-supported or a private college or university shall be designated as university or college police officers.

2. Each such person named as a police officer by the president of the college or university shall be commissioned as a university or college police officer by the Louisiana Department of Public Safety and Corrections or as provided in Subsection E of this Section. Such commission shall remain in force and in effect at the pleasure of the employing college or university.

3. While in or out of uniform, these police officers shall have the right to carry concealed weapons and to exercise the power of arrest when discharging their duties on their respective campuses and on all streets, roads, and rights-of-way to the extent they are within or contiguous to the perimeter of such campuses. In the discharge of their duties on campus and while in hot pursuit on or off the campus, each university or college police officer may exercise the power of arrest.

4. Each such police officer shall execute a bond in the amount of ten thousand dollars in favor of the state for the faithful performance of his duties. The premium on the bond shall be paid by the employing institution.

B. Any person arrested by a college or university police officer, in the exercise of the power herein above granted, shall be immediately transferred by such officer to the custody of the sheriff or city police wherein the arrest occurs.

C. On and after January 1, 1975, no person shall be commissioned as a college or university police officer, unless prior to such commissioning the person has, as a minimum requirement,
completed and graduated from the six-week program of the Basic Law Enforcement Training Academy of Louisiana State University and Agricultural and Mechanical College or possesses equivalent training or experience.

D. Upon authorization by the chief administrative officer of the educational institution, a college or university police officer shall have authority to discharge his duties off campus as follows:

1. If engaging in intelligence gathering activity.
2. When investigating a crime committed on campus.
3. When transporting prisoners in furtherance of duties as set forth in this Section.
4. When transporting money, securities, or other valuables on behalf of the college or university.
5. While providing security or protective services for visiting dignitaries to the college or university both on and off the campus.
6. If specifically requested by the chief law enforcement officer of the parish or city.

E. Notwithstanding any of the provisions of this Section to the contrary, any state supported or private college or university situated within the territorial limits of the city of New Orleans may, at the option of the college or university, have its campus police officers commissioned as university or college police officers by the city's police department, rather than the Department of Public Safety and Corrections, upon complying with the requirements and regulations as may be prescribed by the city's police department for the commissioning of special officers. Such commissions issued by the city's police department shall confer upon such campus police officers all rights and privileges as are enumerated in this Section with respect to officers commissioned through and by the Department of Public Safety and Corrections; provided, however, that such officers shall not be entitled to supplemental pay for municipal police officers.

F. Notwithstanding any provision of this Section to the contrary, on July 1, 1991, and thereafter, no person shall be commissioned as a university or college police officer by the Department of Public Safety and Corrections or as otherwise provided in Subsection E of this Section until there has been a determination made by the commissioning authority that the particular public or private college or university naming the police officer is in compliance with the provisions of R.S. 17:3351(C), or, in the case of a private college or university, is in compliance with substantially similar requirements adopted by the particular institution, relative to reporting certain statistics on reported criminal offenses, adopting certain written security policies and procedures, and publishing certain such policies and procedures.
G. Each person who is employed as a full-time college or university police officer may carry a concealed handgun, whether in uniform or not and whether on or off duty, provided the person meets the requirements for college and university police officers set forth in this Section and is certified by the Council on Peace Officer Standards and Training.

H. On and after January 1, 2016, each person who is employed as a full-time college or university police officer shall complete a sexual assault awareness training program as provided by the Council on Peace Officer Standards and Training pursuant to R.S. 40:2405.8.

**REPORTING A CRIME**

It is the responsibility of each member of the UNO community and his/her guests to make contact with the UNO Department of Public Safety and Security (504) 280-6666 in a timely fashion to report any criminal or questionable activities on campus. University Police Officers take an active role in ensuring a safe campus by providing both foot and vehicular patrols. University Police Officers respond to calls for service via radio communications to ensure a timely response. With each reported incident, an appropriate investigation will take place.

Reports of open and/or active cases will not be released if it could prejudice or compromise the investigation of a crime or incident. In these cases, a brief oral or written gist of the incident may be furnished to the representative.

Under special circumstances, the University Department of Public Safety and Security shall release information involving serious incidents to the University community without delay. Information on recurring crimes shall be issued by special release or during the weekly briefing, whichever is deemed appropriate.

UNO Strategic Communications will attempt to accommodate media requests without necessarily compromising any ongoing investigation or divulging the names of any juvenile victim or offender. Supplemental forms of release, such as news conferences, electronic bulletin boards, leaflets; and flyers, etc., may all be considered in special circumstances in order to inform the campus community.

The University of New Orleans Department of Public Safety and Security also posts our yearly crime stats to the OPE Campus Security Statistics Website. It's brought to you by the Office of Postsecondary Education of the U.S. Department of Education. It was authorized by Congress with the 1998 amendment to the Higher Education Act of 1965 (HEA) to help potential college students and their parents research criminal offenses on college campuses. The Department of
Education is committed to assisting schools in providing students with a safe environment in which to learn and to keep parents and students well informed about campus security.

Annual distribution of this policy shall be made through appropriate publications to students and employees. Prospective students and employees may also request a copy of this report directly through the UNO Department of Public Safety and Security or the Office of Student Accountability and Advocacy.

Other law enforcement agencies, such as the New Orleans Police Department, the Orleans Levee District Police Department, the FBI, and other university police departments, may be consulted for specific case resolution.

Students, faculty, staff, and the UNO community are encouraged to accurately report all crimes and public safety related incidents to the UNO Department of Public Safety and Security in a timely manner. The UNO Department of Public Safety and Security is staffed 24 hours a day / 365 days a year to receive emergency and non-emergency calls for service. You can contact the UNO Department of Public Safety and Security.

Call the UNO Department of Public Safety and Security at (504) 280-6666 or from one of the blue light emergency phones located on the main campus. Stay on the line so we can get the information we need to respond to your call so an officer will be dispatched more quickly. You may also come by the Department of Public Safety and Security office location at 234 Computer Center Building on campus. We are staffed 24 hours a day.

CONFIDENTIAL REPORTING

To report a crime anonymously go to - http://www.uno.edu/upd/anonymous-crime-report. It is the responsibility of each member of the UNO community and his/her guests to make contact with the University Department of Public Safety and Security in a timely fashion to report any criminal or questionable activities on campus. University Police Officers take an active role in ensuring a safe campus by providing both foot and vehicular patrol. University Police Officers respond to calls for service via radio communications to ensure a timely response.

OFF-CAMPUS STUDENT ORGANIZATIONS

The UNO Department of Public Safety and Security does not provide law enforcement services to the recognized student organization’s off campus residence. Law enforcement services, such as responding to calls for service at the location, are provided by the New Orleans Police Department. The UNO Department of Public Safety and Security maintains a working
relationship with the New Orleans Police Department and other law enforcement agencies and will assist with notifications in the event law enforcement services are needed.

WHERE TO GET UP-TO-DATE CRIME DATA

From the UNO Department of Public Safety and Security Website at [http://www.uno.edu/upd/](http://www.uno.edu/upd/)

This site has links to the Crime Statistics, and the Daily Crime Log.

From the New Orleans Police Department Crime Maps. These maps can be accessed from the main NOPD website: [https://www.nola.gov/nopd/](https://www.nola.gov/nopd/)

TIMELY WARNINGS

Timely Warnings are issued on an as-necessary basis by the UNO Department of Public Safety and Security.

- Timely Warnings include the Privateer Alerts System, the Daily Crime Log, and the Daily Fire Log.
- Timely Warnings may also be shared through the UNO Public Relations email announcements.

THE PRIVATEER EMERGENCY ALERTS SYSTEM

- To sign up for the Privateer Alerts students, faculty and staff with a uno.edu email address can log-in to: [http://myapps.uno.edu](http://myapps.uno.edu) and click on the “Privateer Alerts” icon.

- Non UNO users can sign up at: [https://uno.omnilert.net/subscriber.php](https://uno.omnilert.net/subscriber.php)

- UNO uses the Privateer Alerts emergency system for notifications. This system allows designated UNO personnel to send time-sensitive messages to the mobile phones and/or email of students, staff and faculty. In the event of an emergency, UNO subscribers can get notified immediately of a situation such as bad weather, school closing or any other emergencies, independent of geographical location or of the service provider.

- Privateer Alerts is a 100% web-based software system, so no additional software or hardware is required, except for a web browser with an Internet connection to self-subscribe. The
system enforces a strict spam policy which clearly prohibits unsolicited messages. Privateer Alerts does not sell the contact information of their subscribers to third party marketers.

- The University of New Orleans Department of Public Safety and Security conducts a test of the Privateer Alert system daily at the beginning of each shift to ensure the system is functioning properly. Twice a year, a university-wide test is conducted of the Privateer Alerts Emergency System in conjunction with a test of the campus siren system to ensure the emergency messages reach the UNO community.

- In order to be notified, you need to create an account and complete a one-time, short registration. During the process, you will receive a text message with a numeric validation code in order to validate the registration. You can also add up to two mobile numbers or two email addresses and this information can be updated at any time.

- Once registered, you can access your information by entering your username and password.

**RAVE MOBILE APP**

*Free App for Students, Faculty, & Staff - Turns Your Phone Into A Personal Security Device*

As part of the University’s ongoing commitment to campus safety, the University of New Orleans provides Rave Guardian, a free mobile app that turns any smartphone into a personal safety device. By downloading this free safety app, students, faculty, & staff can enhance their personal safety both on and off campus.

With Guardian, users can create a profile of information about themselves, and invite family and friends to their safety network. When needed, the user can request one or more of their Guardians to virtually walk with them on or off campus. It’s like having an emergency blue light system and a trusted friend with you at all times.

How does the Rave Guardian App work?

**Register and set up an account:** Users can add their name, campus address, medical notes and other pertinent information for campus safety in case of emergency.
**Easy Emergency Communication:** In an emergency, a one button call to the UNO Department of Public Safety and Security will display the user’s Guardian profile and current location.

**Add & Message Guardians:** By adding roommates, friends, and family to their network, users can feel safer when walking alone, on or off campus. Guardians can also be messaged directly through the app.

**Set a Safety Timer:** In the event a student feels unsafe, they can set a timer with their current location, indicating where they are going and when they should arrive. In the event they do not make it there and de-active the timer, Guardians and/or the UNO Department of Public Safety and Security will be immediately alerted.

**Discreetly Contact Campus Police:** Prevent dangerous situations by discreetly sending anonymous tips with a photo or location to the UNO Department of Public Safety and Security. The Rave Guardian app allows students, faculty and staff to be proactive about their safety and help keep themselves, as well as their friends, safer.

The Rave Guardian App is available for both iOS and Android devices.

You can also learn more at [www.raveguardian.com](http://www.raveguardian.com).

All University Departments share in the responsibility for the security and maintenance of their assigned campus building. Included with this responsibility is the regulation of access to these buildings. During normal business hours and class schedule periods (8:00 a.m. - 9:00 p.m., Monday - Friday), most academic facilities are openly accessible to routine activities and scheduled events.

During periods of other than normal work and class hours (weekends, holidays, and after 9pm Monday-Friday), access to academic facilities is restricted and controlled by the University Department of Public Safety and Security. If necessary, the University Department of Public Safety and Security provides access for approved scheduled activities during these periods.

Monthly, the University Department of Public Safety and Security prepares a Crime Prevention and Safety Report which addresses campus security concerns. This report contains information such as lighting outages, roadway hazards, overgrown trees and shrubs, and any other observations which might be a hazardous or safety issue to the UNO community.

The University Department of Public Safety and Security completes work orders and send them to UNO Facility Services, when appropriate, to have any repairs or maintenance performed on the safety issues contained within the report.
SECURITY AWARENESS AND ACCESS TO CAMPUS FACILITIES

**Pontchartrain Hall Dormitory Access**

Your student ID will be coded as your key to your room by the University’s Card Access System. You will also be issued a key to your bedroom. Room numbers do not appear on room keys.

Keys issued to you are the property of the University and are not to be duplicated or loaned to anyone.

If you become temporarily locked out of your room, with proper identification, a Pass Key Request may be completed at the dormitory Front Desk areas. A member of Student Housing will accompany you to your room to unlock your door. Should your keys be permanently lost, your lock will be changed, and you will be issued new keys. A Pass Key request charge is $10.00, and lock changes are $50.00.

**Lafitte Village Access**

The Lafitte Village Apartment Complex is secured with an 8-foot iron fence surrounding the perimeter. At the entrance gates, residents can access the property by using the apartment key that was issued upon signing the lease.

If you lock yourself out of your apartment or the gate, contact the Student Housing Office. After 4:30 p.m., contact the Pontchartrain Hall North front desk at (504) 280-7777. To gain entry you will be required to show a picture identification and complete an entry form. A $10 charge will be assessed to your student account. Entry will ONLY be granted to an individual who is listed on the Lafitte Village agreement (after proper identification is shown).

If you have any questions, the Residential Life Office can be contacted at (504) 280-6402, fax (504) 280-5584, or email ResidentialLife@uno.edu.

SAFETY AWARENESS AND EDUCATIONAL PROGRAMS

**Escort Program** – Faculty or staff members, students or guess may request a walking escort to and from campus buildings and parking lots.

**Student Orientation Programs** – At the beginning of school semesters, safety educational programs may be offered for such groups as international students, housing students, and new and transfer students.
**Coffee with a COP Program** – This event was implemented by the UNO Department of Public Safety and Security in 2013. The Coffee with Cop Program is held at various times each semester and affords UNO students, potential students, and parents time to spend with the UNO officers who patrol the campus. It is an informal gathering where coffee and other refreshments are served in a friendly atmosphere, and the UNO community can interact one-on-one with its police officers.

**RAD Classes (Rape Aggression Defense)** – The UNO Department of Public Safety and Security periodically holds RAD (Rape Aggression Defense) classes during the school semesters. The Rape Aggression Defense System is a program of realistic, self-defense tactics and techniques. The RAD System is a comprehensive course for women that begins with awareness, prevention, risk reduction and avoidance, while progressing to the basics of hands-on defense training. RAD is not a Martial Arts program. Our courses are taught by certified RAD Instructors and provide you with a workbook/reference manual. This manual outlines the entire Physical Defense Program for reference and continuous personal growth. For more information and scheduling contact any of the following UNO Department of Public Safety and Security certified trainers at (504) 280-6371.

**Campus Emergency Phone System** – Emergency phones with an attached blue light allow any person direct campus police access by pressing the call button on the phone poles located throughout the campus. The blue light signals the location of the person for easy identification. The campus map below contains the emergency phone locations. There are four (4) emergency blue light phones located on campus (see map) which are directly linked to the UNO Department of Public Safety and Security. When the call button is pushed, the blue light will be activated alerting those in the immediate area that a potential problem exists. The phone will automatically dial the UNO Department of Public Safety and Security, and a police officer will answer immediately. The blue light phones can be used to report a crime in progress, a suspicious person, a medical emergency, or a fire.

How to use: At all blue light phones simply press the call button. The phone will be immediately connected to the UNO Department of Public Safety and Security dispatcher. Once on the line with the dispatcher, be prepared to answer questions concerning the nature of your emergency. A police officer will be immediately dispatched to your location. If possible, please stay on the line with the dispatcher until an officer arrives.
University policy AP-BA-09.2, Substance and Alcohol Abuse (Employees) states: “It is the policy of the University of New Orleans that the unlawful manufacture, distribution, dispensation, use, possession, trade or transfer of illegal drugs, the improper use of legal drugs, intoxication or impairment from consumption of alcoholic beverages or consumption of alcoholic beverages by employees while on duty or being under the influence of alcohol while on duty is strictly prohibited. This policy applies: during all working hours, whenever conducting business or representing the university, while on call, while on paid standby, while on university property and at university-sponsored events. Violations of this policy shall result in disciplinary action being taken against such an employee.” Disciplinary action may take the form of reprimand, suspension, demotion and/or dismissal from employment with the University of New Orleans.

The University of New Orleans is committed to maintaining a safe, healthy, and productive environment that supports its educational mission. The abuse of alcohol and illegal controlled substances by its students, University personnel and their guests may interfere with the accomplishment of this mission. More specifically, the abuse of alcohol and drugs (1) negatively impacts the life and well-being of the campus community at large; (2) interferes with student learning, development, and retention; (3) may interfere with employee job performance; and (4) negatively affects the image of the University. The University seeks to create a social environment that enhances learning; therefore, the following will be upheld: (1) abstinence, as an option, is always supported and should never be discouraged; (2) although moderate and legal alcohol use may be permitted in accordance with state and local laws and ordinances and the Drug Free Schools and Communities Act, the consumption of alcohol is never encouraged; (3) abusive consumption of alcohol is always discouraged; and (4) participation in illegal behaviors involving alcohol and drugs will not be tolerated.

**Drug Free Campus** - As with all illegal activities, substance abuse can result in criminal prosecution under state and federal laws, including section 22 of the Drug-Free Schools and
Communities Act Amendment of 1989 (Public Law 101-226). This brochure outlines some of the basic information you may need to understand the health risks and legal risks associated with drug and alcohol abuse. It also explains some aspects of the UNO drug policy, the various penalties that apply to substance abusers, and where to go for help.

**DEFINITIONS**

**Alcoholic beverage:** Any fluid or any solid capable of being converted into a liquid suitable for human consumption and containing more than one-half of one percent alcohol by volume including malt, vinous, spirituous, alcoholic, or intoxicating liquors, beer, porter, ale, stout fruit juices, cider, or wine. (pursuant to R.S. 26:241.1)

**Alcohol Policy Training:** A training workshop supplied by the Office of Student Affairs and completed by the organization hosting the registered social event at which alcoholic beverages are to be served, which specifies the conditions of alcohol service and certifies that the organization understands and agrees to abide by University policies and applicable federal, state, and local laws governing such alcohol beverage service. The training must be completed in order to have an event with alcohol and is offered at the beginning of each semester.

**Authorized Vendors/Servers:** Caterers who have been licensed by the University to engage in the sale and service of alcoholic beverages on the UNO campus under applicable law and University policy are authorized vendors/servers. Requirements for Authorized Vendors/Servers include but are not limited to: (1) any required governmental permits or licenses; (2) completion of Responsible Alcohol Service Training as required by state law; (3) agreement to adhere to University policies and regulations, city ordinances and state laws; (4) UNO required insurance; and (5) that Third Party Vendors/ Servers performing such services on the UNO campus must be 21 years or older and may not be members or affiliates of the host/ sponsor organization.

**Illegal Controlled Substance:** Means cocaine, phencyclidine, heroin, or methamphetamine and any other illegal controlled dangerous substance, the possession or distribution of which is a violation of the Uniform Controlled Dangerous Substances Law, R.S. 40:961 et seq.- (pursuant to R.S. 9:2800.62.2)

**Possession:** Any situation in which an individual is or reasonably can be assumed to be holding, drinking, or transporting an alcoholic beverage. The totality of the circumstances, including the presence of alcoholic beverage containers and the number of people present under the age of 21, may indicate evidence of possession.

**Responsible Parties:** The organizational leaders and advisors hosting/sponsoring the event in which alcohol is served.
Alcohol Event Authorization Permit: Written permission must be obtained to serve alcohol. The form to request authorization is available in the Office of Student Involvement and Leadership and must be submitted at least two weeks before the proposed organization event.

University Approved Sites: Sites designed by the University as approved locations for the service and consumption of alcohol whether as a part of fixed retail food and beverage operations or as professionally catered events. These sites are designated for such events: UNO Lakefront Arena, Cove, University Center, and the Alumni and Visitors Center.

GENERAL POLICY

ALCOHOL

The serving, possessing, and consuming of alcoholic beverages on the campus of UNO may be done only in accordance with the provisions of the state and local laws and ordinances, and applicable University regulations. The following University policies shall apply:

1. No alcoholic beverages may be possessed, distributed, served, or consumed on campus by persons under the age of 21.

2. In campus residences, alcohol may be possessed/consumed by persons at least 21 years of age only in private rooms/apartments. Alcohol is not permitted in the lobby and public areas unless an Alcohol Event Authorization Permit has been granted.

3. In all other cases, persons age 21 or older may possess and consume alcohol on campus only when the following conditions are met:
   a. when the alcohol is served by a University Authorized Vendor/Server; and
   b. when alcoholic beverages are served and consumed at a University approved site or at an event granted with an Alcohol Event Authorization Permit.

4. The sponsoring organization is responsible for ensuring that members and invited guests display responsible behavior. To that end:
   a. It is prohibited to encourage behavior/activity where there is explicit or implicit pressure or an expectation for anyone to consume alcohol, or where there is no diversion from drinking alcohol, or where lewd, abusive, or sexually degrading behavior occurs in conjunction with alcohol consumption.
b. Activities or events which encourage rapid drinking, drinking games, or drunkenness are prohibited.
c. Obviously intoxicated persons shall not be admitted or served alcohol at activities or social events.

5. Persons representing UNO off-campus or who reasonably could be construed as doing so (e.g., at conferences, seminars, competitions, performances, other activities/events) must behave legally and responsibly regarding the use of alcohol, abiding by the laws and policies of the states and/or institutions where they are visiting.

6. The university cannot take responsibility for monitoring the off-campus environment. The university does, however, expect that all members of its campus community involved in off campus events where alcohol is present take it upon themselves to use this policy as a guide in planning and conducting their events. Student Organizations are expected to be in compliance with their national guidelines and risk management policies. The University may take action against individuals who engage in off-campus consumption of alcohol when it has negatively impacted or threatened to negatively impact the University mission or activities or the health, safety, or welfare of the University community.

7. Tailgating is allowed on campus before and after the game in a manner and in areas deemed acceptable by the University.

**REGISTERED STUDENT ORGANIZATION EVENTS**

In addition to the above policy, the following regulations will govern on-campus student organization events at which alcohol will be present.

1. Student leaders of the student organization requesting an alcohol event must attend the Alcohol Policy Training and must be present at the event. All organization officers and the advisor are strongly encouraged to attend the training. Advisors must be present for the duration of the event when alcohol is served.

2. Organizations must provide five non-drinking monitors for the event. The Dean of Students (or their designee) may require more non-drinking monitors if deemed necessary. The organization president and other designated officers must be non-drinking monitors.

3. Alcohol may not be purchased with University funds.
4. A reasonable portion of the budget for the event shall be designated for the purchase of food items. Soft drinks and other non-alcoholic beverages must be available and featured as prominently as the alcoholic beverages.

5. The cost of alcoholic beverages may not be included in the cost of admission ticket or cover charge.

6. Alcohol should not be used as an incentive to participate in a campus event. The advertisement for a party may mention alcohol only in the following manner: "Cash bar available." Advertisement shall mention the availability of food and non-alcoholic beverages as prominently as the alcohol.

7. Alcoholic beverages may not be furnished as an award/prize.

8. Open parties (those with unrestricted access by non-organizational members, without a specific invitation) shall be prohibited. An exemption to this will be the University – produced entertainment or social events sponsored by the student programming board and tailgating.

**SALE, POSSESSION, AND CONSUMPTION OF ALCOHOL**

In addition to the above policy, the following regulations will govern on-campus student organization events at which alcohol will be present.

1. Student Organizations may not accept donations of alcoholic beverages.

2. Alcoholic beverages must be served by an Authorized Third-Party Vendor.

3. Organizations must use University Dining Services as the Authorized Third-Party Vendor for on-campus events on the main campus.

4. Organizations may use servers at the UNO Lakefront Arena if their organizational event is authorized for facilities located at the Lakefront Arena.

5. All alcohol will be stored and legally dispensed in the designated area within the approved site. The supply of alcohol must not be accessible to anyone except the authorized servers.
6. Alcohol must be consumed within the area in which it is served.

7. No unopened containers of alcoholic beverages shall be sold.

8. Intoxicated persons shall not be admitted or served.

9. The sale or serving of alcoholic beverages will end no later than one half hour prior to the scheduled end of the event.

Student Organizations hosting an on-campus event with alcohol must arrange security with the UNO Department of Public Safety and Security to be present for the duration of the event, including 30 minutes before the start of the event and 30 minutes following the event. The UNO Department of Public Safety and Security requires at least two weeks’ advance notice. Outside security companies may only be used with the permission of the UNO Department of Public Safety and Security. The University reserves the right to determine the number of officers and other security measures required for the activity.

Organizations that fail to arrange security through the UNO Department of Public Safety and Security or fail to arrange payment for security in a timely manner are subject to University sanctions, including the loss of campus privileges.

**ALCOHOL AND ATHLETIC EVENTS**

Public events provide an avenue for the University to meet its core values of excellence, community, diversity, and learning. In support of these values, events should be conducted in an environment that is safe and enjoyable for all. As public events have great potential to attract a variety of spectators, the following policy has been developed for these events.

**GENERAL**

1. Although tailgating will be permitted on campus, certain areas may be designated for specific groups.

2. Consumption of alcohol will be limited to persons of legal age (21 or greater).

3. Tailgating will be limited to home game days unless otherwise approved. For home games that occur during a regular school day, tailgating activities will be allowed after 5:00 p.m. For home games that occur on days when school is not session, tailgating will be allowed starting 4 (four) hours before the scheduled game.
4. Glass containers of any kind are prohibited.

5. No oversized or common source containers of any sort (including but not limited to kegs, punchbowls, beer balls, party balls) are permitted.

6. Alcohol drinking games, funneling or any other activity deemed by the University as inappropriate, are prohibited.

7. Individuals(s) or groups engaging in inappropriate or disruptive behavior will be directed by law enforcement personnel to cease and desist from doing so and are subject to University, local or state action.

8. At home games, alcohol cannot be brought into the venue and all persons entering the venue are subject to a reasonable check/search of personal bags, purses, coats, etc. Anyone found in possession of alcoholic beverages (other than those sold in the venue) and/or other items deemed dangerous or inappropriate by the University will be refused admission to the game. Any individual found in possession of said items will be evicted from the venue and will not be allowed to reenter the venue for the remainder of the calendar day on which the game is held. Alcohol may be purchased inside the venue by those of legal age with valid identification.

9. Cups, containers, ice chests, etc. may not be brought into the venue.

10. Failure to follow these rules and regulations may result in eviction from campus with possible University, local, or state action to follow.

**DRUGS - MANUFACTURE, DISTRIBUTION, POSSESSION, AND USE**

The University of New Orleans prohibits the unlawful manufacture, distribution, possession or use of illegal drugs or controlled substances by University students, faculty and staff on University owned or controlled property or at University events as set forth by this policy, the Student Code of Conduct, current personnel policies and procedures, and Louisiana Law. The University also prohibits the nonprescribed use of anabolic steroids as set forth and defined by Louisiana Law. Law, as it applies to this section of the policy, refers to Louisiana R.S. 40:961 through R.S. 40:1034. The range of penalties for violations of Louisiana Law cited above may include, but is not limited to, fines, probation, community service, and up to life imprisonment without parole depending on the drug involved and nature of the violation.
VIOLATIONS OF THE ALCOHOL AND DRUG POLICIES AND SANCTIONS

1. Students are governed by the university's Student Code of Conduct and by all other policies that outline student rights and responsibilities.

2. Violations of the Code of Student Conduct and other policies specific to alcohol and other illegal controlled substances include unlawful possession, use, manufacture, sale, or distribution may result in sanctions.

3. Illegal possession, use, manufacture, sale or distribution of alcohol or illegal controlled substances may result in disciplinary action by the university. The university may proceed against and sanction a person for the Student Code of Conduct violations independent of any prosecution for violation of city, state, or federal laws.

4. Students who have violated local alcohol ordinances, city and/or state alcohol laws, and federal illegal controlled substance laws are also subject to being prosecuted by the appropriate criminal justice system.

5. As a condition of certain types of financial aid (e.g., Pell Grant) students must certify that they... will not engage in the unlawful manufacture, distribution, dispensation, or use of a controlled substance... during the period of the grant.

LEGAL SANCTIONS FOR DRUGS

It is unlawful in Louisiana to produce, manufacture, distribute, dispense, or possess illegal drugs. The most common illegal drugs on college campuses are marijuana, opium derivatives, hallucinogens, depressants, cocaine, cocaine derivatives, and amphetamines.

The penalty for violating Louisiana laws concerning cocaine, cocaine derivatives, and amphetamines with an aggregate weight of twenty-eight grams, shall be imprisonment, with or without hard labor, for not less than one year nor than ten years and may, in addition, may be fined not more than fifty thousand dollars. An aggregate weight of twenty-eight grams or more, offender shall be imprisoned at hard labor for not less than one year nor more than twenty years and may, in addition, be fined not more than fifty thousand dollars.

The Louisiana Revised Statutes of criminal code carries specific penalties for possession of marijuana. On a first conviction, wherein the offender possesses fourteen grams or less, the offender shall be fined not more than three hundred dollars, imprisoned in the parish jail for not more than fifteen days, or both. On a first conviction, wherein the offender possesses more than...
fourteen grams, the offender shall be fined not more than five hundred dollars, imprisoned in
the parish jail for not more than six months, or both. On a second conviction for violation of
marijuana, tetrahydrocannabinol or chemical derivatives thereof, the offender shall be fined not
more than one thousand dollars, imprisoned in the parish jail for not more than six months, or
both. On a third conviction for violation of marijuana, tetrahydrocannabinol or chemical
derivatives thereof, the offender shall be sentenced to imprisonment with or without hard labor
for not more than two years, shall be fined not more than two thousand five hundred dollars, or
both.

SEXUAL MISCONDUCT

THE POLICY PROHIBITING SEX DISCRIMINATION, SEXUAL MISCONDUCT AND INTERPERSONAL
VIOLENCE

University of New Orleans Policy Number AP-OP-28.1 prohibits sex discrimination, sexual
misconduct, and interpersonal violence.

The Policy Prohibiting Sex Discrimination, Sexual misconduct and Interpersonal Violence
addresses the requirements of Title IX of the Education Amendments of 1972 (“Title IX”), the
Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) as
well as the Violence Against Women Reauthorization Act of 2013 (“VAWA”).

Title IX of the 1972 Education Amendments prohibits discrimination on the basis of sex in
educational institutions, requires colleges and universities receiving federal funding to combat
gender-based violence and harassment, and to respond to survivors’ needs in order to ensure
that all students have equal access to education.

The Clery Act requires policies and procedures for sexual assault and also requires timely
warning and external reporting of crimes.

Section 304 of VAWA extended the Clery Act to include sexual assault, dating violence, domestic
violence and stalking at higher education institutions.

Title IX, which articulates the fundamental anti-discrimination principle that underlies all of the
above laws, states as follows:

No person in the United States shall, on the basis of sex, be excluded from participation in, be
denied the benefits of, or be subjected to discrimination under any education program or
activity receiving Federal financial assistance.
Consistent with these, other applicable state and federal laws, as well as both student and employee standards of conduct, UNO prohibits discrimination on the basis of sex, sexual orientation, and/or gender in any University program or activity. “Sexual misconduct[,] including sexual harassment, sexual assault, sexual violence, and sexual exploitation, is a form of sex discrimination and is prohibited by this Policy. “Interpersonal violence[,] including dating violence, domestic violence, and stalking, is also prohibited by this Policy.

The University is also required and committed to upholding the First Amendment of the United States Constitution. Nothing in this policy is intended to abridge the rights or freedoms guaranteed by the First Amendment.

PREVENTION AND AWARENESS PROGRAMS

The University of New Orleans offers education and prevention programs that are intended to prevent and reduce sexual misconduct, prevent violence, promote safety and bystander intervention, and reduce risk. These programs include, but are not limited to awareness programs, bystander intervention, ongoing prevention and awareness campaigns, primary prevention programs and education on risk reduction. The University is committed to providing comprehensive, intentional programming, initiatives, strategies, and campaigns.

APPLICABILITY

The University’s prohibitions against sex discrimination, sexual misconduct, and interpersonal violence apply to all students, faculty, and staff, visitors and to other members of the University community, as well as to contractors, consultants, and vendors doing business or providing services to the University.

AUTHORITY


DEFINITIONS

Advisor: A person chosen by a party or appointed by the institution to accompany the party to meetings related to the resolution process, to advise the party on that process, and to conduct cross-examination for the party at the hearing, if any.

Alternative Grievance Process: “Process B,” a method of formal resolution designated by the University to address conduct that falls outside the scope of Title IX jurisdiction.
Coercion: The use of express or implied threats, intimidation, or physical force, which places an individual in fear of immediate harm or physical injury or causes a person to engage in unwelcome sexual activity. Coercion also includes administering a drug, intoxicant, or similar substance with the intent to impair that person’s ability to Consent prior to engaging in sexual activity.

Complainant: An individual who is allegedly the victim of conduct that could constitute sex discrimination/sexual harassment irrespective of whether a formal complaint has been filed.

Complaint (formal): A document filed/signed by a Complainant or signed by the Title IX Coordinator alleging harassment or discrimination based on a protected class or retaliation for engaging in a protected activity against a Respondent and requesting that the University investigate the allegation.

Confidential Advisor: An employee who is not a Mandated Reporter of notice of sex discrimination or sexual misconduct (irrespective of Clery Act Campus Security Authority status).

Consent: Consent to engage in sexual activity must exist from beginning to end of each instance of sexual activity. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage in a specific sexual activity. Silence alone, without actions evidencing permission, does not demonstrate Consent. Consent must be knowing and voluntary. To give consent, a person must be of legal age. Assent does not constitute consent if obtained through coercion or from an individual whom the Alleged Offender knows or reasonably should know is incapacitated. The responsibility of obtaining consent rests with the person initiating sexual activity. Use of alcohol or drugs does not diminish one’s responsibility to obtain consent. Consent to engage in sexual activity may be withdrawn by any person at any time. Once withdrawal of consent has been expressed, the sexual activity must cease. Consent is automatically withdrawn by a person who is no longer capable of giving consent. A current or previous consensual dating or sexual relationship between the Parties does not itself imply consent or preclude a finding of responsibility.

Dating Violence definition in Clery Act: Violence including, but not limited to, sexual or physical abuse or the threat of such abuse, committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Alleged Victim. The existence of such a relationship will be determined based on a consideration of the length and type of relationship and the frequency of interaction.

Dating Violence definition in Louisiana law: “Dating violence” includes, but is not limited to, physical or sexual abuse and any offense against the person as defined in the Criminal Code of Louisiana, except negligent injury and defamation, committed by one dating partner against the other. La. RS § 46.2151(C) For purposes of this Section, “dating partner” means any person who
is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the following factors:

(1) The length of the relationship.
(2) The type of relationship.
(3) The frequency of interaction between the persons involved in the relationship.

**Day:** A business day when the University is in normal operations.

**Domestic abuse definition in Louisiana law:** Includes, but is not limited to, physical or sexual abuse and any offense against the person as defined in the Criminal Code of Louisiana, except negligent injury and defamation, committed by one family or household member against another. La. RS 46:2132(3).

**Domestic Violence definition in Clery Act:** Violence, including but not limited to, sexual or physical abuse or the threat of such abuse committed by a current or former spouse or intimate partner or any other person from whom the Alleged Victim is protected under federal or Louisiana law. Felony or misdemeanor crime of violence committed:

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is 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.

**Education Program or Activity:** Locations, events, or circumstances where the University exercises substantial control over both the Respondent and the context in which the sexual harassment or discrimination occurs and also includes any building owned or controlled by a student organization that is officially recognized by the University.

**Family violence definition in Louisiana law:** Any assault, battery, or other physical abuse, which occurs between family or household members who reside together or who formerly resided together. La. RS § 46.2121.1(2)
**Final Determination:** A conclusion by the preponderance of the evidence standard that the alleged conduct occurred and whether it did or did not violate policy.

**Finding:** A conclusion by the preponderance of the evidence standard that the alleged prohibited conduct did or did not occur as alleged.

**Force:** Physical force, violence, threat, intimidation, or coercion.

**Grievance Process Pool:** Includes any investigators, hearing offices, appeal officers and advisors who may perform any or all of these roles (though not at the same time or with respect to the same case).

**Hearing Chair:** A voting member who is selected from Hearing Panel members and who will make rulings on the relevance of witnesses, evidence, and questions or topics presented to be used in cross examination by participants advisors. The Hearing Chair renders the written determination regarding responsibility of the Respondent’s alleged conduct charges in an impartial, neutral, and objective manner, based on the findings of the Hearing Panel.

**Hearing Facilitator:** A role of the Title IX Coordinator or a Deputy Coordinator. The Hearing Facilitator is responsible for conducting the Hearing in an orderly manner, controlling the conduct of all participants and attendees of the hearing.

**Hearing Panel:** Refers to those who have decision-making and sanctioning authority within the University’s Title IX Grievance Process.

**Investigator:** The person or persons charged by the University with gathering facts about an alleged violation of this Policy, assessing relevance and credibility, synthesizing the evidence, and compiling this information into an investigation report and file of directly related evidence.

**Incapacitation:** An individual is considered to be Incapacitated if, by reason of mental or physical condition, the individual is manifestly unable to make a knowing and deliberate choice to engage in sexual activity. Being drunk or intoxicated can lead to Incapacitation; however, someone who is drunk or intoxicated is not necessarily Incapacitated, as incapacitation is a state beyond drunkenness or intoxication. Individuals who are asleep, unresponsive, or unconscious are incapacitated. Other indicators that an individual may be Incapacitated include, but are not limited to, inability to communicate coherently, inability to dress/undress without assistance, inability to walk without assistance, slurred speech, loss of coordination, vomiting, or inability to perform other physical or cognitive tasks without assistance.

**Interpersonal Violence:** Includes dating violence, domestic violence, and stalking
Investigative Timeline: Investigations are completed expeditiously, normally within 30 business days, though some investigations may take weeks or even months, depending on the nature, extent, and complexity of the allegations, availability of witnesses, police involvement, etc.

Mandated Reporter: An employee of the University who is obligated by policy to share knowledge, notice and/or reports of sex discrimination, sexual misconduct, and/or retaliation on behalf of the University.

Non-Consensual Sexual Intercourse: Having or attempting to have sexual intercourse, cunnilingus, or fellatio without Consent. Sexual intercourse is defined as anal or vaginal penetration by a penis, tongue, finger, or inanimate object.

Non-Consensual Sexual Contact: Any intentional sexual touching or attempted sexual touching, without consent.

Notice: An employee, student, or third-party informs the Title IX Coordinator or other Official with Authority of the alleged occurrence of sex discrimination, sexual misconduct, sexual harassment, and/or retaliation on behalf of the University.

Official with Authority (OWA): An employee of the University explicitly vested with the responsibility to implement corrective measures for sex discrimination, sexual misconduct, and sexual harassment, and/or retaliation on behalf of the University.

Parties: Include the Complainant(s) and Respondent(s), collectively.

Perpetrator: An individual found responsible for sexual harassment.

Preponderance of the Evidence: The standard of evidence used for determination of responsibility of policy violations; whether it is more likely than not that the Respondent violated the policy as alleged.


Process B: The Alternative Grievance Process used for resolving reports/complaints of sexual misconduct, sexual harassment, and interpersonal violence that are outside of the scope of Title IX jurisdiction as detailed in the Resolution Process Procedures for Alleged Violations of the Policy Prohibiting Sex Discrimination, Sexual Misconduct and Interpersonal Violence.
Remedies: Post-finding actions directed to the Complainant and/or the community as mechanisms to address safety, prevent recurrence, and restore access to the University's educational program.

Resolution: The result of an informal or Formal Grievance Process.

Respondent: An individual whose conduct has been reported that could constitute sexual harassment.

Retaliation: Acts or attempted acts for the purpose of interfering with any report, investigation, or proceeding under this Policy, or as retribution or revenge against anyone who has reported Sexual Misconduct or Relationship Violence or who has participated (or is expected to participate) in any manner in an investigation or proceeding under this Policy. Prohibited retaliatory acts include, but are not limited to, intimidation, threats, coercion, or discrimination. Title IX prohibits Retaliation. For purposes of this Policy, an attempt requires a substantial step towards committing a violation.

Sanction: A consequence imposed by the University on a Respondent who is found to have violated this policy.

University Sanctions

Sanctions may be imposed upon any student or student organization found responsible for violation of the Code. The most severe sanctions, including suspension, denial of a degree or expulsion, can be imposed upon the first finding of responsibility for violation of the Code.

Conduct Admonition: The student or student organization is given written notice that their conduct is in violation of university policies, rules, or regulations. Future violations of the code may result in the imposition of additional sanctions.

Fines and Other Fees: Use of Tobacco Products or E-cigarettes on Campus (after being issued a warning): $50.00 or 10 hours of monitored community service at the University.

Restitution: The student or student organization is required to replace (at replacement cost) or restore damaged, stolen, or misappropriated University property. In cases involving damage, theft, or misappropriated property of another individual, a student may be required to demonstrate proof of restitution.
**Fine:** A fine assessed by the institution for a finding of responsibility or a fine paid by the student/student organization for participation in an online course or workshop as part of a sanction.

**Educational Project, Workshop, or Course:** This may include the assignment of a research paper, participation (cost, if any, will be borne by the student) in an online educational program relevant to the issue, or other assignment or workshop relevant to the violation(s) of the Student Code of Conduct.

**Grade of ‘F’ or Zero on an Assignment:** When a student is found responsible for an act of academic misconduct on an academic exercise.

**Grade of ‘F’ for a Course:** When a student is found responsible for an act of academic misconduct on an academic exercise that compromises the overall learning outcomes for the course.

**Loss of Privileges:** The student or student organization will incur the loss of one or more privileges, such as, but not limited to, on-campus employment, representing the University in any official function or leadership position (e.g., athletics, student leadership position, cheerleader, membership in any registered student organization or holding of an elected office in any registered student organization); entering or being in specific locations (e.g. a residence hall or other facility); and/or engaging in specified activities on campus.

**Administrative Separation Directive:** Prohibits named students from contacting, emailing, telephoning, or otherwise disturbing each other in situations where there is reason to believe that an alleged violation of harassment policies, a physical altercation, and/or Sexual Harassment may have occurred. An Administrative Separation Directive can be issued to one/all parties involved. The Administrative Separation Directive will not prohibit students from attending classes or any other campus activity (even though students may be enrolled in the same class(es). It may require moving the student(s) to another residence hall or removing the student(s) from the residence hall environment. Violation of the term or conditions of the on-campus Administrative Separation Directive may subject the student to disciplinary action without regard to the outcome of the case that led to the issuance of the administrative action.

**Parental Notification:** If a registered student under the age of 21 is involved in a University policy violation and/or violation of Louisiana state law for public intoxication, the possession, consumption, or distribution of alcohol or illicit drugs, the student’s parent(s) or guardian(s) may be notified in writing. If a registered student is transported to an
emergency medical treatment facility for drug use or alcohol intoxication, the student’s parents, guardians, or other appropriate parties may be notified by Student Affairs or other University administrators if necessary to protect the safety of the student or other individuals. (In accordance with FERPA’s health or safety emergency provision --See 34 CFR §§ 99.31(a)(10) and 99.36.)

**Disciplinary Probation in University Housing:** The student or non-student resident is placed on probationary status for a specified period of time. If the student is found to be in violation of any institutional regulation(s), particularly during the probationary period, suspension from all housing on campus may occur.

**Disciplinary Probation:** Disciplinary Probation removes a student from good disciplinary standing for the designated period of time and places the student on final warning status. If the student is found to be in violation of any institutional regulation(s), particularly during the probationary period, separation from the institution will most likely occur.

**Interim Disciplinary Suspension from University Housing:** The student is temporarily removed from residing in University Housing and is not afforded University Housing visitation rights. A final determination on Housing privileges will be made during the accountability process.

**Disciplinary Suspension from University Housing:** The student is removed from University Housing and University Housing visitation rights for a specified period of time. If a student wishes to regain such privileges, they must contact the Director of Residential Life and receive approval. If approval is given, the student must apply for housing and/or visitation rights in accordance with Residential Life procedures.

**Disciplinary Suspension:** A separation of the student from the University for a specified period of time after which the student is eligible to return assuming no intervening serious misconduct has occurred and any prerequisite conditions for readmission have been met. During the period of suspension, the student is prohibited from receiving credit at a component of the University system for scholastic work done in residence or by correspondence or extension. Conditions for readmission may be specified. In accord with University of Louisiana System Policy Number: S-II.I.B.-1, the notation, “Student is eligible to return (semester) (year)” will be placed on the student’s transcript. This notation will be removed from the transcript when the student is eligible to return. The student is placed on Disciplinary Probation for the first semester following the return to the University.
Interim Disciplinary Suspension: A student may be temporarily and immediately suspended prior to a University Board of Review when it is reasonable to determine that the student’s behavior is disruptive to the normal educational process at the University and/or cause has been found that danger or harm may result to others if the student is allowed to remain on campus pending a decision.

Voluntary Withdrawal: During a Board of Review, the University officer/Board of Review Board in conjunction with the student might determine this to be the best course of action. This action shall result in assignment of W’s for the student’s courses. During the Board of Review, any findings and sanctions will become part of the student’s educational record.

Organization Limited Disciplinary Suspension: The student organization loses all campus privileges and must completely cease all social and community activities for a specific period of time and/or until specific conditions are met. Business operations, such as regularly scheduled meetings may continue. If it is determined that the organization is operating in an underground fashion regarding social activities, the organization will be subject to full disciplinary suspension.

Organization Disciplinary Suspension: The student organization loses all campus privileges, is no longer recognized by the University, and must completely cease all organizational activities for a specific period of time and/or until specific conditions are met. If it is determined that the organization is operating in an underground/unofficial fashion, the organization will be subject to an extension of the suspension term.

Denial of a Degree: The University may not award the student an academic degree if the student is found responsible for academic misconduct. This is noted permanently on the student’s transcript.

Disciplinary Expulsion: The student is permanently separated from the University, including access to the University and its resources. The notation “Student is ineligible to enroll” will be made on the student’s transcript when a student is permanently dismissed from the University for disciplinary reasons. Should the student be allowed to return, the student will be placed on Disciplinary Probation for the first semester following the return to the University and the transcript notation will be removed; otherwise, the transcript notation is permanent.

Revocation of Degree: An academic degree previously awarded by the University may be revoked on proof that it was obtained by fraud or dishonesty or that a significant part of
the work submitted in support of the degree was plagiarized. This sanction is noted permanently on the student's transcript.

**Sexual Assault as defined by the Clery Act:** An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting program.

**Sexual Battery as defined by Louisiana State Law:** Includes any act or offense under the provisions of LSA R.S. 14:41 to 14:43.1.

**Sexual Exploitation:** An act attempted or committed by a person for sexual gratification, financial gain, or other advancement through the abuse or exploitation of another person’s sexuality. Examples of sexual exploitation include, but are not limited to, non-consensual observation of individuals who are undressed or engaging in sexual acts, non-consensual audio- or videotaping of sexual activity, prostituting another person, allowing others to observe a personal consensual sexual act without the knowledge or consent of all involved parties, and knowingly exposing an individual to a sexually transmitted infection without that individual’s knowledge.

**Sexual Harassment:** Sexual harassment means conduct on the basis of sex that satisfies one or more of the following: (1) An employee of the University conditioning the provision of an aid, benefit, or service of the University on an individual’s participation in unwelcome conduct of a sexual nature, whether verbal or physical; (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University’s education program or activity; or (3) “Sexual assault” as defined in 20 U.S.C. 1092(f)(6)(A)(v), “dating violence” as defined in 34 U.S.C. 12291(a)(10), “domestic violence” as defined in 34 U.S.C. 12291(a)(8), or “stalking” as defined in 34 U.S.C. 12291(a)(30). Sexual harassment also includes sexual assault, dating violence, domestic violence, and stalking. For purposes of this Policy, the various forms of prohibited Sexual Harassment are sometimes referred to as “Sexual Misconduct.”

**Sexual Misconduct:** A sexual act or contact of a sexual nature that occurs, regardless of personal relationship, without the consent of the other person(s), or that occurs when the person(s) is unable to give consent or whose consent is coerced or obtained in a fraudulent manner. For the purpose of this Policy, sexual misconduct includes, but is not limited to, sexual assault, sexual abuse, violence of a sexual nature, sexual harassment, quid pro quo harassment, non-consensual sexual intercourse, sexual exploitation, video voyeurism, contact of a sexual nature with an object, or the obtaining, posting or disclosure of intimate descriptions, photos, or videos without the express consent of the persons depicted therein, as well as dating violence, domestic violence, and stalking.
Sexual Oriented Criminal Offense: Any sexual assault offense as defined in La. R.S. 14:41 to 14:43.1

Stalking as defined by Clery Act: Intentional and repeated following OR harassing that would cause a reasonable person to feel alarmed OR that would cause a reasonable person to suffer emotional distress OR intentional and repeated uninvited presence at another person’s home, workplace, school, or any other place which would cause a reasonable person to be alarmed OR would cause a reasonable person to suffer emotional distress as a result of verbal or behaviorally implied threats of death, bodily injury, sexual assault, kidnapping, or any other statutory criminal act to the victim OR any member of the victim’s family OR any person with whom the victim is acquainted. 34 CFR 668.46(a)(ii)

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

Standards of Conduct: The University’s policies, handbooks, codes, and other documents that describe acceptable and unacceptable behavior by students, faculty, and staff.

Student: For the purposes of policy enforcement, the University considers an individual to be a “student” when an offer of admission has been extended and thereafter as long as the student has a continuing educational interest in the University. The term “student” includes individuals who are dually enrolled, visiting, online, and/or non-degree seeking.

Individuals enrolled in the Link to Success Program partnership with Nunez Community College are also considered “students” for the purposes of this policy. Individuals who are participating in UNO study abroad programs are also considered UNO students for the
purposes of this policy. Students, who choose to take a leave of absence, withdraw, or graduate, are considered students for the purposes of university policy enforcement for any misconduct that occurred prior to the leave, withdrawal, or graduation. Individuals who attend post-secondary educational institutions other than the University of New Orleans and who reside on campus at UNO are also accountable for abiding by University policy and the student code of conduct.

Supportive Measures: Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties to restore or preserve access to the University’s education program or activity, including measures designed to protect the safety of all parties or the University’s educational environment, and/or deter sexual harassment, sex discrimination, and/or retaliation.

Title IX Coordinator: The official designated by the University to ensure compliance with Title IX and the University’s Title IX program. References to the Coordinator throughout this policy may also encompass a designee of the Coordinator for specific tasks.

Title IX Grievance Process: “Process A,” a method of formal resolution designated by the University to address conduct that falls within the scope of Title IX jurisdiction and which complies with the requirements of 34 CFR Part 106.45.

Title IX Team: Refers to the Title IX Coordinator, Deputy Title IX Coordinators, and any member of the Grievance Process Pool.

University: The University of New Orleans.

Victim: An individual who, after all due investigation and/or adjudication, has been found to be the target of sexual harassment.

GENERAL POLICY

The University of New Orleans (UNO) is committed to providing a learning, working, and living environment that promotes personal integrity, civility and mutual respect. It is a violation of UNO policy to discriminate against any employee, student, or applicant on the basis of race, sex, color, national origin, religion, citizenship, sexual orientation, age, veteran status, disability, genetic information, gender identity, or any other protected characteristic or status.
PROCEDURE

Rationale for Policy
The University is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities that are free from discrimination, harassment, and retaliation. To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational program or activity, the University has developed internal policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation of sex discrimination, sexual misconduct or sexual harassment and for allegations of retaliation. The University values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process during what is often a difficult time for all those involved.

Overview of Expectations
The University’s prohibitions against sex discrimination, sexual misconduct, and interpersonal violence apply to all students, faculty, staff, visitors and to other members of the University community, as well as to contractors, consultants, and vendors doing business or providing services to the University. The purpose of this policy is the prohibition of sex discrimination, sexual misconduct and interpersonal violence. Sex discrimination is adverse treatment of an individual based on sex or gender. Sex discrimination encompasses sexual misconduct but also includes other behavior that does not constitute sexual misconduct.

Sometimes, discrimination involves exclusion from activities, such as admission, athletics, or employment. Reports of sex discrimination that are not based on sexual misconduct should be reported to the Title IX Coordinator and will be resolved through the appropriate University process as determined based on the specific facts of the report. Sex discrimination reports/complaints that are not based on sexual misconduct will not go through the same resolution process as reports of sexual misconduct.

Other times, sex discrimination can encompass sexual harassment, sexual assault, stalking, sexual exploitation, dating violence or domestic violence. When an alleged violation of this policy is reported, the allegations are subject to resolution using the University’s Title IX Grievance Process (“Process A”) the University’s Alternative Grievance Process or “Process B,” as determined by the Title IX Coordinator, and as detailed in the Resolution Process Procedures for Alleged Violations of the Policy Prohibiting Sex Discrimination, Sexual Misconduct and Interpersonal Violence. When the Respondent is a member of the University community, a grievance process may be available regardless of the status of the Complainant, who may or may not be a member of the University
community. This community includes, but is not limited to, students, student organizations, faculty, administrators, staff, and third parties such as guests, visitors, volunteers, invitees, and campers. The procedures below may be applied to incidents, to patterns, and/or to the campus climate, all of which may be addressed and investigated in accordance with this policy.

When the Respondent is a University employee, the Title IX Coordinator will consult with the University Compliance and Employee Relations Officer.

Violations of this policy may lead to disciplinary action to include suspension or removal. Every member of the University community is put on notice that a violation of this policy may subject an individual not only to institutional discipline but also to personal liability.

Moreover, this Policy applies to on-campus and off-campus conduct, including online or electronic conduct, when the off-campus conduct: (i) occurs during a University sponsored employment or education activity or program; (ii) adversely impacts the education or employment of a member of the University community; or (iii) otherwise threatens the health and/or safety of a member of the University community.

Any person who receives a report or becomes aware of an incident of sex discrimination, sexual misconduct or interpersonal violence should report it immediately to the Title IX Coordinator. The University will promptly and equitably investigate all suspected or alleged violations of this Policy.

**Title IX Coordinator**

The Title IX Coordinator has the primary responsibility for coordinating the University’s efforts related to the intake, investigation, resolution, and implementation of supportive measures to stop, remediate, and prevent sex discrimination, sexual misconduct, sexual harassment, and retaliation prohibited under this policy. The Title IX Coordinator is responsible for implementing and monitoring compliance with Title IX, VAWA and this Policy on behalf of the University. This includes coordination of training, education, communications, and administration of grievance procedures for the handling of suspected or alleged violations of this Policy.

The Title IX Coordinator is also responsible for maintaining documentation of all reports of incidents of sex discrimination, sexual misconduct, and interpersonal violence, and for establishing a protocol for recordkeeping of such incidents.

**Independence and Conflict of Interest**

The Title IX Coordinator manages the Title IX Team and acts with independence and authority free from bias and conflicts of interest. The Title IX Coordinator oversees all resolutions under this policy and these procedures. The Members of the Title IX Team are vetted and trained to
ensure they are not biased for or against any party in a specific case, or for or against Complainants and/or Respondents, generally.

To raise any concern involving bias or conflict of interest by the Title IX Coordinator contact the University President at 504-280-6201. Concerns of bias or a potential conflict of interest by any other Title IX Team member should be raised with the Title IX Coordinator.

Reports of misconduct or discrimination committed by the Title IX Coordinator should be reported to the University President at 504-280-6201. Reports of misconduct or discrimination committed by any other Title IX Team member should be reported to the Title IX Coordinator.

**Administrative Contact Information**

Reports/Complaints or notice of alleged policy violations, or inquiries about or concerns regarding this policy and procedures may be made internally to:

Amy A. King – Director, Student Accountability and Disability Services and Title IX Coordinator  
Office Location: 126E Earl K Long Library  
Phone: (504)280-7327  
Email: aaking@uno.edu  
Mailing Address:  
Amy King  
University of New Orleans,  
Earl K Long Library, Room 126E  
New Orleans, LA 70148

The University considers the Title IX Coordinators and Deputy Title IX Coordinators and the University Compliance and Employee Relations Officer to be Officials with Authority, employees of the University explicitly vested with the responsibility to implement corrective measures for sex discrimination, sexual misconduct, and sexual harassment, and/or retaliation on behalf of the University.

The University strongly encourages individuals, including third party bystanders, to report incidents of sex discrimination, sexual misconduct, and interpersonal violence prohibited under this Policy to the Title IX Coordinator. With the exception of the Confidential Advisors, all other University employees as well as students working as Resident Assistants and Graduate Assistants, who receive a report of sex discrimination, sexual misconduct, or interpersonal violence in the context of their employment are required to report all the details of the incident (including the identities of both the reporting party and alleged responding party) to the Title IX Coordinator. All employees with the exception of Confidential Advisors are considered Mandated Reporters.
Deputy Title IX Coordinators
The Deputy Title IX Coordinators aid the Title IX Coordinator with coordination of training, education, communications, and administration of grievance procedures for the handling of suspected or alleged violations of this Policy. The Deputy Title IX Coordinators can receive reports of alleged violations of the policy and will in turn inform the Title IX Coordinator.

Ms. Kirsten Elleby
Office location: HPC 109A
Phone: 504-280-6392
Email: kcelleby@uno.edu

Ms. Braylin Artigues
Office Location: AD 213
Phone: 504-280-6260
Email: bamorga2@uno.edu

Individuals wishing to obtain confidential assistance without making a report to the University may do so by speaking with a confidential advisor. The following persons are designated

Confidential Advisors:

Ms. Portia Gordon - UNO Counseling Services 504-280-6683

Ms. Carolyn Clark - UNO Counseling Services 504-280-6683

Dr. Lisa Verner—UNO Women’s Center lverner@uno.edu

Confidential Advisors are trained and available to discuss incidents of sexual misconduct or interpersonal violence in confidence, and generally only report to the University that an incident occurred without revealing any personally identifying information. Disclosures to these trained confidential advisors will not trigger the University’s investigation into an incident. In addition to providing confidential counseling, confidential advisors also provide emergency and ongoing support to individuals who have experienced sexual misconduct or interpersonal violence, including:
• The provision of information regarding the individual’s reporting options and possible outcomes, including without limitation, reporting to the University pursuant to this Policy and notifying local law enforcement;
• The provision of resources and services, including, but not limited to, services available on campus and through community-based resources, such as, sexual assault crisis centers, medical treatment facilities, counseling services, legal resources, medical forensic services and mental health services;
• The provision of information regarding orders of protection, no contact orders or similar lawful orders issued by the University or a criminal or civil court;
• An explanation of the individual’s right to have privileged, confidential communications with the confidential advisor consistent with state and federal law;
• Assistance in contacting campus officials, community-based sexual assault crisis centers and/or local law enforcement upon requested; and/or
• Assistance with securing supportive measures and accommodations upon request.

These resources are available whether or not a reporting party chooses to make an official report or participate in the University’s Investigation and Resolution Procedures or in the criminal process, and can assist parties with obtaining needed resources, explain reporting options, navigating the reporting process, and providing ongoing support as needed.

Confidential Resources

Students have on-campus access to guidance and support at the UNO Counseling Services (504) 280-6683.

Talking to a counselor does not constitute reporting the incident. However, the counselor can help you report the incident if you choose to do so. Talking to a counselor or reporting the incident can be initiated at any time.

In the immediate aftermath of sexual misconduct such as sexual assault or rape, medical care and the collection of physical evidence are very important. The individual should not shower, bathe, or change clothes and may be taken to the hospital emergency room.

Employees, students, and non-students may also access assistance 24 hours a day, 7 days a week from the following:

The Department of Public Safety and Security:

University Computing Center, 2nd Floor New Orleans, LA 70148
(504) 280-6666 emergency on campus
Orleans Parish:

University Medical Center
504-702-3000
2000 Canal St. New Orleans (Emergency Room 2nd Floor)
Nurses with special training in sexual assault (SANE) provide exams and care for victims.

Hope Clinic at the Family Justice Center
Forensic 504.355.0857
Monday-Friday 9am-5pm
701 Loyola Ave, Suite 108
New Orleans

Jefferson Parish:

Tulane Lakeside Hospital
4700 South I-10 Service Rd W
Metairie, LA 70001
Phone: (504) 780-8282
Has a forensic nurse on staff to conduct exams for sexual assault victims.

St. Tammany Parish:

St. Tammany Parish Hospital Emergency Room
1202 S Tyler St Covington, LA (985) 898-4000

Lakeview Regional Medical Center Emergency Room
95 Judge Tanner Blvd Covington, LA (985) 867-3800
Louisiana Heart Hospital Emergency Room 64030
Louisiana 434 Lacombe, LA (985) 690-7500

Slidell Memorial Hospital Emergency Room
1001 Gause Blvd. Slidell, LA 70458 985-280-2200

Ochsner Medical Center Emergency Room
100 Medical Center Dr, Slidell, LA 70461 985-649-7070
Other Resources

If under 17: Care Center Children’s Hospital in New Orleans
200 Henry Clay Ave,
New Orleans, LA 70118
(504) 899-9511

24-Hour Rape Helpline 504-267-7020
Provides anonymous support and information

CHOICES (24 Hour Domestic Violence Hotline) 504-224-4663

Metropolitan Center for Women and Children (Jefferson Parish)
24/7 504-837-5400 or 1-888-411-1333
Provides help for victims in Jefferson Parish

New Orleans Family Justice Center
504-592-4005
24/7 crisis line 504-866-9554
Assists individuals affected by family violence, dating violence, sexual assault and stalking.

STAR (Sexual Trauma Awareness & Response)
123 N. Genois St.
New Orleans, LA 70119
24/7 HOTLINE: 1-855-435-STAR

24-Hour Rape Helpline – Trained volunteer advocates provide emotional support, crisis intervention and community referral information over the telephone to survivors of sexual violence, co-survivors and the community. 1-800-656-HOPE

Stalking Resource Center
1-800-FYI-CALL (M-F 8:30 AM - 8:30 PM EST)

LaFASA (Louisiana Foundation Against Sexual Assault)
Help line 1-888-995-7273
24/7 confidential and free
National Domestic Violence Hotline
1-800-799-SAFE (7233) (24 hours, 7 days a week)
1-800-787-3224

Sexual Assault Hotline
1-800-656-4673

Stop It Now! (Sexual Abuse)
1-888-PREVENT
http://www.stopitnow.com/

United Way Crisis Helpline
1-800-233-HELP (1-800-233-4357)

INQUIRIES MAY BE MADE EXTERNALLY TO:

Office for Civil Rights (OCR)
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-1100 Customer Service Hotline #: (800) 421-3481
Facsimile: (202) 453-6012 TDD#: (877) 521-2172
Email: OCR@ed.gov
Web: http://www.ed.gov/ocr

Notice/Complaints of Sexual Discrimination, Sexual Misconduct or Retaliation
Reports may be submitted in person, by phone, in writing, electronically, or anonymously and may be submitted by complainants, third parties, or bystanders to the Title IX Coordinator/Deputy Title IX Coordinators.

Amy King
University of New Orleans,
Earl K Long Library, Room 126E
New Orleans, LA 70148
Email: aaking@uno.edu

Reporting Sex Discrimination, Sexual Misconduct and Interpersonal Violence Form. Individuals may submit a report of sex discrimination, sexual misconduct, sexual harassment, sexual assault, sexual exploitation, dating violence, domestic violence, stalking (on the basis of sex) and retaliation 24 hours a day by accessing UNO’s on-line "Reporting Sex Discrimination, Sexual Misconduct and Interpersonal Violence Form" for this purpose. This form may be accessed on UNO's website using the following link: https://uno.guardianconduct.com/incident-reporting.
The completed report form goes to the UNO Title IX Coordinator. The form can be submitted anonymously if desired. Anonymous reports are accepted but can give rise to a need to investigate. The University tries to provide supportive measures to all Complainants, which is impossible with an anonymous report. Because reporting carries no obligation to initiate a formal response, and as the University respects Complainant requests to dismiss complaints unless there is a compelling threat to health and/or safety, the Complainant is largely in control and should not fear a loss of privacy by making a report that allows the University to discuss and/or provide supportive measures.

The Complainant can choose to make or not to make a complaint with the Title IX Coordinator and/or law enforcement. The Complainant will be offered supportive measures regardless of their choice to report/make a complaint.

Alternatively, if the University is open any person may file a report in person during regular business hours (8:00 a.m. to 4:30 p.m., Monday - Friday) by contacting UNO's Title IX Coordinator.

A Formal Complaint means a document filed/signed by the Complainant or signed by the Title IX Coordinator alleging a policy violation by a Respondent and requesting that the University investigate the allegation(s). A formal complaint is normally filed with the Title IX Coordinator in person. However, the Title IX Coordinator can arrange to receive a formal complaint, by mail, or by electronic mail. As used in this paragraph, the phrase “document filed by a Complainant” means a document or electronic submission (such as by electronic mail) that contains the Complainant’s physical or digital signature, or otherwise indicates that the Complainant is the person filing the complaint.

Confidentiality and Reporting Procedures

Different people on campus have different reporting responsibilities, and different abilities to maintain your confidentiality, depending on their roles at the University.

When consulting campus resources, victims should be aware of confidentiality and mandatory reporting, in order to make informed choices. On campus, some resources may maintain your complete confidentiality, offering you options and advice without any obligation to tell anyone, unless you want them to. Other resources are expressly there for you to report crimes and procedure violations, and they will take action when you report your victimization to them. Most resources on campus fall in the middle of these two extremes. Neither the University nor the law requires them to divulge private information that you share with them, except in extremely rare circumstances, described
below. You may seek assistance from them without starting a chain of events that takes things out of your control or violates your privacy.

Complainant May or May Not Choose to Report

Institutions must allow complainants to file both informal and formal complaints against the respondent. If the complainant chooses to file an informal complaint, the complainant must be notified of the right to end the informal process at any time and the right to pursue a formal complaint and/or take legal action. The institution may provide an online reporting system to collect anonymous disclosures of crimes and track patterns of crimes on campus. An individual may submit a confidential report about a specific crime to the institution using the online reporting system. If an online reporting system is used, it should include information regarding how to report a crime to a responsible employee and/or law enforcement as well as how to contact a confidential advisor.

To Report Confidentially

If you desire that details of the incident be kept confidential, you should speak with on-campus mental health counselors, campus health service providers or off-campus rape crisis resources. While there are exceptions to confidentiality, in general, medical and mental health professionals are required to keep patient/client information confidential unless explicit (usually written) permission is given to release information. Among the exceptions to confidentiality are a court ordered release of client records. Another example of an exception is when a patient/client poses a danger to him/herself or someone else, in which case the medical/mental health professional is required by law to break confidentiality and do what is necessary to ensure the safety and wellbeing of those in danger. Counseling Services is available to help you during regular office hours and prioritizes crisis situations to ensure timely access to services. In addition, you may speak with on and off-campus with members of the clergy and chaplains, who will also keep reports made to them confidential within the limits of applicable laws. The contact information for the UNO Counseling Center is: 504-280-6683.

The university also has designated individuals to serve as “Confidential Advisors.” These individuals primarily serve to aid a student involved in a sexual misconduct complaint in the resolution process as a confidential resource. As suggested by the term “confidential advisor,” confidential communications with the advisor will be kept confidential in all circumstances except where the institution or advisor may be required to disclose the communications under state or federal laws. For example, an institution may be compelled by law to disclose communications between the student and his/her confidential advisor if directed by the court in civil litigation.
Quasi-Confidential Reporting

You can seek advice from certain resources who are not required to tell anyone else your private, personally identifiable information unless there is cause for fear for your safety, or the safety of others. These resources include those without supervisory responsibility or remedial authority to address sexual misconduct, such as RAs, faculty members, advisors to student organizations, career services staff, admissions officers, student activities personnel, and many others. If you are unsure of someone’s duties and ability to maintain your privacy, ask them before you talk to them. They will be able to tell you, and help you make decisions about who can help you best. Some of these resources, such as RAs, are instructed to share incident reports with their supervisors, but they do not share any personally identifiable information about your report unless you give permission, except in the rare event that the incident reveals a need to protect you or other members of the community. If your personally identifiable information is shared, it will be shared with as few people as possible, and all efforts will be made to protect your confidentiality to the greatest extent.

Non-Confidential Reporting Options

You are encouraged to speak to officials of the institution to make formal reports of incidents (deans, vice presidents, or other administrators with supervisory responsibilities, campus security, and human resources). You have the right and can expect to have incidents of sexual misconduct to be taken seriously by the university when formally reported, and to have those incidents investigated and properly resolved through administrative procedures. Formal reporting does not mean that your report won’t be confidential, but it does mean that people who need to know will be told, and information will be shared as necessary with investigators, witnesses, and the accused.

SUPPORTIVE MEASURES

The University will offer and implement appropriate and reasonable supportive measures to the parties upon notice of alleged sexual harassment, sex discrimination, and/or retaliation.

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties to restore or preserve access to the University’s education program or activity, including measures designed to protect the safety of all parties or the University’s educational environment, and/or deter sexual harassment, sex discrimination, and/or retaliation.
The Title IX Coordinator promptly makes supportive measures available to the parties upon receiving notice of a complaint. At the time that supportive measures are offered, the University will inform the Complainant, in writing, that they may file a formal complaint with the University either at that time or in the future, if they have not done so already. The Title IX Coordinator works with the Complainant to ensure that their wishes are taken into account with respect to the supportive measures that are planned and implemented.

The University will maintain the privacy of the supportive measures, provided that privacy does not impair the University’s ability to provide the supportive measures. The University will act to ensure as minimal an academic impact on the parties as possible. The University will implement measures in a way that does not unreasonably burden the other party. These actions may include, but are not limited to:

- Referral to counseling, medical, and/or other healthcare services
- Referral to community-based service providers
- Visa and immigration assistance
- Student financial aid counseling
- Education to the community or community subgroup(s)
- Altering campus housing assignment(s)
- Altering work arrangements for employees or student-employees
- Safety planning
- Providing campus safety escorts
- Providing transportation accommodations
- Implementing contact limitations (no contact orders) between the parties
- Academic support, extensions of deadlines, or other course/program-related adjustments
- Trespass, Persona Non Grata (PNG), or Be-On-the-Lookout (BOLO) orders
- Timely warnings
- Class schedule modifications, withdrawals, or leaves of absence
- Increased security and monitoring of certain areas of the campus
- Any other actions deemed appropriate by the Title IX Coordinator

Violations of no contact orders will be referred to appropriate student or employee conduct processes for enforcement. An employee’s or student’s failure to comply with the terms of supportive measures directives is a separate violation of the University Codes of Conduct.

**Right to an Advisor**
The parties may each have an advisor of their choice. An advisor is a person chosen by a party or appointed by the institution to accompany the party to meetings related to the resolution
process, to advise the party on that process, and to conduct cross-examination for the party at the hearing, if any.

**Emergency Removal**
The University can act to remove a Respondent entirely or partially from its education program or activities on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical health or safety of any student or other individual justifies removal. This risk analysis is performed by the Title IX Coordinator in conjunction with at least two other representatives from offices such as, but not limited to, UNO Public Safety and Security, Counseling Services, Human Resources, and members of the University Board of Review.

In all cases in which an emergency removal is imposed, the student or employee will be given notice of the action and the option to request to meet with the Title IX Coordinator prior to such action/removal being imposed, or as soon thereafter as reasonably possible, to show cause why the action/removal should not be implemented or should be modified.

This meeting is not a hearing on the merits of the allegation(s), but rather is an administrative process intended to determine solely whether the emergency removal is appropriate. When this meeting is not requested in a timely manner, objections to the emergency removal will be deemed waived. A Complainant and their Advisor may be permitted to participate in this meeting if the Title IX Coordinator determines it is equitable to do so. This section also applies to any restrictions that a coach or athletic administrator may place on a student-athlete arising from allegations related to Title IX. There is no appeal process for emergency removal decisions.

A Respondent may be accompanied by an Advisor of their choice when meeting with the Title IX Coordinator for the show cause meeting. The Respondent will be given access to a written summary of the basis for the emergency removal prior to the meeting to allow for adequate preparation.

The Title IX Coordinator has sole discretion under this policy to implement or stay an emergency removal and to determine the conditions and duration. Violation of an emergency removal under this policy will be grounds for discipline, which may include expulsion or termination.

The University will implement the least restrictive emergency actions possible in light of the circumstances and safety concerns. As determined by the Title IX Coordinator, these actions could include, but are not limited to: removing a student from a residence hall, temporarily reassigning an employee, restricting a student’s or employee’s access to or use of facilities or equipment, allowing a student to withdraw or take grades of incomplete without financial penalty, authorizing an administrative leave, and suspending a student’s participation in
extracurricular activities, student employment, student organizational leadership, or intercollegiate/intramural athletics.

At the discretion of the Title IX Coordinator, alternative coursework options may be pursued to ensure as minimal an academic impact as possible on the parties.

**Promptness**
All allegations are acted upon promptly by University once it has received notice or a formal complaint. Complaints can take 60 to 90 business days to resolve, typically. There are always exceptions and extenuating circumstances that can cause a resolution to take longer, but the University will avoid all undue delays within its control.

Any time the general timeframes for resolution outlined in University procedures will be delayed, the University will provide written notice to the parties of the delay, the cause of the delay, and an estimate of the anticipated additional time that will be needed as a result of the delay.

**Privacy**
Every effort is made by the University to preserve the privacy of reports. The University will not share the identity of any individual who has made a report or complaint of sexual harassment, sex discrimination, or retaliation; any Complainant, any individual who has been reported to be the perpetrator of sex discrimination, any Respondent, or any witness, except as permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g; FERPA regulations, 34 CFR part 99; or as required by law; or to carry out the purposes of 34 CFR Part 106, including the conducting of any investigation, hearing, or grievance proceeding arising under these policies and procedures.

The University reserves the right to designate which University officials have a legitimate educational interest in being informed about incidents that fall within this policy, pursuant to the Family Educational Rights and Privacy Act (FERPA).

Only a small group of officials who need to know will typically be told about the complaint. The group may include but is not limited to Student Affairs, Public Safety and Security, Human Resource Management, and Residential Life. Information will be shared as necessary with Investigators, Hearing Panel members, witnesses, and the parties. The circle of people with this knowledge will be kept as tight as possible to preserve the parties’ rights and privacy.

The University will not access or use a party’s medical, psychological and similar treatment records unless given voluntary written consent to do so.
The University may contact parents/guardians to inform them of situations in which there is a significant and articulable health and/or safety risk but will usually consult with the student first before doing so.

**Jurisdiction of the University**

This policy applies to the education program and activities of the University, to conduct that takes place on the campus or on property owned or controlled by the University, at University-sponsored events, or in buildings owned or controlled by University’s recognized student organizations. The Respondent must be a member of University’s community in order for its policies to apply.

This policy can also be applicable to the effects of off-campus misconduct that effectively deprive someone of access to University’s educational program. The University may also extend jurisdiction to off-campus and/or to online conduct when the Title IX Coordinator determines that the conduct affects a substantial University interest.

Regardless of where the conduct occurred, the University will address notice/complaints to determine whether the conduct occurred in the context of its employment or educational program or activity and/or has continuing effects on campus or in an off campus sponsored program or activity. A substantial University interest includes:

- a. Any action that constitutes a criminal offense as defined by law. This includes, but is not limited to, single or repeat violations of any local, state, or federal law;
- b. Any situation in which it is determined that the Respondent poses an immediate threat to the physical health or safety of any student or other individual;
- c. Any situation that significantly impinges upon the rights, property, or achievements of oneself or others or significantly breaches the peace and/or causes social disorder; and/or
- d. Any situation that is detrimental to the educational interests or mission of the University.

If the Respondent is unknown or is not a member of the University community, the Title IX Coordinator will assist the Complainant in identifying appropriate campus and local resources and support options and/or, when criminal conduct is alleged, in contacting local or campus law enforcement if the individual would like to file a police report.
Further, even when the Respondent is not a member of the University’s community, supportive measures, remedies, and resources may be accessible to the Complainant by contacting the Title IX Coordinator.

In addition, the University may take other actions as appropriate to protect the Complainant against third parties, such as barring individuals from University property and/or events.

All vendors serving the University through third-party contracts are subject to these policies and procedures to which their employer has agreed to be bound by their contracts.

When the Respondent is enrolled in or employed by another institution, the Title IX Coordinator can assist the Complainant in liaising with the appropriate individual at that institution, as it may be possible to allege violations through that institution’s policies.

Similarly, the Title IX Coordinator may be able to advocate for a student or employee Complainant who experiences discrimination in an externship, study abroad program, or other environment external to the University where sexual harassment or nondiscrimination policies and procedures of the facilitating or host organization may give recourse to the Complainant.

**Time Limits on Reporting**

There is no time limitation on providing notice/complaints to the Title IX Coordinator. However, if the Respondent is no longer subject to the University’s jurisdiction and/or significant time has passed, the ability to investigate, respond, and provide remedies may be more limited or impossible.

Acting on notice/complaints significantly impacted by the passage of time (including, but not limited to, the rescission or revision of policy) is at the discretion of the Title IX Coordinator, who may document allegations for future reference, offer supportive measures and/or remedies, and/or engage in informal or formal action, as appropriate.

**Related Misconduct**

In accordance with this Policy, the Title IX Coordinator is empowered to hear allegations of sexual misconduct and any violations of the University's Standards of Conduct directly related to the alleged sexual misconduct or any alleged violations of this Policy, as well as to recommend sanctions in response. Such related misconduct may include, without limitation, violations of rules of privacy, violations of University directives, and/or violations of other Standards of Conduct that occurred in the course of the alleged sexual misconduct.
Amnesty Policy
Individuals, who participate in the reporting /investigation process, whether as the complainant or as a witness, are expected to provide truthful information in accordance with the University's Standards of Conduct. It is the policy of the University to provide amnesty for any student who reports sexual harassment in good faith. The University shall not sanction the student for a nonviolent student conduct violation, such as underage drinking, that is revealed in the course of such a report.

Romantic Relationships in Power Differentials
Romantic relationship between employees, or between employees and students, who are in positions of unequal authority are generally prohibited unless an exception applies. University policy “AP-OP-27.1 Romantic Relationships Between Members of the University Community” regulates romantic or sexual relationships that may be regarded as consensual. The goal of that policy is to prevent the untoward effects that can potentially arise from such relationships such as conflicts of interest, workplace disruptions, and illegal sexual harassment.

Retaliation
Acts of alleged retaliation should be reported immediately to the Title IX Coordinator and will be promptly investigated. Retaliation may result in disciplinary action independent of the sanctions or remedial measures imposed in response to the underlying allegations of sexual misconduct. The University is prepared to take appropriate steps to protect individuals who fear that they may be subjected to retaliation.

It is prohibited for the University or any member of the University’s community to take materially adverse action by intimidating, threatening, coercing, harassing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by law or policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy and procedure.

Charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation.

The exercise of rights protected under the First Amendment does not constitute retaliation.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy and procedure does not
constitute retaliation, provided that a determination regarding responsibility, alone, is not sufficient to conclude that any party has made a materially false statement in bad faith.

PROHIBITED CONDUCT

The University prohibits discrimination on the basis of sex, sexual orientation, and/or gender in any University program or activity. “Sexual misconduct,” including sexual harassment, sexual assault, sexual violence, and sexual exploitation, is a form of sex discrimination and is prohibited by this Policy. “Interpersonal violence,” including dating violence, domestic violence, and stalking, is also prohibited by this Policy.

Sexual Misconduct is a sexual act or contact of a sexual nature that occurs, regardless of personal relationship, without the consent of the other person(s), or that occurs when the person(s) is unable to give consent or whose consent is coerced or obtained in a fraudulent manner. For the purpose of this Policy, sexual misconduct includes, but is not limited to, sexual assault, sexual abuse, violence of a sexual nature, sexual harassment, quid pro quo harassment, non-consensual sexual intercourse, sexual exploitation, video voyeurism, contact of a sexual nature with an object, or the obtaining, posting or disclosure of intimate descriptions, photos, or videos without the express consent of the persons depicted therein, as well as dating violence, domestic violence, and stalking.

The Title IX Regulations of 2020 have defined in detail the complaints of sexual harassment that fall under the jurisdiction of Title IX and require a specific protocol for addressing and resolving a grievance. Specifically Sexual Harassment as defined by Title IX is conduct on the basis of sex that satisfies one or more of the following: (1) An employee of the University conditioning the provision of an aid, benefit, or service of the University on an individual’s participation in unwelcome conduct of a sexual nature, whether verbal or physical; (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University’s education program or activity; or (3) “Sexual assault” as defined in 20 U.S.C. 1092(f)(6)(A)(v), “dating violence” as defined in 34 U.S.C. 12291(a)(10), “domestic violence” as defined in 34 U.S.C. 12291(a)(8), or “stalking” as defined in 34 U.S.C. 12291(a)(30).

All notice/reports/complaints of sex discrimination and sexual misconduct will be carefully evaluated to determine if the alleged policy violation falls under the scope of Title IX jurisdiction or outside the scope of Title IX jurisdiction. Any alleged policy violation that is determined to be outside the scope of Title IX jurisdiction must be dismissed for Title IX purposes and will be addressed using a different resolution process.
Any complaints within Title IX Jurisdiction will be resolved using the Title IX Grievance Process ("Process A") contained in the Resolution Process Procedures for Alleged Violations of the Policy Prohibiting Sex Discrimination, Sexual Misconduct and Interpersonal Violence.

Any complaints that do not fall under the scope of Title IX jurisdiction will be resolved using the Alternative Grievance Process ("Process B") contained in the Resolution Process Procedures for Alleged Violations of the Policy Prohibiting Sex Discrimination, Sexual Misconduct and Interpersonal Violence.

**INVESTIGATION AND RESOLUTION PROCEDURES**

See the Resolution Process Procedures for Alleged Violations of the Policy Prohibiting Sex Discrimination, Sexual Misconduct and Interpersonal Violence for a detailed description of the steps involved in the resolution of any complaint involving sexual misconduct.

In addressing a report/complaint that is determined to fall within the scope of Title IX jurisdiction, the University may use some or all of the following processes: Initial Assessment and Supportive Measures, Formal Complaint, Informal Resolution, Formal Investigation and Grievance Process (a formal investigatory process that goes to a live hearing with cross examination, leading to a finding), Sanctioning, and Appeal.

In addressing a report/complaint, that is determined to fall outside the scope of Title IX Jurisdiction, the University may use some or all of the following processes: Initial Assessment and Supportive Measures, Formal Complaint, Informal Resolution, Formal Investigation and Resolution Process B (a formal investigatory process that does not require a live hearing but uses a hearing board to determine a finding), Sanctioning, and Appeal.

Regardless of the specific processes employed, the University will complete its Investigation and Resolution Procedures in a fair, impartial and thorough manner. The University will provide periodic updates to the parties, as it deems appropriate.

All parties will be informed that the University uses a process in which the responding party is considered “not responsible” for an alleged Policy violation until proven responsible by a preponderance of the evidence.

The Title IX Coordinator will work with both parties to ensure they are aware of the right to have an Advisor of their choosing.
Initial Assessment
Upon receipt of a complaint or notice to the Title IX Coordinator of an alleged violation of the Policy, University initiates a prompt initial assessment to determine the next steps the University needs to take.

Supportive Measures
The Title IX Coordinator promptly makes supportive measures available to the parties upon receiving notice or a complaint. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties to restore or preserve access to the University’s education program or activity.

Formal Complaint
A document filed/signed by the Complainant or signed by the Title IX Coordinator alleging a policy violation by a Respondent and requesting that the University investigate the allegation(s).

Informal Resolution
A process of resolution available to the parties that does not require a formal investigation and hearing/deliberation by a Hearing Panel. Informal resolution is not an option under Title IX jurisdiction when the complaint is made by a student against a University employee.

Formal Investigation
A process employed by appointed investigators to investigate allegations of misconduct. Investigations involve interviews with all relevant parties and witnesses; obtaining available, relevant evidence; and identifying sources of expert information, as necessary. An Investigation Report is generated and provided to the Hearing Panel for deliberation along with any other relevant evidence.

Hearing
Formal hearing used in the Title IX Grievance Process. The University may use a remote hearing protocol that allows all parties to be present, even though they are not in the same room. The Hearing Panel will conduct the hearing as per hearing protocol, with testimony and cross-examination from the parties and witnesses. The Hearing Panel will deliberate, make a finding, and impose/recommend disciplinary sanctions.

Sanctioning
Disciplinary sanctions imposed/recommended by the Hearing Panel on student or employee found responsible for violations of this policy.

Appeals
Any party may file a request for appeal in writing to the Title IX Coordinator within three days of the delivery of the Notice of Outcome. There are specific grounds for appeal that must be met. Appeals will be heard by the appropriate Appeal Officer (Dean of Students for student respondents; the President for non-student employee respondents).

**Long-Term Remedies/Other Actions**

Following the conclusion of the resolution process, and in addition to any sanctions implemented, the Title IX Coordinator may implement additional long-term remedies or actions with respect to the parties and/or the campus community that are intended to stop the harassment, discrimination, and/or retaliation, remedy the effects, and prevent reoccurrence.

Inter-campus Transfer Policy: The transcript of a student who has been accused of a sexually oriented criminal offense and withdraws pending disciplinary action shall be withheld until investigation and adjudication of the matter by the institution is completed.

**Recordkeeping**

The University will maintain for a period of at least seven years records of:

1. Each sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript required under federal regulation;
2. Any disciplinary sanctions imposed on the Respondent;
3. Any remedies provided to the Complainant designed to restore or preserve equal access to the University’s education program or activity;
4. Any appeal and the result therefrom;
5. Any Informal Resolution and the result therefrom;
6. All materials used to train Title IX Coordinators, Investigators, Hearing Panel, and any person who facilitates an Informal Resolution process. The University will make these training materials publicly available on the University’s website.; and
7. Any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment, including:
   a. The basis for all conclusions that the response was not deliberately indifferent;
   b. Any measures designed to restore or preserve equal access to the University’s education program or activity; and
   c. If no supportive measures were provided to the Complainant, document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

The University will also maintain any and all records in accordance with state and federal laws.
Revision of this Policy and Procedures

During the resolution process, the Title IX Coordinator may make minor modifications to procedures that do not materially jeopardize the fairness owed to any party, such as to accommodate summer schedules.

The Title IX Coordinator may also vary procedures materially with notice (on the institutional website, with the appropriate effective date identified) upon determining that changes to law or regulation require policy or procedural alterations not reflected in this Policy and procedures.

If government laws or regulations change – or court decisions alter – the requirements in a way that impacts this document, this document will be construed to comply with the most recent government regulations or holdings.

This document does not create legally enforcable protections beyond the protection of the background state and federal laws, which frame such policies and codes, generally.

WHEN AN EMPLOYEE IS ACCUSED OF SEXUAL MISCONDUCT

It is the policy of the University of New Orleans (UNO), to conduct a fair and equitable disciplinary system with respect to the conduct of employees. In implementing this policy, UNO seeks to:

A. Provide the appointing authority, department directors and line supervisors with guidelines for taking disciplinary action according to federal regulations, Louisiana employment laws, Civil Service rules and the policies of UNO.
B. Foster a better understanding of the progressive disciplinary system, the rules and policies governing adverse actions and employee appeals.
C. Promote consistent treatment of all UNO employees.
D. Enforce UNO’s commitment to maintaining an efficient and productive workforce.
E. Stress the importance of documenting employee performance and behavior.
F. Clarify the responsibility to correct poor performance and misconduct of employees by taking appropriate action in a timely and consistent manner.

DEFINITIONS

For the purpose of this policy, the following definitions shall apply:
**Appointing Authority** – At the University of New Orleans, the appointing authority is the President of the University. Some employees are also lawfully authorized as delegated appointing authority to make appointments to positions in the state service.

**Cause** – conduct which impairs the efficient or orderly operation of the public service.

**Disciplinary Actions** – includes suspensions without pay, reductions in pay, involuntary demotions and dismissals.

**Dismissal for Cause/Termination for Cause** – examples include, but are not limited to, when:

1. An employee who intentionally or negligently violates laws, rules, regulations, policies or operating procedures.
2. An employee whose conduct has been such that the conduct does not meet and/or violates the employee’s contribution to UNO, its mission and/or standards.
3. An employee is unwilling or unable to effectively perform assigned duties.
4. Previous efforts to correct an employee’s improper conduct have been ineffective.

**Employee** – an individual who performs activity on behalf of UNO and is considered as engaged in an employment relationship with UNO as determined by applicable law.

**Employee Warning Notice** – written notification to an employee from a supervisor for the purpose of informing the employee of improper conduct or poor performance, the need for improved performance and the potential consequences of continued or repeated improper conduct or poor performance. This type of letter is not considered a disciplinary action and must not be included in any personnel record accessible by the public. If an employee submits a written response to an improvement letter, the response must be attached to each copy of the improvement letter maintained by UNO.

**Findings** – Findings of responsibility are based on a preponderance of evidence standard.

**Improper Activity** – any act or omission which violates federal, state, or local law, University of Louisiana System or UNO policy, or in any way violates, harms, or impedes the activity, values, or mission of UNO including but not limited to the UNO Code of Employee Conduct.

**Investigative Timelines** - Investigations into employee misconduct are completed expeditiously, normally within 30 business day, though some investigations may take weeks or even months, depending on the nature, extent, and complexity of the allegations, availability of witnesses, police involvement, etc.
GENERAL GUIDELINES

The following disciplinary guidelines shall be in use at The University of New Orleans when an employee is accused of misconduct:

A. Referring types of Improper Activity.

1. Criminal Abuse: Acts of abuse which constitute a violation of local, state or federal criminal statues will be referred to the appropriate law enforcement agencies. The University, at its discretion, will pursue whatever legal and University avenues it deems necessary for achieving reparations.
2. Civil Abuse: Acts of abuse which constitute a violation of local, state, or federal codes or statues will be referred to the appropriate authorities for disciplinary action. The University, at its discretion, will pursue whatever legal and University avenues it deems necessary for achieving reparations.
3. Other Abuse: Acts of abuse which constitute a violation of the University's established policies will be handled in accordance with disciplinary procedures established by the University and its governing bodies.

B. The Office of Human Resource Management is responsible for providing guidance and counsel to University leadership in the development and implementation of disciplinary procedures. Disciplinary actions must not be issued until the action has been approved by the University President or his designee traditionally the Assistant Vice President for Human Resource Management. If an incident is determined to involve improper activity by an employee, appropriate disciplinary action will be taken. The resulting disciplinary action will be based on the seriousness of the violation.

REPORTING IMPROPER ACTIVITY ON THE PART OF AN EMPLOYEE

Each department head or immediate supervisor is responsible for preventing, detecting, and reporting fraud and other improper activities. The following reporting procedure is to be used when policy violations or improper conduct are either suspected or discovered:

A. An employee must report any improper activity, known to him or to her, to his or her immediate supervisor. If this is not an appropriate contact, the employee should contact the Office of Human Resource Management.

B. The immediate supervisor will report any improper activity which may warrant disciplinary action to the Office of Human Resource Management.
C. The affected immediate supervisor, in conjunction with the Office of Human Resource Management and/or senior administrative leadership will determine what course of action should be undertaken regarding any reported incidents.

D. A survivor of sexual violence committed by an employee may report the conduct directly to the Title IX Coordinator, the Office of Human Resource Management, or to any University employee. Reporting directly to the Title IX Coordinator is encouraged.

**CAMPUS SaVE (Sexual Violence Elimination) ACT: RESPONSE AND GUIDELINES TO DOMESTIC VIOLENCE, SEXUAL ASSAULT, DATING VIOLENCE, AND STALKING**

The following information is to assist members of the University of New Orleans community who have experienced any of the following:

- Domestic Violence
- Sexual Assault
- Dating Violence
- Stalking

**Introduction**

This information was created by the University of New Orleans (UNO) to assist students who have experienced sexual violence. It is our goal to provide information and to encourage those who would like to access services. Staff, faculty, family, and friends are all encouraged to seek out information as they support people who disclose to them. This document can be used to help any individual connected with UNO come up with a plan on how to address sexual violence situations.

UNO is committed to creating a community free from sexual violence. Please note that we are using “sexual violence” to denote incidents which can be defined as sexual assault, sexual harassment, stalking, and/or intimate partner abuse/domestic violence. The university strives to achieve this goal through prevention, survivor support, the student conduct process, and referrals to the criminal justice system. It is understood that any person may be affected by sexual violence. The University therefore implements relevant policies in such a manner that all students and groups have full and equal access to the information and services related to sexual violence, regardless of factors such as gender, race, sexual orientation, nation of origin, religion, age, disability, or living arrangement. Applicable services are available to any student, whether the assault occurred on or near campus or elsewhere.

It is up to a survivor to decide how to cope with their experience. Each person decides which “first step” to take. An initial response may include immediately calling the police. However, it is very
common for a person to seek out medical care or other information first. If a person has recently experienced an assault, please skip ahead to the “medical care/treatment” or “reporting” sections for more information about these options. Regardless of the decision to report, in any instance where physical contact and/or injury has been experienced, all survivors should be encouraged to seek medical care.

At the University, when a “university official” is told about an instance of sexual violence, it is important that both the university employee and the student understand what will happen. University officials can be found in a wide range of roles in different offices/departments. Staff or faculty will need to report their knowledge of what has happened (when they are given specific information) to police or to the Office of Human Resource Management. Exceptions do exist. For example, counselors with the Counseling Service are required to keep information confidential.

A university official is required to balance their requirements as a staff or faculty member with the obligation to ensure public safety and the needs of a survivor. It is important for a staff member to check with their department’s policy regarding disclosures of sexual violence. Staff and faculty are also encouraged to contact some of the university offices listed in this document to consult about situations when they arise.

DEFINITIONS

Please note that these definitions are behavioral definitions and not legal ones. Police, prosecutors, and university officials will determine whether a violation occurred based on the Student Code of Conduct or other university policies or a crime based on legal definitions from the Louisiana Revised Statutes.

Survivor - In this document, we will refer to those who have experienced sexual violence as “survivors” of these experiences. In other contexts, this person may be referred to as a “victim”, a “client” or a “patient.” We use “survivor” as a term of respect and to acknowledge that people who experience sexual violence have survived an event or events that can be life changing.

Sexual Assault as defined by the Clery Act - An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting program.

Sexual Assault as defined by Louisiana State Law – Includes any act or offense under the provisions of LA RS 14:41 to 14:43.1.

Stalking as defined by Clery Act - Intentional and repeated following OR harassing that would cause a reasonable person to feel alarmed OR that would cause a reasonable person to suffer emotional distress OR Intentional and repeated uninvited presence at another person’s home,
workplace, school, or any other place which would cause a reasonable person to be alarmed OR would cause a reasonable person to suffer emotional distress as a result of verbal or behaviorally implied threats of death, bodily injury, sexual assault, kidnapping or any other statutory criminal act to the victim OR any member of the victim’s family OR any person with whom the victim is acquainted 34 CFR 66846(a)(ii).

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

**Dating Violence definition in Clery Act** - Violence including, but not limited to, sexual or physical abuse or the threat of such abuse, committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Alleged Victim. The existence of such a relationship will be determined based on a consideration of the length and type of relationship and the frequency of interaction.

**Dating Violence definition in Louisiana Law** - “Dating violence” includes, but is not limited to, physical or sexual abuse and any offense against the person as defined in the Criminal Code of Louisiana, except negligent injury and defamation, committed by one dating partner against the other. La. RS § 46.2151(C). For purposes of this Section, “dating partner” means any person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the following factors:

- The length of the relationship.
- The type of relationship.
- The frequency of interaction between the persons involved in the relationship.
Domestic abuse definition in Louisiana law – Includes, but is not limited to, physical or sexual abuse and any offense against the person as defined in the Criminal Code of Louisiana, except negligent injury or defamation, committed by one family or household member against another. La. RS 46:2132(3)

Domestic Violence definition in Clery Act - Violence, including but not limited to, sexual or physical abuse or the threat of such abuse committed by a current or former spouse or intimate partner or any other person from whom the Alleged Victim is protected under federal or Louisiana law. Felony or misdemeanor crime of violence committed:

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is 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.

Medical Options - Medical Care/Treatment & Evidence Collection

For the person who has just experienced an assault, it’s important to get to a safe place and make a decision about what to do next. Some options include: calling the police, going to the hospital, making a doctor’s appointment and/or telling a friend or support person.

A medical examination is also recommended for cases of possible sexual assault and where injuries have resulted from an incident of intimate partner abuse/domestic violence. A medical examination can occur at a doctor’s office, hospital or health clinic. However, a hospital is the location where both an advocate can be called, and evidence can be collected.

In the Louisiana 2015 Regular Legislative Session a bill was passed which allows a sexual assault survivor to be treated at a hospital or healthcare provider free of charge.

If an individual is uncertain about whether or not they want to report what has occurred, they can still get evidence collected. In cases of sexual assault or severe injuries, the police will be called by the hospital. The survivor can decide if they want to speak with the police at that time to officially report what has happened.
While evidence may be collected anonymously (i.e. without the survivor’s name attached to it) and/or when there is no report made to police, these cases are handled differently. A discussion about the merit of collecting evidence “anonymously” and in instances where the survivor does not want to report, should be discussed with medical personnel and/or an advocate.

At some local emergency departments, the evidence collection exam may be performed by a doctor, a nurse or a specially trained nurse: a Sexual Assault Nurse Examiner (SANE). In cases of sexual assault, within the first 96 hours of an assault is the best time for evidence to be collected. Under certain circumstances, it may be collected after this time frame. It is not necessary for evidence to be collected in order for a case to be reported. It is easier to investigate and prosecute cases that have physical evidence, but it is not impossible to go forward without it.

If an individual wants to get evidence collected, it is best not to bathe and to take the clothes that they were wearing at the time of the assault to the hospital with them. It is also recommended to avoid eating, drinking, and going to the bathroom. However, a lot of people do all of these things before going to the hospital and evidence can still be collected.

Follow up medical care can happen at an individual’s doctor, health services or other medical facility.

**Student Health Services**

UNO Student Health Services is committed to providing the highest quality health care to the UNO community. Health Services offers evaluation and treatment of illness and injury, as well as educational programming for health promotion and illness prevention. Primary care is provided to student on an appointment and walk in basis. Student Health Services provides screening and management of sexually transmitted diseases. You can reach student Health Services by calling (504) 280-6387 or visiting the website [http://studenthealth.uno.edu](http://studenthealth.uno.edu/).

**REPORTING SEXUAL VIOLENCE**

**Reporting to the Police**

An individual who has experienced an incident of sexual violence may report this to the police. Individuals who file a report can have a support person and/or advocate with them.

Reporting a crime is the process of officially documenting what has occurred with the police and does not necessarily mean that an investigation will occur and that criminal charges will be filed. It is ultimately up to the police and the prosecutor to determine if charges will be pursued. A
survivor can provide input about what they would like to see happen and has rights within the criminal justice system. More information about victim’s rights can be provided by police, advocates and/or prosecutors. Reporting a crime may occur at any place, including: the hospital, the police station, a residence, an office, or at the site of the crime.

Following the report, an investigation may occur. During an investigation, police/prosecutors may use their discretion in informing survivors of the progress. Survivors may contact the department and may be given updates. Following an investigation, a charge may be filed and/or the matter forwarded to the prosecutor’s office or Grand Jury. If the case does not move forward, information will be made available about the investigation via public records request. Additionally, an arrest of a suspect may or may not occur at any point in the process.

UNO police investigate crimes which occur on UNO property and may be consulted about possible sexual violence incidents that transpire off and on campus. Police will look at the specific behaviors involved and could take a report, begin an investigation, discuss safety planning or offer other thoughts/remedies.

**UNO DEPARTMENT OF PUBLIC SAFETY AND SECURITY’S SEXUAL ASSAULT VICTIM’S BILL OF RIGHTS**

The University Department of Public Safety and Security is committed to helping victims of sexual assault, including date/acquaintance rape.

These very serious crimes are a high priority of this Campus Department of Public Safety and Security.

If you feel you are the victim of a sexual assault on campus, the department will guarantee the following:

- We will meet with you privately, at a time and place of your choice to take your report.
- We cannot and will not notify your parents without your consent.
- Our officers will not prejudge you, and you will not be blamed for what occurred.
- We will treat you and your case with professionalism, courtesy, sensitivity and dignity.
- We will assist you in arranging for any necessary hospital treatment or other medical needs. We will also assist in emergency housing, if needed.
- If you would feel more comfortable talking with a friend or advocate of your choice present, we will do our best to accommodate your request.
• We recommend you allow us to contact the New Orleans Police Department; however, we will respect your decision whatever you elect to do.
• We will assist you in privately contacting the Rape Crisis Counselling Line, other counseling and other available services.
• We will continue to be available to answer your questions, to explain the system and process involved and to be a listening ear if you wish.
• We will consider your case seriously, regardless of your gender or the gender or status of the suspect. Please do not hesitate to call the Department of Public Safety and Security at 504280-6666, if you have been a victim of sexual assault.

REPORTING TO THE TITLE IX COORDINATOR

If the alleged perpetrator of sexual violence is a student, survivors can report the incident to the Title IX Coordinator which administers the Student Code of Conduct. UNO has a student accountability hearing process for incidents of misconduct involving UNO students. This process can be discussed with the Title IX Coordinator without filing a complaint.

Like the police, this office can be consulted about a situation, take a complaint/report and initiate an investigation. This office serves as a neutral fact finder once a complaint has been reported. If there is enough evidence to go forward, a hearing may result.

Reporting Misconduct by Faculty or Staff to the Office of Human Resource Management

If the incident of sexual misconduct was committed by a staff or faculty member of The University of New Orleans, the Title IX Coordinator shall coordinate with the Office of Human Management (HRM.) HRM may be consulted about situations, may take reports/complaints, may initiate investigations and may be involved in a determination of action with the employee.

During the investigation, the individual who has filed a complaint may have a support person and/or advocate with them if they also meet with staff from HRM. HRM will take all necessary steps in an effort to complete the investigation within 60 calendar days. Depending on the outcome of the investigation, if corrective action needs to be imposed, HRM advises the Title IX Coordinator on appropriate action. Survivors are encouraged to report to the Title IX Coordinator.

The University cannot promise complete confidentiality. Each situation is resolved as discreetly as possible. UNO is obligated to follow up on all allegations. There are times that a one-on-one conversation with the alleged harasser can resolve the situation without revealing the complainant’s identity (e.g. investigating an anonymous report).
UNO Counseling Services attempts to meet the needs of UNO students in regard to their individual personal development. Every student who comes to the university faces decisions and makes changes. With these changes occasionally come social or emotional concerns that generate conflicts and questions which make it difficult to function to one's full potential. Concerns about interpersonal relationships, depression, anxiety, feelings of inadequacy, loneliness, sexual identity and orientation, academics, career choice, and mental illness are difficulties that any individual may encounter. The primary function of Counseling Services is to assist students with these difficulties in a professional, unbiased, objective way to promote personal growth in self-awareness, self-management, self-confidence and interpersonal skills.

In addition to its focus on the individual student, Counseling Services provides consultation and educational support for academic departments and student services within the University and offers specialized professional training for graduate students in counseling and other behavioral health professions. Counseling Services' collaborative relationship with behavioral health graduate programs in colleges and universities throughout the local and regional area supports the University's mission and goals to further community partnerships in education, as well as support opportunities for career and community growth.

If a student is found in violation of the Code of Student Conduct, there are a range of possible sanctions from an official reprimand to expulsion. However, when students are found in violation of sexual misconduct, more common sanctions involve possible suspension, probation and “no contact” directives. Depending on the facts of the case, sanctions are designed to address the behaviors and are both educational and punitive in nature.

All information is kept private and notification of the finding is provided to both the accused student and the survivor. However, this finding is part of the private record of the accused student and can only be attained through a subpoena.

Individuals who file a complaint and go through this process may have a support person and/or advocate with them.

**SUPPORT SERVICES**

**Confidentiality**

All counseling services are confidential to the limits provided by law, and no information can be released to anyone within or outside of the University without a client's written consent. The staff adheres to the ethical guidelines of the professional associations to which they belong.
UNO Counseling Services

Student Services – Personal Counseling
Counseling Services offers problem assessment and short-term personal counseling for currently enrolled UNO students. Short-term treatment can be defined as time-limited counseling with a clear focus, specific treatment goals and measurable outcomes. When a student presents at Counseling Services with mental health concerns, counselors discuss the student’s present concerns and conduct a full mental health assessment in order to determine appropriate treatment recommendations. Counseling Services staff are trained to distinguish between concerns which can be addressed in short-term treatment and those which warrant longer-term or specialized care. When longer term or specialized treatment is warranted, Counseling Services staff can provide students with referrals for appropriate services. When short-term treatment is deemed appropriate, measurable treatment goals are established and sessions are scheduled, typically on a weekly basis. Sessions last approximately fifty minutes. While Counseling Services does not set a specific session limit, treatment is time limited. Actual treatment length varies depending on the nature of the client’s concerns and treatment goals.

Examples of situations and concerns which may warrant a referral:
- when a student desires ongoing counseling without session limits
- when psychiatric assessment and/or medication management is/are warranted/needed
  - when long-standing, chronic mental health concerns are present
  - when ADHD and/or other psychological testing is needed
  - when a student desires psychological testing and/or formal diagnosis to document a disability
  - when a student desires psychological testing and/or formal diagnosis for employment or legal purposes
- when potentially problematic use of alcohol and/or other drugs is present
- when alcohol and/or other drug use confounds diagnosis and/or decisions regarding treatment
- when assessment and/or counseling is mandated by a court of law

Office of Residential Life

The University housing team provides services to the students who live in the residence hall (Pontchartrain North and South) and the graduate student and family housing facility (Lafitte Village.) The housing staff, including RA’s and other full-time staff are available to assist. While some issues can be dealt with by housing staff and in accordance with housing policy, many
incidents are forwarded to Student Accountability and Disability Services. University Housing also provides educational programming to enhance academic studies and foster student development.

**Hotlines/Helplines**

Hotlines/Helplines can answer questions, explain options and provide emotional support. There are national hotlines that can be called regardless of where an individual lives, and online sources of support can be found through any number of web searches. A few anonymous resources are listed further on in this document.

**NOTE:** If a person is dealing with a stalker or intimate partner abuse/domestic violence situation, it is important to take precautions when accessing any kind of support. In some circumstances, stalkers and/or abusers may access phone or computer records. When possible, people in these situations may want to use public computers or phones to seek out information. It is also good to safeguard your information by frequently changing passwords to random, unpredictable ones. It may also be helpful to think about steps that can be taken to keep information away from a stalker or intimate partner (e.g. keeping things with a friend or getting mail at a different address).

**RESOURCES**

**HIV Antibody & Other STI Testing Sites in New Orleans:**

**Anonymous & Confidential Testing**

There are two forms of testing that are available: anonymous and confidential. You have a right to choose which form of testing is right for you. Anonymous testing means your name is not linked to your blood sample. People who choose the anonymous test are given a number code to bring back or are asked to call at a specific time to get the test result. With anonymous testing, your HIV status will not be documented.

Confidential testing means your name is linked to your blood sample. The test results are protected to a certain extent by state laws, agency policies and staff commitment to confidentiality. The test results may become part of your permanent medical record. The health department is also required by law to notify any previous or current partner(s) of a positive HIV status.

**Planned Parenthood:**
New Orleans Health Center - New Orleans, LA 4636 S. Claiborne Ave Suite 1-- New Orleans, LA 70125 504.897.9200
Delgado Personal Health Clinic  
517 N Rampart St. New Orleans, LA 70112  
(504) 658-2540

24-Hour Rape Helpline – Trained volunteer advocates provide emotional support, crisis intervention and community referral information over the telephone to survivors of sexual violence, co-survivors and the community. 1-800-656-HOPE

New Orleans Police Department  
NOPD Special Victim’s Section  
(504) 658-5800  
NOPD Victim/Witness Assistance Unit  
(504) 658-6795

Stalking Resource Center  
1-800-FYI-CALL (M-F 8:30 AM - 8:30 PM EST) email: gethelp@ncvc.org

Suicide Prevention Services 24-Hour Hotline  
267-7020  
Provides anonymous support and information

National Domestic Violence Hotline  
1-800-799-SAFE (7233) (24 hours, 7 days a week)  
1-800-787-3224

Sexual Assault Hotline  
1-800-656-4673

Stop It Now! (Sexual Abuse)  
1- 888-PREVENT  
http://www.stopitnow.com/

United Way Crisis Helpline  
1-800-233-HELP (1-800-233-4357)
If Someone You Know Has Experienced Sexual Violence

A survivor has experienced a crime (or crimes) where they have lost control over the situation. It is natural to feel a tremendous loss of power and control over life during these times. Surviving sexual violence is a testament of the individual’s strength; however, they may not feel strong. Below are some suggestions about how you can help.

Do not judge the survivor. An individual is likely examining themselves very critically during this time. Asking questions regarding details of the assault, why the individual was at a specific place, doing a specific behavior, etc. only works to place blame on the survivor for the violence of the perpetrator. No matter what their behavior prior to the assault, they are NOT responsible - the perpetrator is. Following sexual violence, an individual may try to understand their role in what happened but it’s important to be clear that they are not responsible for the actions of others.

Do not attempt to impose your explanation of why this has happened or try to “fix” the situation. It may come across to the survivor as victim-blaming. The only real explanation is that the perpetrator chose to act as they did. Additionally, you don’t have to fix the situation; you just have to be supportive.

Remind survivors that their feelings are understandable. There are many symptoms that the individual may experience; these are typical reactions to traumatic events. If they are experiencing feelings, emotions, or physical symptoms that are out of the ordinary, it is due to the fact that they have just experienced a horrific and traumatic event.

Do not attempt to reassure the person that everything is “okay” or tell them you know how they feel. Because at this time, everything is not “okay”. Making statements such as “Don’t worry about it” or “You’re going to be fine” may serve to minimize the victimized person’s feelings and downplay the seriousness of the event(s) which occurred. Also, chances are you don’t know exactly how they feel. You may know what it feels like to be hurt, to be violated, or to be angry. However, you probably don’t know quite how they feel at this moment.

Do offer to gather information about their options and who may be able to help. Once you educate yourself and have information to share, encourage them to take a step. It’s okay to offer your support in taking a step but be mindful of not taking over or pressuring the survivor to do what you think they should do. Whatever step they take will reinforce that they can take another.

Be willing to say nothing. Just being there is often the biggest help.
Do not feel intimidated by the intense emotions of survivors. Remember: you don’t have to fix the situation, just be supportive. There are many people at our university who can help provide support.

Encourage the survivor to seek counseling and post-trauma services. There are specially trained mental health professionals that can assist the survivor on many levels. Counseling is not a sign of weakness; it is a sign of strength and of taking control of the situation.

Find your own support. You are also affected by this situation. You can’t support someone else if you aren’t supported as well. You cannot expect the survivor to provide support for you, find other friends, support people, or counseling to share your own feelings related to what happened to your friend.

CAMPUS SECURITY AUTHORITY (CSA) CHECKLIST

Responding to a Report of a Sexual Assault

In the event someone tells you that they have survived rape, sexual assault or another form of sexualized violence, it is important to remember that you can be a link in the healing process and an effective ally to the survivor without assuming full responsibility for every step of the recovery process.

Campus Security Authorities (CSAs) are defined by UNO as officials who have "significant responsibility for student and campus activities [as well as] ... the authority and the duty to take action ... on behalf of the institution." CSAs are required by UNO policy to abide by certain guidelines when responding to a report of sexual assault. This checklist is designed to help CSAs follow the University Protocol for responding to reports of sexual assault. In the event that a student, colleague, or other member of the campus community discloses to you as having survived a sexual assault, you can print this checklist and share the information with the survivor as you cover these steps together.

The Campus Security Authority Checklist for responding to a report of sexual assault:

Do your best to ensure that the student knows that you are a mandated reporter before they disclose an incident that you must report. Explain that you are a Campus Security Authority (CSA) and you are required to make an anonymous report of the sexual assault. Explain that you will report only the general date and location of the incident of sexual assault to the UNO Department of Public Safety and Security for statistical records. This report will not include any personal information of the survivor.
Assure the survivor that you will protect their anonymity if the survivor wishes to remain anonymous.

Ask the student survivor if they would like to also report the incident to:

- The Office of Student Accountability and Disability Services (280-7327 Library, Rm 126E)
- UNO Department of Public Safety and Security and/or New Orleans Police Department
- If a faculty or staff member is the reported perpetrator, the incident is reported to Human Resource Management.
- Offer assistance/support in making reports if the victim requests such

Ask the student if they need medical support/attention

- UNO’s Student Health Services (UC 238) offers medical support and STD/pregnancy testing
- University Hospital is the only hospital in New Orleans certified to conduct a SANE exam for evidence preservation.

Inform the survivor of assistance or modifications that can be available through Student Accountability, Advocacy and Disability Services (such as, but not limited to notes regarding absences to faculty, housing or academic modifications, or no contact orders.) Assist in making an appointment if requested.

Provide the survivor with a copy of the Sexual Assault Survivors Resources Guide

Ask the survivor if they would like to schedule a follow-up time to talk with you. However, remember your role--You are not a counselor, you are not an investigator, and you are not called upon to name, analyze, or define students’ experiences. You are a bridge to connect the student with the appropriate office that will provide the survivor with options for support, accommodations and accountability.

File the anonymous report by calling the UNO Department of Public Safety and Security at (504) 280-6371.
COUNSELING SERVICES RESOURCES

UNO Counseling Services attempts to meet the needs of UNO students in regard to their individual personal development. Every student who comes to the university faces decisions and makes changes. With these changes occasionally come social or emotional concerns that generate conflicts and questions which make it difficult to function to one's full potential. Concerns about interpersonal relationships, depression, anxiety, feelings of inadequacy, loneliness, sexual identity and orientation, academics, career choice, and mental illness are difficulties that any individual may encounter. The primary function of Counseling Services is to assist students with these difficulties in a professional, unbiased, objective way to promote personal growth in self-awareness, self-management, self-confidence, and interpersonal skills.

In addition to its focus on the individual student, Counseling Services provides consultation and educational support for academic departments and student services within the University and offers specialized professional training for graduate students in counseling and other behavioral health professions. Counseling Services' collaborative relationship with behavioral health graduate programs in colleges and universities throughout the local and regional area supports the University's mission and goals to further community partnerships in education, as well as support opportunities for career and community growth.

UNO Counseling Services is an accredited university counseling center and maintains the highest level of standards as set forth by the International Association of Counseling Services, Inc. (IACS) and held by the Association of University and College Counseling Center Directors (AUCCCD).

The Role of Counseling Services

The UNO Counseling Services’ primary purpose is to improve students’ ability to learn and strengthen their overall success both academically and socially during their college career. The Counseling Services staff believes that good mental health is the cornerstone of personal, academic, and career success. Therefore, their vision is to deliver quality mental health services that will facilitate personal growth and wellbeing in order to promote student engagement and overall academic success.

The UNO Counseling Services strives to create an environment that fosters student growth, development, and psychological well-being through education, awareness programs, and direct clinical services. The number of sessions is determined by clinical need, as defined by the clinician; but is short term in nature. For those individuals who need more than brief individual therapy, our staff can help coordinate referrals to outside resources when longer-term or more intense individual therapy is required.
All currently enrolled students seeking services will receive an initial appointment for assessment. The initial assessment is sometimes extended to additional appointments to determine the appropriateness of UNOCS services. There is no charge for the assessment. After the assessment is concluded, a decision will be made about whether or not the needs of the student fall within the role and scope of the UNOCS and recommendations will be provided. The counselor will either recommend services within UNOCS (for a sliding scale fee) or provide community referrals and assist students in obtaining the appropriate services to meet their needs.

Services provided include:

- Facilitation of student adjustment and personal growth through counseling as they make decisions and assume responsibility for life on a college campus.
- Assisting students in the development of new strategies to resolve problems and to develop more effective behaviors to cope with life stresses.
- Provision of preventative and educational programs in areas which impact students’ mental health, such as interpersonal communication skills, self-esteem, and relationship issues.
- Provision of career testing, interpretation, and counseling to assist the student in identifying potential careers that would be a good match for their personal styles, values, and interests.
- Assisting students with more intensive psychological concerns through supportive counseling, maintenance or referral.
- Provision of consultation, support and training to faculty and staff who may encounter students in psychological distress.
- Students whose mental health needs cannot be accommodated within a short-term counseling model are provided with referrals to community resources. Similarly, students whose needs require a particular type of expertise that is not found in UNOCS are also referred to outside resources that can better address their mental health needs. UNO Counseling Services provides referral services either after the initial assessment or as these factors become more apparent during the course of services. The Counselor can provide sliding scale referral options, help the student identify mental health providers that accept their insurance, and assist the student in getting connected with these outside resources. The Counselor will offer additional assistance in finding resources as necessary.

Examples of situations for which brief therapy is contraindicated and would be inappropriate to treat at UNOCS include:

- Students who need medical detoxification
• Indication that short-term therapy may be detrimental or non-beneficial
• Students who are unable to identify a focus of counseling and/or take ownership and responsibility for identified concerns
• Students who come to UNOCS primarily because of external pressures, e.g., faculty, staff, parents, but who provide insufficient evidence of internal motivation necessary for successful counseling
• Students who are unable or unwilling to provide the necessary information to thoroughly assess symptoms
• Treatment noncompliance, including repeated missed sessions
• Students exhibiting inappropriate, harassing, menacing, threatening or violent behaviors toward UNOCS staff
• Students presenting with concerns that fall outside staff expertise and/or UNOCS' mission, including but not limited to court ordered, forensically oriented or mandated treatment
• A desire to be seen more than once a week or for long-term therapy
• Students with a need for more on-going treatment as indicated by:
  o History of treatment that is beyond the resources of the UNOCS and evidence that the need for the previous level of care continues or is likely to be needed from time to time
  o History of multiple hospitalizations
  o Chronic suicidality and/or self-injury behaviors; history of repeated suicide attempts
  o Students whose behavior is indicative of progressive deterioration requiring intensive intervention
  o Manifestations of psychotic symptoms without willingness to remain on medication for stabilization of symptoms
• Students who need specialized services not available through UNOCS as indicated by:
  o Presence of significant drug and/or alcohol problems such substance dependence, primary substance abuse, and/or past failed treatments
  o Presence of significant or long-standing eating disorder, lack of prior treatment for it, or the presence of eating disorders that may pose a medical danger
  o Request for psychological evaluation for attention deficit disorder, employment clearance, or any other reason
  o Request for services to fulfill students' court-mandated assessment or treatment requirements
Students are asked to cancel any appointments 24 hours in advance of missing an appointment. Failing to do so will result in being charged for the missed session.

**Eligibility and Services**

Counseling Services offers short-term personal (mental health) counseling and career testing and counseling to currently-enrolled UNO students. All students seeking services at Counseling Services are scheduled for problem assessment, so a counselor can determine the best course of action to address the student’s concerns. Referrals are provided when a student’s treatment needs are beyond the scope of services offered by Counseling Services.

**Confidentially**

All counseling services are confidential to the limits provided by law, and no information can be released to anyone within or outside of the University without a client’s written consent. The staff adheres to the ethical guidelines of the professional associations to which they belong.

**Appointments and Initial Assessment**

Appointments can be scheduled by phone at 504-280-6683 or in person in the University Center, Room 226. Counseling Services is open Monday through Thursday from 8:00 a.m. until 4:30 p.m. Students requesting appointments will be offered the first available intake appointment time. Please note that Counseling Services requires that individuals seeking services make their own appointments.

**Mental Health Emergencies**

Same-day appointments are available for students experiencing mental health emergencies defined as follows:

- an individual who is suicidal and has a specific plan and the intent to kill themselves;
- an individual who has recently taken steps to end their life;
- an individual who has a plan and the intent to harm someone else.
After Hours Mental Health Emergencies

If you are experiencing a mental health emergency outside of our regular office hours or during office closures, please call 911. If your emergency is occurring on the UNO campus, please also call UNO Department of Public Safety and Security at 504-280-6666. Additional emergency mental health resources include most area hospital emergency rooms and the ViaLink 24-hour crisis line which can be reached by dialing 211.

If you or someone you know is experiencing mental health emergency outside of Counseling Services’ regular office hours (Monday - Thursday; 8:00 a.m. - 4:30 p.m.), please go to the nearest hospital emergency room or utilize the following resources:

UNO Department of Public Safety and Security
For on-campus emergencies, please contact the UNO Department of Public Safety and Security office at 504-280-6666.

24 Hour ViaLink Crisis Link (24 Hour Crisis Intervention)
For 24-hour crisis counseling, please call the ViaLink crisis line by dialing 211 or 504-269-COPE (2673) or 1-800-749-COPE (2673).

Crisis Services (Jefferson Parish Only)
The Adult and Children Crisis Intervention Team provides services 24 hours a day, 7 days a week at no charge. Both telephone consultations and face-to-face crisis management (de-escalation and intervention) services are offered. Please call 504-832-5123 for assistance or more information.

National Suicide Prevention Hotline
1-800-273-TALK (8255)
Crisis Text Line: Text 741-741 and type in "hello" or "start"

Sexual Trauma Awareness & Response (STAR)
The STAR hotline is available 24 hours a day, 7 days a week by dialing 855-435-STAR (7827)

What to Do if a Student is Reluctant to Seek Help

Remember, that the decision to seek counseling is a personal choice. Nevertheless, you can assist a student who is ambivalent about seeking counseling in a number of ways including:

• Normalize the process of pursuing counseling.
• Assure the student that counseling services are appropriate for anyone needing assistance in coping with and resolving emotional and/or interpersonal concerns.
• Let the student know that no problem is too big or too small for counseling.
• Inform the student that they can make an appointment to speak to a counselor without making a commitment to ongoing counseling.
• Remind the student that any information shared during counseling sessions is kept confidential within the limits of the law and will not be disclosed to anyone without their written permission.
• Acknowledge, validate, and discuss the student’s real fears and concerns about seeking help. Some students may feel that counseling is an admission of weakness or failure. Tell students that it takes considerable courage and integrity to face oneself, acknowledge one's troubles or difficulties, and admit the desire or need for assistance.
• Suggest that the student visit the Counseling Services website as a way to become familiar with the services offered.

Guidelines for Helpful Interactions

Discussing concerns you may have with your child can be unnerving and even uncomfortable at times, for everyone involved. Following are some guidelines that may assist you in that interaction:

• Talk to them in private.
• Explain what has aroused your concerns.
• Express your concern for them in a direct, straightforward manner.
• Listen carefully.
• Show understanding and empathy for what they are experiencing.
• Avoid criticizing and/or sounding judgmental.
• Consider Counseling Services as a resource and discuss a possible referral.
• Remember that the student has the right to accept, think over, or refuse your recommendations.
• If your child resists help and you are still concerned, it may be helpful to consult with a member of the Counseling Services staff.
• Remind that student that communication with counselors in Counseling Services is confidential as defined by state and federal law.

Counseling Services for Students -

Responding to a Distressed Student or a Student of Concern in a University Setting
The university provides resources for assisting distressed students or students who are of concern to faculty, staff, or other students. For example, this might include students who are missing assignments, having excessive absences, or exhibiting other academic related problems. For academic concerns such as these, faculty can access UNO Cares. Other examples of concerning behavior, such as acting out or acting inappropriately in a public situation, making threats of harm to self or others, etc. can be reported to the Department of Public Safety and Security (504-280-6666). The Department of Public Safety and Security will determine what steps may be necessary following the report. This might include options such as calling the student in to discuss the concerns and referring the student to other campus and/or community services.

**How to Respond if you Believe a Student is in Imminent Danger to Self or Others**

The laws of the State of Louisiana are absolutely clear about this. If you believe that anyone is in imminent danger of harm to self or others, you should immediately call the local police department where you know the student to be. If they are on campus, you should call the UNO Department of Public Safety and Security (504-280-6666). If they are in another location, you can dial 911 and tell the operator which jurisdiction you are seeking – they will connect you. You must call a police agency because, in Louisiana, only police officers have the authority to detain someone, regardless of the reason for the detention. Mental health providers, health providers, and student life staff are not equipped or trained to take someone into protective custody. Failing to call the UNO Department of Public Safety and Security may mean that the help a student needs is delayed. If a student is in imminent danger because of a medical condition (bleeding, ingestion of pills or other substances, seizure, etc.), even if you believe it is a suicide gesture or attempt, you must call UNO Department of Public Safety and Security on campus or 911 off-campus and ask for medical assistance. Medical issues take priority over any other issues.

**Career Testing and Counseling**

Individual career testing and counseling is also available to currently-enrolled UNO students. The goal of career counseling is to help the student make decisions about career directions based on in-depth assessment and exploration of the student’s personal, professional and lifestyle priorities, skills and interests, and personality traits. This is accomplished through one-on-one interviews, values and priorities exploration exercises and the use of the following assessments:

**Campbell Interest and Skill Survey (CISS)** - The CISS is used by counselors and human resource professionals in a variety of settings to explore new avenues in career development. With the CISS, clients learn how their self-reported interests and skill levels compare to those of individuals who are happily and successfully employed in a variety of occupations. The CISS
feedback report provides a list of possible occupations and fields of study matching the client's interest and skill patterns.

**Myers-Briggs Type Indicator (MBTI)** - The most widely used personality inventory in the world, the MBTI provides an accurate picture of a person’s personality type based on preferences on four axes: Extraversion–Introversion, Sensing–Intuition, Thinking–Feeling and Judging–Perceiving. Combinations of these preferences result in 16 distinct personality types. The MBTI results report provides detailed information about how a person's type might impact the process of career selection, interview behaviors and overall career development. The report also provides an extensive list of majors and possible careers matching the person's type.

**After Hours Crisis and Emergencies**

Contact the UNO Department of Public Safety and Security at (504 280-6666. You may also utilize one of the Emergency Blue Light Telephones located on campus. The Department of Public Safety and Security is located in Room 234 of the University Computer Center and is staffed 24-hours a day, 7-days a week.

**UNO COMMUNITY SAFETY**

Here are some suggestions to keep you safe while on campus at UNO:

- When working late, make sure doors are locked.
- Avoid using stairs in remote areas of the building.
- Never prop doors open.
- Keep belongings in an area that can be locked up, such as a desk or cabinet.
- Do not hold doors open for strangers when the building is closed for the evening.
- Let others know where you are when working late.
- Use the Safe Escort Services provided by the University Department of Public Safety and Security to walk you to your vehicle.
- Think of the “what ifs” and have a plan in mind.
- Do not be distracted while walking or jogging.
- Office personnel should have a plan in place for emergencies such as angry or volatile persons or domestic violation situations.
- Always roll your windows up and lock your car.
- Don’t leave valuables in plain view. Items left in the open attract thieves. Store them in the trunk if necessary.
Engrave expensive accessories, such as car stereos and speaker systems, with your driver’s license number. This aids the police in tracing the stolen items.

• Record all serial numbers in a safe place.
• Never leave your vehicle running and unattended.
• Install an antitheft device that is highly visible, hard to defeat and renders the car inoperable.
• Drop a business card or address label in the map pockets of your doors.
• Don’t hide a spare key.
• Don’t leave important papers such as bank statements, credit card statements, and other important documents in your car.
• Photocopy your registration and insurance information and keep it in a safe place other your vehicle.
• Most importantly, be crime wise. Think of what you can do to protect your belongings ahead of time before you become a victim. Don’t become complacent.
• If you find your car has been burglarized, contact the UNO Department of Public Safety and Security immediately and try not to touch the vehicle. The more you touch your vehicle, the more you contaminate the crime scene.

**If you are confronted by an armed robber:**

• Do not resist.
• Look at the robber but do not stare. This will enable you to provide a description to the police later.
• Assure the robber you are complying with their demands.
• Move slowly – avoid quick movements.
• Carry only as much cash and credit cards as you will need for the occasion.
• Take a cab to move about the city or travel in groups.
• Report any incidents to the University Department of Public Safety and Security or if off campus to the local law enforcement authorities.

**If you live in a residence hall or apartment, remember:**

• Always lock your door when taking a nap, shower, retiring for the evening, or leaving your residence.
• Never hold or prop open the door to the residence hall or apartment.
• Secure valuables when leaving your residence.
Protecting yourself against sexual assault:

- If you are being victimized by a person who is attempting to sexually assault you, take the following steps to stop the assault from progressing. Remember that the goal is survival.
- Stall for time. Figure out your options. Each situation is different. Decide if you will fight, try to talk your way out of the assault, scream, or, if necessary for your survival, submit.
- If you fight, hit hard and fast. Target the eyes and groin.
- Try to dissuade the attacker from continuing. Tell him you have a sexually transmitted disease, tell him you are menstruating, urinate, vomit, or do anything to discourage the attacker.

Protecting yourself against stalking:

- In recent years society has become more aware of the dangers of stalking. Stalking, under Louisiana law, is repeated harassment that could or does cause the victim to feel intimidated, threatened, or frightened. While it is difficult to prevent stalking from occurring, you can take steps to prevent it from continuing.
- If you are a victim of stalking, report this to Campus Police or local police department, even if you do not know if you will be filing charges.
- Gather information to help your case, such as taped recordings of threatening phone calls, license plate state and number, description of vehicle, a personal description, and a detailed listing of any contacts the stalker makes with you.
- Follow up in court. Take out an anti-stalking order at your local circuit court, and/or file a civil lawsuit against the stalker for damages resulting from the stalker's behavior.
- If the stalking continues after the anti-stalking order has been sent, contact the police. No method of crime prevention is guaranteed to work 100% of the time. However, in taking these steps, you are removing the opportunity from would be criminals, and you will be less likely to be victimized. Be smart. Learn these steps and make them a habit in your life.

Protect yourself from date rape drugs:

- Do not accept drinks from strangers.
- Watch bartenders pour your drink.
- Attend parties and bars with friends who will be with you throughout the evening.
• Have a designated driver arranged before going out to a party. The designated driver doesn’t consume any alcohol or illegal substances.
• If you think your drink has been tampered with, seek medical attention right away and request the hospital conduct a toxicology test.

**SEXUAL OFFENDER REGISTRATION POLICY**

The Campus Sex Crimes Prevention Act (section 1601 of Public Law 106-386) is a federal law which was revised on October 28, 2000, that provides for the tracking of convicted, registered sex offenders enrolled as students at institutions of higher education, working or volunteering on campus. It also amends the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act to require institutions of higher education to issue a statement advising the campus community where to obtain law enforcement agency information provided by a state concerning registered sex offenders.

The Louisiana State Police Sexual Offender website, [www.lsp.org/socpr/default.html](http://www.lsp.org/socpr/default.html) is the location which contains all individuals who have been convicted of a sex crime and are required by law to register with the State of Louisiana.

**RESOURCES AVAILABLE TO CRIME VICTIMS**

*The Impact of Crime*

After being victimized, most people experience a range of emotions including shock, disbelief, anger, self-blame, and fear. It is important for you to know that what happened was not your fault and help is available. It is important for you to know what resources are available here at the University of New Orleans and in the Metro Area.

The University of New Orleans makes available a brochure to assist crime victims with information concerning available resources. The brochure can be accessed at [http://www.uno.edu/upd/victimresources](http://www.uno.edu/upd/victimresources).

*Louisiana’s Crime Victim Bill of Rights*

As a victim or designated family member of a victim, you may have the right of notification of certain proceedings in the criminal justice system that may affect you. For this registration you must file a Victim Notice and Registration Form with the arresting law enforcement agency, online, with the clerk of court or the prosecuting agency that has jurisdiction over the case. You
can register to receive an automated notification when the arrestee/offender is released from custody, and other vital information, by contacting the Louisiana VINE tollfree at 1-866-528-6748 or http://vineline.vineapps.com/state/LA. VINE is an anonymous, free service.

By registering as a victim, you are also entitled to do a Victim Impact Statement. For you to have these Statutory Rights, the defendant must be charged with any homicide, felony crime of violence, vehicular negligent injuring, first-degree vehicular negligent injuring, sexual offense, or an attempt thereof.

**Crime Victims Bill of Rights**

- The right to reasonable notice and to be present and heard during all critical stages of pre-conviction and post-conviction proceedings.
- The right to be informed upon the release from custody or the escape of the accused or the offender.
- The right to confer with the prosecution prior to final disposition of the case.
- The right to refuse to be interviewed by the accused or a representative of the accused.
- The right to review and comment upon the pre-sentence report prior to imposition of sentencing.
- The right to seek restitution.
- The right to a reasonably prompt conclusion to the case.

As a witness you have many of the same rights given to the victim. For example, the witness has a right to advance notification concerning judicial proceedings and to be provided a secure waiting area during court proceedings, which does not require close proximity to defendants and their family or friends. A crime victim / witness coordinator assists those who have a case pending within the Attorney General’s Criminal Division.

If you have been a victim or a witness of a crime and need assistance, contact the Louisiana Department of Justice, Attorney General’s Office, Criminal Division:

1885 North 3rd St.  
Baton Rouge, LA 70802  
MAIL: P.O. Box 94005  
Baton Rouge, LA 70804  
PHONE: 225-326-6200  
FAX: 225-326-6297  
Email: CriminalInfo@ag.state.la.us
Support and Resources

UNO Resources

Office of Student Affairs
248 University Center
504.280.6620

UNO Department of Public Safety and Security
234 Computer Center
504.280.6666

Student Accountability and Disability
126E Library
504.280.7327

Counseling Services
226 University Center
504.280.6683

Off-Campus Resources

New Orleans Police Department
911 (for emergencies)

Jefferson Parish Sheriff’s Office
504.363.5500

Metropolitan Center for Women and Children
504.837.5400

Crisis Intervention Hotline
504.269.6273

Rape Crisis Counseling Line
504.837.5400

National Sexual Assault Hotline
800.656.HOPE
IMMIGRATION & VISA INFORMATION FOR VICTIMS OF SEXUAL ASSAULT & INTERPERSONAL VIOLENCE

International students and scholars with questions about their immigration and visa status are advised to seek the assistance of an immigration attorney. This information is a resource to explain certain aspects of the law but is not a replacement for legal advice.

I’ve been a victim of assault, does my immigration status affect my ability to access on-campus resources?
No. Under the law, students and staff who are victims or survivors of sexual and interpersonal violence receive the same rights under Title IX of the 1972 Education Amendments (Title IX) and the Violence Against Women Act (VAWA), regardless of immigration and visa status. Information about on-campus medical and counseling resources, as well as available accommodations, may be found at [1]. Information about the student conduct process may be found at [2]. The College will not retaliate against you or treat you differently on the basis of reporting a crime.

**Can I press criminal charges as a documented or undocumented immigrant?**

Yes. Information about your state’s criminal definitions of sexual assault, domestic violence, dating violence and stalking may be found in the Annual Security Report [3]. Specific questions about filing charges may be addressed to [4].

**Are there specific visa and immigration statuses for victims of crimes?**

Yes. For victims of sexual assault, domestic violence, dating violence and stalking, there may be other visa options, including U and T Visas. For specifics, talk to an immigration attorney.

**U visa**

- For victims of substantial physical or mental abuse as the result of certain criminal activity, including sexual abuse, domestic violence, rape, assault, or other related crimes
- Victim/applicant must be a victim of qualifying criminal activity and likely to be helpful to the investigation and/or prosecution of that criminal activity
- Generally valid for four years

**T visa**

- For victims of human trafficking
- Must comply with reasonable requests from law enforcement for cooperation in investigation or prosecution of trafficking act(s) (unless unable to cooperate because of physical or psychological trauma), and must be able to demonstrate that the victim/applicant would suffer extreme hardship if removed from the United States
- Generally valid for four years

Is there an office on campus that can provide me additional information?
The Office of International Students and Scholars can provide useful information regarding immigration status. Note that for questions regarding changes to other visa statuses, or legal options that fall outside of standard F-1 and J-1 student visas, or employer-sponsored work visas, consult a qualified immigration attorney.

Visa Options

F-1 and J-1 status students

- Options for reduced course-load approval due to medical conditions certified by a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist
- Options for, and consequences to, withdrawing from your academic program
- Information about returning to the academic program at a later date, if the student chooses to withdraw
- Options and consequences for accompanying spouses
- General information on options for changing visa status.
- General information on U and T visas. (Referral to a qualified immigration attorney)
- Referral to a qualified attorney

H-1B, O-1, E-3, or TN employees

- Options for a work leave of absence, and consequences to your immigration status
- Options and consequences for accompanying spouses
- General information on options for changing visa status. Referral to a qualified immigration attorney
- General information on U and T visas. (Referral to a qualified immigration attorney)
- Referral to a qualified immigration attorney
- Pending U.S. permanent residents (green card not yet approved)
- Impact of leaving your employment on your pending employer-sponsored permanent resident application;
- Referral to a qualified attorney

What is an immigration lawyer and what do they do?

Immigration lawyers are licensed attorneys who specialize in the field of immigration law. They function as the client’s advocate, and can represent them before immigration agencies, both in immigration court as well as in filing applications for immigration benefits. The lawyer can give
general advice and can discuss immigration options. Like all lawyers, immigration lawyers are bound by professional ethical and legal requirements and keep client discussions confidential.

Where can I find a local immigration attorney?

U.S. Citizenship and Immigration Services (USCIS), a bureau of the Department of Homeland Security (DHS), offers two sites to help individuals find free or low-cost legal representation:

USCIS: Find Help in your Community Webpage
USCIS: Find Legal Services Webpage
The Board of Immigration Appeals (BIA) provides a listing of attorneys by state who provide immigration services either for free or for little cost.
The American Immigration Lawyers Association (AILA) offers an online Immigration Lawyer Referral Service that can help a student or scholar find an immigration lawyer.
The American Bar Association also provides information on finding legal services by state.

EMERGENCY SITUATIONS

Preparing for a Hurricane

Hurricane Season occurs from June 1 through November 30 each year. Please develop a personal hurricane emergency preparedness and evacuation plan.

To ensure the safety of UNO students, faculty, and staff, the University of New Orleans has developed extensive emergency plans, which are recommended as general guidelines for students, faculty, and staff, in the event of a storm and/or other emergencies. The university's primary concern is the safety, health, and well-being of UNO community members. All decisions reflect this philosophy.

Experts recommend evacuation outside the storm area as the best possible way to ensure personal safety during a hurricane. Upon class cancellation, all students are encouraged to seek safety through evacuation outside of the storm area. Conditions during a hurricane emergency can be dangerous.

Individuals who have their own transportation are encouraged to take other people with them to assist in the evacuation process. Students, faculty, and staff should develop a plan to leave, including securing rides with other students who have personal transportation. Should any student decide to leave prior to the official cancellation of classes, the student is responsible for making provisions for missed classes and assignments with their professors directly.
To access the Public Emergency Preparedness page visit: http://www.uno.edu/ and at the very bottom of the page click on the link titled “Emergency Preparedness”.

On the Emergency Preparedness page are two links listed below which detail the University’s Emergency Plans and how to Shelter in Place should a situation arise while you are on campus.

- AP-OP-09.3 UNO Disaster Emergency Plans (pdf)
- Shelter In Place

During a time of emergency, please monitor the UNO and Student Housing websites http://www.uno.edu/ and http://housing.uno.edu for university updates.

When a hurricane shows signs of intensifying to a catastrophic level, students will be advised to begin researching available air, train, and bus schedules and fares if they are not evacuating by car.

If students are unable to evacuate on their own, limited bus transportation will be available to evacuate those resident students (disabled students, international students, students residing off campus) unable to evacuate on their own. UNO will be capable of evacuating only a limited number of students. These students may bring only minimal personal belongings (toiletries, towel, medications, and a single change of clothing) that they are able to hold on their laps. NO SUITCASES will be allowed. All personal belongings must be contained in a book bag or small duffel/gym bag.

Students evacuated by bus will be transported to a shelter out of the immediate danger zone. At this evacuation site, students can expect to share an open gym floor without cots in a non-air-conditioned building with extremely limited resources. Working bathrooms will be available but could become disabled. Occupants must abide by fixed rules to ensure order. Roads may become impassable due to flooding. Depending on storm damage, these conditions can last for several days or longer. Activation of the Evacuation Plan signals imminent weather-related danger.

**University Closures**

Any announcements as to whether the University will close because of emergency conditions will be made by the President through the Chief Communications Officer for release to the public media. The Chief Communications Officer will initiate E2Campus text messages, update the UNO website and the message on the UNO main switchboard (504-280-6000). Special instructions to Critical Emergency Personnel, Essential Personnel – LEVEL 1 and Essential Personnel – LEVEL 2 will be included.
When University offices are to be closed and other operations suspended along with the suspension of classes, the announcement shall state; “All classes, public events, and related activities at UNO are suspended and all offices and departments except those previously designated as required for essential operations will be closed today (or until further notice). Faculty and Staff are not to report to work unless previously and specifically told to do so.”

All members of the UNO community are expected to comply with the oral and written instructions of a University Official acting within the scope of their duty in a crisis, emergency or disciplinary situation. University Officials include, but are not limited to, public safety/UNO Department of Public Safety and Security officers, faculty members, administrators, and student housing. Compliance shall include providing clear and factual information concerning an individual situation and cooperating in a polite and respectful manner.

University Reopening

Any announcements pertaining to the re-opening of the University and resuming operations after a period of official closure will be made by the President through the Chief Communications Officer for release to the public media. The Chief Communications Officer will initiate E2Campus text messages, update the UNO website and the message on the UNO main switchboard (504-280-6000).

Administrative Instruction

All members of the University of New Orleans community are expected to comply with the oral and written instructions of a university official acting within the scope of their duty in a crisis, emergency or disciplinary situation. University officials include, but are not limited to, public safety/UNO Department of Public Safety and Security officers, faculty members, administrators, and residential life staff members.

Compliance shall include providing clear and factual information concerning an individual situation and cooperating in a polite and respectful manner. Faculty and Staff responsibilities will vary dependent upon the specific emergency or disaster, according to protocol established in this Administrative Policy and its attachments.

COMMUNITY LIVING

Living on Campus at UNO

At the University of New Orleans, you will have the opportunity to form friendships and relationships with people from diverse backgrounds that can benefit you and your career long
after you leave the University. With these new friends, you can enjoy campus life and the charms of the city of New Orleans. Our mission is to provide our resident students with the highest quality living and learning environment at a reasonable cost.

**Privateer Place**
Interested in apartment-style living that's conveniently located on our campus? Privateer Place is our apartment style facility located on the UNO campus.

**Pontchartrain Hall**
Pontchartrain Halls, North and South, located at Milneburg Road and St. Anthony Avenue, offer state-of-the-art student housing.

**Affinity Housing in Pontchartrain Halls**
Affinity Housing in Pontchartrain Halls provides new freshman and transfer students the opportunity to live in a community based on special topic interests.

**Lafitte Village**
Lafitte Village, UNO's married, family, and graduate housing facility on campus, is home to 48 one-bedroom, one-bath units and 72 two-bedroom, one-bath units.

**Safety**

**Pontchartrain Hall Safety**
Pontchartrain Hall is a state-of-the-art residence hall located on the main campus of the University of New Orleans. This residence facility consists of two separate and complete residence halls, Pontchartrain Hall North and Pontchartrain Hall South. They are located adjacent to each other on the corner of Milneburg Street and Leon C. Simon Boulevard.
Safety in and around Pontchartrain Hall is first and foremost. The UNO Department of Public Safety and Security provides 24-hour patrols around both Pontchartrain Hall North and South. There is also a state-of-the-art surveillance system covering the common areas within the hall as well as the exterior and parking areas. Entrance to Pontchartrain Halls is controlled by a front desk attendant and by security card access.

**Lafitte Village Safety**

There is a state-of-the-art security surveillance system in all exterior common and parking areas of Lafitte Village. The UNO Department of Public Safety and Security monitors the surveillance cameras and provides active patrols on a 24-hour/7 days a week basis. Lafitte Village is secured by a perimeter fence and entrances to the facility are controlled by key access.

**Privateer Place Safety**

Privateer Place Apartments is a unique residential community for students, faculty, staff, and affiliates of the University of New Orleans located on the north side of the campus.

The Privateer Place property management personnel are committed to ensuring the residents of Privateer Place, who are mostly students of UNO, are safe while they are here on campus. One of the security features at Privateer Place is the eight-foot perimeter fencing surrounding the complex. The University Department of Public Safety and Security provides police services to Privateer Place and are available on a 24-hours/7 days a week basis. The Management believes in the effectiveness of neighbors looking out for each other and encourage residents to get to know their neighbors. It is the responsibility of the residents to promptly report any incident criminal in nature to the University Department of Public Safety and Security at 280-6666 and to the complex office. Whenever possible furnish a detailed description of the offender, date and time, make and color of vehicle, license plate number, etc.

**Emergencies**

In the event of an emergency, please call the University Department of Public Safety and Security at 504.280.6666, North Hall front desk at 504.280.7777 or South Hall front desk at 504.280.7739. The front desk will report facility and mechanical problems, and if necessary, contact the RA on duty, the Area Coordinator or the Director of Residential Life.
General Safety

UNO Residential Life and the UNO Department of Public Safety and Security want all residents to remain safe when they are both on and off campus. The Office of Residential Life works closely with both the UNO Environmental Health and Safety Office and the UNO Department of Public Safety and Security regarding training programs for staff, safety inspections, fire drills, incident investigation and educational programming for residents.

The following situations may indicate criminal activity and should be reported to your Residence Hall Staff and University Police:

• A scream or call for help
• A strange, unescorted person on your floor
• A broken window
• Seeing someone you do not know or recognize:
  - Entering your neighbor’s room
  - Entering an office with no apparent business to transact
  - Loitering in a parking lot, near your residence hall, or work area
  - Carrying two bicycles
  - Trying to break or pry open a car window

Personal Security – While Inside Your Apartment

• Lock your doors and windows, even while you’re inside.
• Use the deadbolt locks on the doors while you’re inside.
• When answering the door, see who is there by looking through a window or peephole. If you don’t know the person, first talk with them without opening the door. Don’t open the door if you have any doubts.
• Don’t put your name, address, or phone number on your key ring.
• If you’re concerned because you’ve lost your key or because someone you distrusted has a key, ask us to rekey the locks. You have a statutory right to have that done. There will be a charge to rekeying the lock.
• Dial 280-6666 to contact the UNO Department of Public Safety and Security for emergencies. Keep phone numbers handy for the police, fire, and EMS. If an emergency arises call the appropriate governmental authorities first and then the leasing office.
• Check your smoke detector monthly for dead batteries or malfunctions.
• Check your door locks, window latches, and other security devices regularly to be sure they are working properly.
• Immediately report the following to the leasing office:
  - Any need of repairs of locks, latches, doors, windows, and smoke detectors; and
  - Any malfunction of other safety devices outside your dwelling, such as broken gate locks, burned out lights in stairwells and parking lots, blocked passages, broken railings, etc.
• Close curtains, blinds, and window shades.
• Mark or engrave identification on valuable personal property.
• Record all serial numbers in a safe place.

**Personal Security – While Outside Your Apartment**

• Lock your doors while you’re gone. If you have them, lock your door handle lock, keyed deadbolt lock, sliding door pin, sliding door handle latch, and sliding door security bar.
• Leave a radio or TV playing softly while you’re gone.
• Close and latch your windows while you’re gone, particularly when you’re gone for an extended period.
• Tell your roommate where you’re going and when you’ll be back.
• Don’t walk alone at night.
• Don’t hide a key under the doormat or a nearby flowerpot. These are the first places a burglar will look.
• Don’t give entry codes or electronic gate cards to anyone.
• Use lamp timers when you go out for the evening or go away for an extended period of time.
• Let the leasing office, the UNO Department of Public Safety and Security, or a friend know you’ll be gone for an extended period.
• Carry your door key in your hand, whether it is daylight or dark, when walking to your entry door. You are more vulnerable when you are looking for your keys at the door.

**Personal Security – While Using Your Car**

• Lock your car doors while driving. Lock your car doors and roll up the windows when leaving your car parked.
• Don’t leave exposed items in your car, such as cell phones, laptops, wrapped packages, briefcases, or purses.
• Don’t leave your keys in the car.
• Carry your key ring in your hand while walking to your car, whether it is daylight or dark, and whether you are at home, school, work, or elsewhere.
• Try to park your car in an off-street parking area rather than on the street. If you park on the street, park near a streetlight.
• Check the backseat before getting into your car.
• Don’t stop at gas stations or automatic teller machines at night, or anytime when suspecting danger.

**UNIVERSITY ALERT SYSTEM**

*Shelter in Place*

A Shelter in Place incident is a potentially threatening situation on campus that may involve disasters such as chemical or biological attacks or leaks, natural disasters such as tornados or attacks with weapons.

Below are the steps that faculty, staff, and students should follow if an incident such as this should occur on the UNO main campus.

A 3-minute siren sound means “take shelter”; a text message will be sent through the Privateer Alerts Emergency System and an email message will be sent to all UNO email addresses when the “all clear” is given.

The on-campus sirens and the Privateer Alerts Emergency System are tested campus wide twice a year, usually on the second Friday of the Fall and Spring semesters. Signs are placed throughout campus which read “Siren Test Today.” Local law enforcement is advised of the siren tests. All tests of the sirens are announced. The tests are documented in the Computer Aided Dispatch system.

1. **Warning Siren:**

   • When you hear the official shelter-in-place warning siren, you should:
     - Direct any non-threatening individuals into your area;
     - Lock or barricade your area door and windows, if possible;
- If you are outside on campus, exit the campus. Entering a building is dangerous as the danger may be in the building.

2. **Text Message:**

   • If you hear the siren and you are registered for the Privateer Alerts text messaging service you should:
     ▪ Check your text messaging service immediately; silence the ringer on your mobile device;
     ▪ You will receive a text message indicating the nature of the emergency and what steps to take to protect yourself.

3. **Email Message:**

   • An email message will be sent to all UNO email addresses indicating the nature of the emergency and what steps to take to protect yourself.

4. **Move Away from Doors & Windows:**

   • Direct others in your area to move away from doors and windows and stay silent;
   • Do not open your door for any reason;
   • Building Coordinators and University Police will have keys to open doors.

5. **Cover Windows/Turn Off Lights:**

   • Cover area windows/close blinds (if possible);
   • Turn off lights.

6. **If You Hear Gunfire:**

   • Lie flat on the floor and direct those around you to do the same;
   • Remind everyone to stay silent and silence their ringer on their mobile devices.

7. **Take Roll of Those Present:**
• Someone should take roll of everyone present;
• Be prepared to provide this information to University Department of Public Safety and Security.

8. **Stay Where You Are:**

• Until an "all clear" email is received or an "all clear" text message is received;
• Until you are given face-to-face instructions by University Department of Public Safety and Security officers or a University administrator that the emergency is over.

9. **Do NOT Call the University Police:**

• Once the siren has sounded, University Police are aware of the emergency;
• Only call University Police if you have a life-threatening emergency or specific information on an immediate dangerous situation to report.

For more information visit: [http://www.uno.edu/upd/](http://www.uno.edu/upd/) and click the *University Alert System* link

**MISSING RESIDENTIAL STUDENT POLICY**

It is the policy of the University of New Orleans to treat all reports of missing students as serious incidents and to investigate such reports completely. The University of New Orleans Department of Public Safety and Security will thoroughly investigate all reports of missing students, treating every report as one where the person reported missing may be at risk until significant information to the contrary is confirmed.

The University encourages timely reporting of missing students to the proper law enforcement agency by all members of the UNO community, to assist in locating students who are reported missing, and to comply with federal law as stated in the Missing Person Procedures of the Higher Education Opportunity Act 488(3) HEA section 485U1.

**Reporting a Missing Student**

A student may be considered to be missing if the student’s absence is contrary to his or her usual pattern of behavior and unusual circumstances may have caused the absence.
Such circumstances could include, but are not limited to:

1. absence from multiple classes;
2. indicators that a student may be a victim of foul play;
3. expressed suicidal thoughts;
4. indicators of drug dependency;
5. indicators that the student may be in a life-threatening situation or has been with persons who may endanger the student’s welfare.

The UNO Department of Public Safety and Security suggests to all members of the UNO community that if there is a possibility that a student is missing, consult the University Department of Public Safety and Security as soon as possible, by calling 280-6666.

Any university employee who receives information indicating that a student may be missing must report this information to the University Department of Public Safety and Security immediately whether the student is a resident or nonresident student. Any student, who believes that another student is missing, is encouraged to notify the University Department of Public Safety and Security as soon as possible.

University Police will investigate all incidents of reported missing students and will exhaust all leads to locate resident students (those who live in on-campus facilities). Once an investigation has been initiated regarding a missing resident student, the UNO Department of Public Safety and Security will notify the New Orleans Police Department within 24 hours, unless the N.O.P.D. was the law enforcement agency which initiated the investigation. In situations where the student is a nonresident (resides off campus), the University Department of Public Safety and Security will help notify the proper law enforcement agency in the jurisdiction where the student resides or was last seen and assist with the investigation. This notification will be done within 24 hours of receiving a credible report. Nothing in this policy requires the University Department of Public Safety and Security to wait 24 hours before reporting to the law enforcement agency with jurisdiction.

Confidential Contact
At the beginning of each academic semester, all students residing in on-campus housing will be notified of the following:

1. The student will have the opportunity to identify a contact person or persons who will be notified within 24 hours of the determination by law enforcement that the student is missing;
2. This contact information will be confidential and will be accessible only to authorized university officials and it will not be disclosed except to law enforcement personnel involved in a missing person investigation;

3. For students who are 18 years of age or older, this notification to the designated emergency contact person will be conducted within but no later than 24 hours after the student is determined to be missing.
   a. For a student who is above the age of 18 or is an emancipated minor, the local law enforcement agency that has jurisdiction will be notified within 24 hours of the student being determined to be missing.

   b. For students who are under 18 years of age and not emancipated, the Division of Student Affairs or the UNO Department of Public Safety and Security must notify the student's custodial parent or guardian within 24 hours of the determination that the student is missing and will also notify any of the student's additional designated emergency contact persons.

**Procedures for Registering Confidential Contact Information**

- Go to the University of New Orleans website at [http://www.uno.edu/](http://www.uno.edu/) and click on the "Current Students" link on the left side of the page
- Click on the "WebSTAR" link
- On "WebSTAR" logon page, click "Students" link
- Enter your student "User ID" and "Password"
- This will bring you to the Student Self Services page
- Click on the "Personal Information" link
- Under Contact Information, click on the "Emergency Contacts" link
- On the Emergency Contacts List page is a check box which states, "I do not wish to provide this information". If the student does not wish to provide confidential contact information, then this box can be clicked on and a check mark will be placed in the box.

The information will be automatically saved. If the student elects to enter confidential Contact information, then the student should follow the instruction provided to enter the data.
CAMPUS CRIME STATISTICS ACT (CLERY ACT)

Campus Crime Statistics

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act, requires higher education institutions to give timely warnings of crimes that represent a threat to the safety of students and employees, and to make public their security policies. The Clery Act also requires that the crime data is collected, reported, and disseminated to the campus community.

Geographic Area Maps

Lakefront Main Campus

East Campus – Lakefront Arena

Included in the campus geography are the following areas:

1. Shea Penlend Coastal Education and Research Facility (CERF)
   21000 Chef Mentuer Highway, New Orleans, LA 70129
2. The St. Claude Gallery
   2429 St. Claude Avenue, New Orleans, LA 70117
3. The Lambda Chi Alpha Fraternity House
   2305 Gentilly Blvd
   New Orleans, LA 70119
4. Locations where our sport teams were lodged for more than one night\(^1\)

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\(^1\) Not all locations responded to requests for crime stats, and not all jurisdictions provided usable information
Clery Act Definitions

On Campus is defined as 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. This also includes any building or property that is within or reasonably contiguous to the geographic area 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 other retail vendor).

Dorms/Residential Facilities 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 a subset of the “On Campus” category.

Non-Campus is defined as any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution. This also includes any building or property owned or controlled by a student organization that is officially recognized by the institution.

Public Property is defined as all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

CRIME INFORMATION

Types of Criminal Offenses

1. Criminal Homicide - These offenses are separated into two categories: Murder and Nonnegligent Manslaughter, and Negligent Manslaughter.

   • Murder and Non-negligent Manslaughter is defined as the willful (non-negligent) killing of one human being by another.

   • Negligent Manslaughter is defined as the killing of another person through gross negligence.
2. **Sex Assauls (Sex Offenses)** – is defined as any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.

- **Rape** – is 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 offense includes the rape of both males and females.

- **Fondling** – is the touching of the private body 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** – is sexual intercourse between persons who are related to each other with the degrees wherein marriage is prohibited by law.

- **Statutory Rape** – is sexual intercourse with a person who is under the statutory age of consent.

3. **Robbery** – is 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.

4. **Aggravated Assault** – is 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.

5. **Burglary** – is the unlawful entry of a structure to commit a felony or a theft.

6. **Motor Vehicle Theft** – is the theft or attempted theft of a motor vehicle.

7. **Arson** – is 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.

**Hate Crime Definitions**

**Hate Crimes** – is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim.
1. Race - A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.

2. Religion - A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.

3. Sexual Orientation - A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation.

4. Gender - A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.

5. Identity - A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender nonconforming individuals.

6. Ethnicity - A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry.

7. National Origin - A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.

8. Disability - A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

**Violence Against Women Act**

**Domestic Violence** – (42 U.S.C. 13925(a)) includes felony or misdemeanor crimes of violence committed:

• 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 or 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

**Domestic Violence** - is the occurrence of one or more of the following acts by a family or household member, but does not include acts of self-defense:

1. Attempting to cause or causing physical harm to another family or household member;
2. Placing another family or household member in fear of physical harm;
3. Causing another family or household member to engage in involuntary sexual activity by force, threat of force, or duress; or,
4. Committing one or more of the following crimes against another family or household member:
   a. Arson, of any grade;
   b. Assault and battery, of any grade;
   c. Burglary, of any grade;
   d. Criminal damage to property;
   e. Homicide, of any grade;
   f. Kidnapping, of any grade;
   g. Sex offenses, of any grade;
   h. Any offense involving stolen property;
   i. Any weapon law violation;
   j. Disorderly conduct;
   k. Stalking; and
   l. Criminal trespass of property.

**Family or household members** means as follows:
a. Adults or minors who are current or former spouses;
b. Adults or minors who live together or who have lived together;
c. Adults or minors who are dating or who have dated;
d. Adults or minors who are engaged in or who have engaged in any type of sex act;
e. Adults or minors who are related by blood or adoption;
f. Adults or minors who are related or formerly related by marriage; or
g. Persons who have a child in common; and, minor children of a person with whom the offender has been or is in a relationship that is described in subsections (1) through (6) of this definition.

**Stalking** – is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to –

a) Fear for the person’s safety or the safety of others; or
b) Suffer substantial emotional distress

For the purposes of this definition:

- **Course of conduct** means two or more acts, including, but not limited to, acts in 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.

**Cyber Stalking** (State Law R.S. 14:40.3) -
A. For the purposes of this Section, the following words shall have the following meanings:
   1. "Electronic communication" means any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature, transmitted in whole or in part by wire, radio, computer, electromagnetic, photoelectric, or photo-optical system.
2. "Electronic mail" means the transmission of information or communication by the use of the Internet, a computer, a facsimile machine, a pager, a cellular telephone, a video recorder, or other electronic means sent to a person identified by a unique address or address number and received by that person.

B. Cyber stalking is action of any person to accomplish any of the following:
   1. Use in electronic mail or electronic communication of any words or language threatening to inflict bodily harm to any person or to such person's child, sibling, spouse, or dependent, or physical injury to the property of any person, or for the purpose of extorting money or other things of value from any person.
   2. Electronically mail or electronically communicate to another repeatedly, whether or not conversation ensues, for the purpose of threatening, terrifying, or harassing any person.

C. Whoever commits the crime of cyber stalking shall be fined not more than two thousand dollars, or imprisoned for not more than one year, or both.
   1. Upon a second conviction occurring within seven years of the prior conviction for cyber stalking, the offender shall be imprisoned for not less than one hundred and eighty days and not more than three years, and may be fined not more than five thousand dollars, or both.
   2. Upon a third or subsequent conviction occurring within seven years of a prior conviction for stalking, the offender shall be imprisoned for not less than two years and not more than five years and may be fined not more than five thousand dollars, or both.
   3. In addition, the court shall order that the personal property used in the commission of the offense shall be seized and impounded, and after conviction, sold at public sale or public auction by the district attorney in accordance with R.S. 15:539.1.
      a. The personal property made subject to seizure and sale pursuant to Subparagraph (a) of this Paragraph may include, but shall not be limited to, electronic communication devices, computers, computer related equipment, motor vehicles, photographic equipment used to record or create still or moving visual images of the victim that are recorded on paper, film, video tape, disc, or any other type of digital recording media.

D. Any offense under this Section committed by the use of electronic mail or electronic communication may be deemed to have been committed where the electronic
mail or electronic communication was originally sent, originally received, or originally viewed by any person.

E. This Section does not apply to any peaceable, nonviolent, or nonthreatening activity intended to express political views or to provide lawful information to others.

10. **Dating Violence** – (42 U.S.C. 13925(a)) includes felony or misdemeanor crimes of violence committed by:

a) Who is or has been in a social relationship of a romantic nature with the victim; and

b) Where the existence of such relationship shall be determined based on consideration of the following factors:

i) The length of the relationship

ii) The type of relationship

iii) The frequency of interaction between the persons involved in the relationship

For the purpose 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.

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### Disciplinary Actions /Judicial Referrals

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ANNUAL FIRE SAFETY REPORT

Safety Policies and Precautions

The University of New Orleans and the Office of Residential Life encourage students to actively engage in safety precautions to maintain a safe, healthy campus community. The items listed below describe a few of the commonly encouraged safety resources available to students. While these resources provide reasonable and good-faith efforts, it is impossible to predict individual actions or situations which may occur. Students are encouraged to use their best judgement and report areas or people of concern to the appropriate manager. Simply eliminating opportunities for crimes to occur will prevent many “crimes of opportunity” such as theft. Do not prop doors including hall and suite entrances as unauthorized persons may gain access.

Residence Hall Security

- Locked Hall Entrance Doors
- Programmed ID cards are needed to open entrance doors and suite doors
  Hard keys are needed to open bedroom and apartment doors.
- Security cameras located around the buildings.
- 24-hour residence hall desk staff for getting immediate help from a staff member
- Repairs/replacements of doors, keys, locks
- Nightly rounds by the Resident Assistant(s) on duty
- Periodic safety walk-throughs to check interior lighting, exit signs, fire doors, stairwells, etc.
- Floor meetings, educational programs, and flyers

UNODPSS Programs

- 24-hour full-service police department responding to emergency calls (police, fire, rescue, ambulance)
- Security escorts by uniformed police officers (24 hours)
- Outdoor emergency phones to call escorts or summon police
- Surveillance cameras that monitor selected on-campus locations
- Privateer Alerts provide emergency notifications. To register please visit: https://uno.omnilert.net/subscriber.php to sign up for emergency alerts. You can receive emergency alerts by email, on your mobile phone, or other text enabled device.
- Crime prevention programs
- Crime statistics reported annually in compliance with federal regulations
- RAVE Guardian app is a free download for cell phones which provides 24/7 emergency access to University Department of Public Safety and Security directly from your cell phone
### Bicycle Security Precautions
- Register your bicycle with the Office of Residential Life. Bring your bike serial number and University ID.
- Do not store bicycles in your room, on landings or in stairwells.
- Secure your bicycle outdoors with a high-quality bicycle lock, securing both the wheel and frame.
- Use outdoor bicycle racks; don’t lock bicycle to railings, lamp posts, ramps, handrails, etc.

### Fire Prevention
- Cook only in designated kitchen spaces. Do not leave stove, oven, or microwave unattended when in use.
- Use only power strips that have either 14- or 12-gauge wire, built-in surge protectors and circuit breakers.
  - Limit the number of appliances that are plugged in or in use at one time
- Do not have open heating elements in your room
- Do not use a frayed or worn extension cords. Do not use or possess fireworks, lighted candles, flammable fuels, space heaters, halogen lamps/bulbs, or firearms
  - Do not smoke or allow others to smoke in your room or anywhere else inside the residence halls
- Do not cover over, or tamper with, your room’s smoke detector
- Never drape clothes or any paper, wood, cloth, or plastic material over a lamp, smoke detector, sprinkler head, or pipes
- Only use grills for outdoor cooking in approved areas
- Do no use, possess, charge, and/or store electronic skateboards including self-balancing hover boards/scooters and other similar equipment in all university residence halls

### Bomb Threats
All bomb threats reported to the University are taken seriously.

If a bomb threat is received:
- Notify University Department of Public Safety and Security to report the emergency
- Notify your service desk

University police will respond to your location and assess the bomb threat. Once the police have assessed the situation, then the police will initiate appropriate action. Only the University police will decide if an evacuation needs to occur, when it will occur, and how the evacuation will be announced, and ho residents will be notified to evacuate. The notification to evacuate may be accomplished by the police activating the building fire alarm system, or they may decide to choose an alternate method of evacuation notification (air horns, phone, door-to-door) based on the circumstances and after assessing the situation of the particular bomb threat incident.
Emerging inclement weather conditions are monitored by University Safety Personnel. Students are encouraged to plan ahead for their evacuation plans in the event of a hurricane nearing New Orleans. While limited spaces are available within the University evacuation protocols, students who do have available resources to evacuate with family and friends are encouraged to do so. Campus evacuations and closures will be communicated through the university email and text alert services.

**EARLY WARNING SYSTEM**

The campus Early Warning System is designed to provide instant notification to students, faculty, and staff of imminent dangerous conditions. In an emergency, sirens around campus will sound continuously for at least three minutes.

If you ever hear the Early Warning siren:

- If in your residence hall or apartment, stay inside/in your room, and seek information from university alerts.
- If outdoors, seek shelter inside the closest building.
- When danger has passed, a Privateer Alert will send a text message of “ALL CLEAR”
## FIRE ALARM

You must leave the building immediately when a fire alarm is sounding.
- If safe to do so, close your window, room/suite/apartment doors and immediately exit the building. Use stairs, not elevators.
- Always assume each alarm is an emergency; never assume a false alarm.
- Do not open door if knob is warm to the touch; stay in room and call 911 or the UNO Department of Public Safety and Security at (504)280-6666.
- Crawl on floor (where air is fresher) if you encounter smoke.

If you smell smoke or see smoke or fire:
- Pull the nearest building alarm.
- Close your room door.
- Safely exit the building.
- Call the UNO Department of Public Safety and Security at (504) 280-6666. Tell UNODPSS the exact location of fire or smoke.
- Never attempt to fight or put out a fire.

If you get trapped by fire or smoke:
- Call the UNO Department of Public Safety and Security (504) 280-6666 and report that you are trapped.
- Keep the doors closed.
- Hang an object out the window to notify rescuers of your location.
- Know locations of exit stairwells and doors.
- Plan more than one exit route.

Note: All residence halls are equipped with automatic sprinklers. When water flows through the sprinkler heads, the building alarm system will automatically sound. It is important that you do not tamper with the sprinkler heads or the system. Students tampering with the system, even accidentally, are liable for damage to University and private property and subject to administrative action.
Fire Safety Systems

Fire Safety Systems in Residential Facilities

<table>
<thead>
<tr>
<th>Building</th>
<th>Smoke Detectors</th>
<th>Audible Alarms</th>
<th>Strobes</th>
<th>Pull Stations</th>
<th>Total Sprinkler</th>
<th>Portable Fire Extinguishers</th>
<th># of evacuation (fire) drills each calendar year</th>
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Fire Safety Policies in Pontchartrain Halls

Students are prohibited from using any substance/device which can smolder and/or create smoke (including toasters, toaster ovens, hot plates or appliances which contain an open element, or careless activity which could create a fire emergency.

Residents receive the information about fire safety and evacuations in the Resident Handbook and their first floor meeting with their Resident Assistant. Fire drills are conducted twice per semester within both residence halls to ensure functional equipment and students are familiar with the process.

To Whom Residents in Pontchartrain Halls Should Report Fires

Fires should be reported to:
  i. Residential Life professional staff including: Director of Residential Life, Assistant Director of Residential Life, Area Coordinator, Assistant Hall Director and Graduate Assistant for Operations.
  ii. Staff will share the information with Facility Services/ ABM Staff for repair/ assistance with fire systems, UNOPD for reporting purposes, Office of Student Accountability (if any conduct violations were involved in the event.

Plans for Improvement in Fire Safety in Pontchartrain Halls

Would like to schedule fire extinguisher training for RA staff during RA training; continue training for staff and students
Fire Drill Instructions in Pontchartrain Halls

**Student procedures:** You must leave the building immediately when a fire alarm is sounding.

- If safe to do so, close your window, room/suite/apartment doors and immediately exit the building. Use stairs, not elevators.
- Always assume each alarm is an emergency; never assume a false alarm.
- Do not open door if knob is warm to the touch; stay in room and call University police.
- Crawl on floor (where air is fresher) if you encounter smoke.
- If you smell smoke or see smoke or fire:
- Pull the nearest building alarm.
- Close your room door.
- Safely exit the building.
- Call University police at (504) 280-6666. Tell UNOPD the exact location of fire or smoke.
- Never attempt to fight or put out a fire. If you get trapped by fire or smoke:
- Call University police and report that you are trapped.

**Staff procedures:** Desk Attendant will bring the hall roster and guest log with them and stand by the door to assist students in their evacuation from the hall and direct them to walk calmly to the designated evacuation area for their hall. The DA/RA staff will use the guest log and roster for any questions about students living in the facility/visiting in the event of a needed head count. Resident Assistants will walk each floor of the facility, knocking on doors tell students they are required to complete a full evacuation of the facility. Students must use stairwells to exit the building as elevators will be grounded. RAs will report any students who refuse to evacuate and any students with disabilities who are using the stairwells as an area of safe refuge to their supervisor/UNOPD. The issue which triggered the alarm must be cleared and the sirens and strobe lights off before students are allowed to return. Facilities Staff, NOFD and UNOPD will respond to assist in the event of an unscheduled fire alarm.

- iii. North Hall Evacuation location is the PAC field.
- iv. South Hall Evacuation location is the HPC parking lot
FIRE SAFETY STATISTICS ON CAMPUS

The Higher Education Opportunity Act (HEOA) requires two safety-related requirements on institutions that participate in federal student financial aid programs which follow:

1. Fire Log: Institutions must keep a fire log that states the nature of the fire, date, time, and general location of each fire in on-campus student housing facilities.

2. Annual Fire Safety Report: Institutions with on-campus student housing facilities must publish annually a fire safety report that provides information on campus fire safety practices and standards.

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### Reported Fires – On-Campus

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### Reported Fires – On Campus Residence Halls / Lafitte Village / Privateer Place

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