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INTRODUCTION

On April 5, 1986, Jeanne Clery, a student at Lehigh University, was raped and murdered in her dorm room by a fellow student. Her parents were devastated by her death and completely unaware of the dangers that lurked around the campus. This vital information was not provided to them, which could have aided in their decision on where to send their daughter to college. They began to challenge laws that would inform parents of prospective students of any crimes committed on campus.

Congress enacted the Crime Awareness and Campus Security Act of 1990. After amendments in 1998, it was renamed the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, but it is widely referred to as the Clery Act. The Clery Act requires colleges and universities participating in federal student aid to disclose campus crime statistics along with their campus security and safety policies.


Legal requirements of the Campus Security Act:

- requires an annual report to be published every year by October 1, containing statistics for three previous years of reported crime and certain campus security police statements.

- 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 must be gathered from campus police or security, local law enforcement, and other university officials who have “significant responsibility for student and campus activities”;

- provide “timely warning” notices of those crimes that have occurred and post an ongoing “threat to students and employees”;

- disclose in a public crime log “any crime that occurred on campus or within the patrol jurisdiction of the campus police or the campus security department and is reported to the campus police or security department” including Hate Crimes;

- publish an Annual Fire Safety Report; and disclose fire statistics for residential housing facilities (NOT REQUIRED - NO RESIDENTIAL HOUSING).

The LSU Health Shreveport campus is connected to a hospital currently owned and controlled by Ochsner LSU Health Shreveport. Clery reportable crimes and arrests that occurred in Ochsner’s buildings and property are included in this report. Also included are crimes or arrests that occurred at Ochsner LSU Health Shreveport – Monroe Medical Center which is considered our non-campus location.

A copy of this annual report can be viewed online https://www.lsuhs.edu/about/university-police.
MESSAGE FROM CHIEF VAUHN BURRIS
LSU HEALTH SHREVEPORT UNIVERSITY POLICE DEPARTMENT
DIRECTOR, DEPARTMENT OF PUBLIC SAFETY

The start of a new chapter in my professional career began August 2019 as I joined the LSU Health Shreveport family as Director of Public Safety. Prior to making the journey to North Louisiana, I spent 29 years as a member of the Lafayette Police Department in Lafayette, Louisiana until my retirement. My career there spanned numerous assignments that offered many experiences, ranging from being a young patrol officer to Assistant to the Chief of Police. The many tasks I was assigned during that time afforded me the opportunity to meet U.S. Presidents, travel to other countries of the world, investigate numerous criminal cases, and exposed me to some of the best training in the world with such agencies as the U.S. Secret Service and U.S. State Department. The defining moment in my career was being selected to the FBI National Academy, an honor bestowed to only one-half of one percent of all law enforcement officers. Most importantly, it prepared me for the opportunity to lead the LSU Health Shreveport University Police Department.

Since assuming the duties and responsibilities of the Director of Public Safety at LSU Health Shreveport University Police Department my number one priority has been to ensure the safety and security of all who come to our campus. By providing the 24-hour police visibility throughout the campus utilizing foot and vehicle patrols, our officers are proactively seeking this goal. Additionally, our department offers various service to aid in our mission. These include, conducting threat assessments and vulnerability surveys, offering an emergency hotline, escorting individuals to their vehicles, providing vehicle assistance when needed, and conducting workplace violence and self-protection presentations and education.

Your Safety is Our Priority! With the assistance and support of our university leaders, every effort is made to better serve the university community and provide a safe environment in which the mission of the university may be obtained. A truly safe campus can only be achieved through the cooperation of all students, faculty, and employees. The information contained in this report is part of our effort at the LSU Health Shreveport University Police Department to ensure this collaborative endeavor is successful. We hope you use this information to help foster a safe environment for yourself and others on the university campus.

THE LSU HEALTH SHREVEPORT UNIVERSITY POLICE DEPARTMENT

LSU Health Shreveport University Police Department (LSUHS UPD) provides a wide range of police, security, and emergency services for the campus. The safety and security of all students, faculty, employees, patients and visitors are of utmost importance. LSUHS UPD, in conjunction with other LSU Health Shreveport departments, strives to provide a safe and secure campus environment.

LSUHS UPD provides police and security services around-the-clock for all health sciences center patients, visitors, staff, faculty, students and employees at all locally owned or leased facilities. Police officers are responsible for a broad range of public safety services, including: crime reports, investigations, medical and fire emergencies, traffic accidents, pedestrian escorts, issuance of parking violations, enforcement of laws regulating consumption of
alcoholic beverages, the use of controlled substances, weapons and all other incidents requiring police intervention. LSUHS UPD compiles information, prepares reports, and submits incident reports to local and state law enforcement agencies. LSUHS UPD maintains an excellent working relationship with all federal, state, and local law enforcement agencies, as well as state and local fire and emergency services organizations including the local Emergency Preparedness office. LSUHS UPD extends their gratitude to Shreveport Police Department for fulfilling requests for sending their crime statistics for all Clery Act crimes committed on campus, off campus, and on public properties within or immediately adjacent to the campus.

**VISION OF THE LSUHS POLICE DEPARTMENT**
We are a dynamic organization devoted to improvement, excellence, maintaining customer satisfaction, and operating on the Principles of Quality Leadership.

**MISSION STATEMENT**
We believe in the dignity and worth of all people.
We are committed to:
- Providing high-quality, community oriented police services with sensitivity
- Protecting constitutional rights
- Problem solving
- Teamwork
- Openness
- Continuous improvement
- Planning for the future
- Providing leadership to the police profession

We are proud of the diversity of our work force which permits us to grow as individuals in respect of each other.

**PRINCIPLES OF QUALITY LEADERSHIP**
1. Improve systems and examine processes.
2. Have a customer orientation and focus toward employees and citizens.
3. Believe that the best way to improve the quality of work or service is to ask and listen to employees who are doing the work.
4. Be committed to the problem-solving process; use it and let data, not emotions, drive decisions.
5. Be a facilitator and coach. Develop an open atmosphere that encourages providing and accepting feedback.
6. Encourage creativity through risk-taking and be tolerant of honest mistakes.
7. Avoid “top-down”, power-oriented decision-making whenever possible.
8. Manage on the behavior of 95% of employees and not on the 5% who cause problems. Deal with the 5% promptly and fairly.
9. Believe in, foster, and support teamwork.
10. With teamwork, develop with employee’s agreed-upon goals and a plan to achieve them.
11. Seek employees input before you make key decisions.
12. Strive to develop mutual respect and trust among employees.
AUTHORITY AND ROLE

University police officers are vested with all of the powers, authority and responsibilities of any police officer of the state on property owned by the university, including adjacent public streets. Police authority is derived from Section 17:1805 of the Louisiana Revised Statutes. While there are no formal written agreements with other law enforcement agencies, the Police Department cooperates fully with federal, state and local law enforcement agencies in cases which involve both on-campus and off-campus jurisdiction or when the resources of another agency can be used to facilitate the resolution of an investigation.

L.R.S. 17:1805 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 as 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 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 right-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 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 their duties. The premium 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 hereinabove granted, shall be immediately transferred by such officer to the custody of the sheriff or city police wherein 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 a certified P.O.S.T. Basic Law Enforcement Training Academy of Louisiana 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 any municipality having a population in excess of two hundred fifty thousand persons may, at the option of said college or university, have its campus police officers commissioned as university or college police officers by such municipal or city police department, rather than the Department of Public Safety, upon complying with the requirements and regulations as may be prescribed by said municipal or city police department for the commissioning of special officers. Such commissions issued by a municipal or city 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; 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 name the police officers 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, 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.

SAFETY ON CAMPUS

EMERGENCY RESPONSE

The LSU Health Shreveport community is strongly encouraged to notify LSUHS UPD of any situation or incident on campus. In all cases, emergency responses shall place primary emphasis on the protection of human life, and all reasonable efforts shall be made to protect and preserve university property. In the event of a significant emergency or dangerous situation, designated personnel will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

Incidents, emergencies, or events may impact the surrounding community in addition to the LSU Health Shreveport campus. If this occurs, LSUHS UPD will make every effort to coordinate and work with local, state, and federal officials in their delivery of emergency services. LSUHS UPD, as a state agency, has a role and responsibility to support agencies
during a declared emergency or when otherwise needed. Upon receipt of a mission request from the Governor’s Office of Homeland Security or the Caddo-Bossier Office of Homeland Security and Emergency Preparedness, LSUHS UPD will make a determination if there are personnel and resources available to meet the mission requirements. LSUHS UPD will promptly notify appropriate agencies regarding the status of their request.

**SMART NOTICE EMERGENCY NOTIFICATION SYSTEM**

LSU Health Shreveport has implemented the Smart Notice Emergency Notification System to expand and enhance notification methods. In the event of an emergency, Smart Notice may be used to provide pertinent information and instructions to LSU Health Shreveport employees, students, faculty, and staff through email, text, and/or calling two phone numbers of choice. Smart Notice uses a web-based mass notification system that sends emergency messages instantly and simultaneously to registered mobile phones, wireless devices, and e-mail addresses.

The notice will contain the following information:

- Type of incident
- Time of the incident
- Location of the incident
- Description of the suspect(s)
- Summary of the incident

The Chancellor (or his/her designee), Executive Director of Facility Operations, and Dean have the authority to activate the Smart Notice Emergency Notification System and author an appropriate message. Authorizers will contact the scheduled Smart Notice Sender for distribution of the messages. They will also determine the appropriate segment or segments of the campus community to receive the notification. As additional information becomes available, Authorizers will provide this updated information to the scheduled Smart Notice Sender for distribution.

Upon the request of Authorizer(s), The Director of Safety Services (or his/her designee), Director of Public Safety (or his/her designee), Director of Communications and Public Relations enter the messages under the direction of the Authorizer(s) and initiate the send message process.

LSU Health Shreveport will annually test and publicize its Emergency Notification System. These tests may or may not be announced depending on the exercise. Additional methods may be used to distribute the timely warning, such as university-wide EMAILS, online updates via website, on campus announcement televisions, and coordinated use of public media outlets, fire alarms, public address systems, and signs.

**TIMELY WARNING NOTIFICATIONS**

Timely Warning Refers to the need to provide timely notification to the LSU Health Shreveport community after it is determined there is a credible threat to campus persons or property or when information is considered vital to the LSU Health Shreveport community. Upon confirmation of a significant emergency or dangerous situation that poses an
immediate threat to the health or safety of the LSU Health Shreveport community, a Timely Warning will be issued.

**EMERGENCY NOTIFICATIONS**

The Emergency notification system is designed to alert, warn, and inform registered members of the LSU Health Shreveport community of what to do in case of an emergency, a disaster, a crisis, or any other situation that affects the LSU Health Shreveport community. Incidents such as a serious gas leak, hazmat spill, tornado warning, etc., could warrant the use of this protocol. For example, receiving these alerts and messages could keep you from driving to campus only to find that a power failure has closed the campus. It should be noted that unlike the timely warnings requirement, an emergency notification is not restricted to only Clery reportable crimes.

**DOCUMENTED TESTS/WARNINGS**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Type</th>
<th>Phone</th>
<th>Email</th>
<th>Text</th>
<th>TDD</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/8/2019</td>
<td>3:50 PM</td>
<td>Test Message</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>This is a test of the LSUHSC Shreveport notification system. This is only a test and no action is required.</td>
</tr>
<tr>
<td>1/31/2019</td>
<td>3:42 PM</td>
<td>Test Message</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>This is a test of the LSUHSC Shreveport notification system. This is only a test and no action is required.</td>
</tr>
<tr>
<td>2/5/2019</td>
<td>12:26 PM</td>
<td>Test Message</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>This is a test of the LSUHSC Shreveport notification system. This is only a test and no action is required.</td>
</tr>
<tr>
<td>4/18/2019</td>
<td>10:44 AM</td>
<td>Actual Incident</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>LSUHSC-S Alert. Due to a state announcement concerning inclement weather, non-essential LSUHSC-S staff may leave work today.</td>
</tr>
<tr>
<td>4/18/2019</td>
<td>11:42 AM</td>
<td>Test Message</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>This is a test of the LSUHSC Shreveport notification system. This is only a test and no action is required.</td>
</tr>
<tr>
<td>5/8/2019</td>
<td>3:26 PM</td>
<td>Actual Incident</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>LSUHSC-S Alert. Tornado detected by radar and headed to Shreveport. Please take appropriate action and shelter until 4:00pm.</td>
</tr>
<tr>
<td>5/8/2019</td>
<td>3:53 PM</td>
<td>Actual Incident</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>LSUHSC-S Alert Update. Tornado detected by radar and headed to Shreveport. Please take appropriate action and shelter until 4:30pm.</td>
</tr>
<tr>
<td>5/8/2019</td>
<td>4:27 PM</td>
<td>Actual Incident</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>LSUHSC-S Alert Update. Tornado conditions have passed the area. All clear. Return to normal operations.</td>
</tr>
<tr>
<td>6/4/2019</td>
<td>2:12 PM</td>
<td>Actual Incident</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>The panic alarm system will be off-line from 3:00 pm to 3:30 pm this afternoon. Call UPD at 318-677-6165 for any immediate emergencies during this outage.</td>
</tr>
<tr>
<td>6/4/2019</td>
<td>3:37 PM</td>
<td>Actual Incident</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>The panic alarm system is back on-line.</td>
</tr>
<tr>
<td>12/17/2019</td>
<td>11:32 AM</td>
<td>Test Message</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>This is a test. Only a test. No action is required. Thank you.</td>
</tr>
</tbody>
</table>

**EVACUATION PROCEDURES**

LSU Health Shreveport Office of Safety Services supports the research, teaching, and Patient care missions through promotion of a safe and healthy environment and by providing programs and services that minimize safety, health, and environmental risks to the campus community. Orientation, continuous training, and drills have been designed and implemented to ensure safety. For more details on emergency responses, drills, and
emergency evacuations procedures, please click here to refer to the Office of Safety Services webpage.

**BUILDING EVACUATION**

- All building evacuations will occur when a fire alarm sounds and/or upon notification announced over the intercom system.
- When an alarm is activated or notification received, leave the building by going to the nearest exit and alert others to do the same.
- Exit in a calm fashion.
- Assist handicapped in exiting the building.
- Do not use the elevator.
- Once outside the building proceed to a clear area away from the affected building or area.
- Keep all entry areas and walkways clear for emergency vehicles and personnel.
- Do not return to the evacuated building until the area has been cleared by an authorized official.

**CAMPUS GROUNDS EVACUATION**

- Evacuation of all or part of the campus grounds will be announced by Intercom System.
- All persons are to immediately vacate the area of the campus in question and relocate to another part of the campus or vacate the campus as instructed.
- Proceed toward the nearest safe emergency exit.
- Close all doors behind you to keep smoke out of the stairway. If the stairway should become unsafe, proceed to a safe area away from smoke and fire, closing doors behind you to isolate the smoke.
- If you are in a room with a window, signal rescuers by any means necessary. If possible, place a cloth or wet cloth (if possible) at the bottom of the door to prevent smoke from entering.
- Persons who cannot speak loudly should carry a whistle or other means of attracting assistance.
- If evacuation of the campus by vehicle is restricted or blocked, evacuation of the campus by foot may be necessary to get away from the crisis area.

**NON-AMBULATORY PERSONS**

When assisting someone, always consult the person about the following:
- Ways the person would prefer to be removed from the wheelchair.
- Whether to extend/move extremities when lifting because of pain or medical equipment etc.
- If a seat cushion should be brought along with the person if he or she is removed from the chair.
- If the person would prefer being carried forward or backward on a flight of stairs.
- If the person prefers a stretcher, chair with cushion or medical assistance when being removed from the wheelchair.
- If possible - wheelchairs should not be used in stairwells. Ask others to help in assisting moving immobile person to avoid fall injuries.
VISUALLY IMPAIRED PERSONS

- Tell the person the nature of the emergency.
- Offer to guide him or her to safety.
- As you walk, say where you are and advise of any obstacles.
- When safety is reached help to orient the person and ask if additional assistance is needed. Do not leave the person alone.

HEARING IMPAIRED PERSONS

Since alarms may not be heard and some buildings do not have visual alarms, do one of the following:

- Write a note explaining the nature of the emergency. Write down where they should exit to.
- Turn light switch on and off to gain attention, then indicate through gestures or writing what is happening and what to do.

ACTIVE SHOOTER

What to do in an active shooter event. Remember during an active shooting to RUN. HIDE. FIGHT.

Be Informed
- Sign up for an active shooter training.
- If you see something, say something to the authorities right away.
- Sign up to receive local emergency alerts and register your contact information with any work-sponsored alert system.
- Be aware of your environment and any possible dangers.

Make a Plan
- Make a plan with your family and make sure everyone knows what to do if confronted with an active shooter.
- Wherever you go look for the two nearest exits, have an escape path in mind and identify places you could hide if necessary.
- Understand the plans for individuals with disabilities or other access and functional needs.

DURING

RUN and escape if possible.
- Getting away from the shooter or shooters is the top priority.
- Leave your belongings behind and get away.
- Help others escape, if possible, but evacuate regardless of whether others agree to follow.
- Warn and prevent individuals from entering an area where the active shooter may be.
- Call 9-1-1 when you are safe and describe the shooter, location and weapons.
HIDE if escape is not possible.
- Get out of the shooter’s view and stay very quiet.
- Silence all electronic devices and make sure they won’t vibrate.
- Lock and block doors, close blinds and turn off lights.
- Don’t hide in groups. Spread out along walls or hide separately to make it more difficult for the shooter.
- Try to communicate with police silently. Use text message or social media to tag your location or put a sign in a window.
- Stay in place until law enforcement gives you the all clear.
- Your hiding place should be out of the shooter’s view and provide protection if shots are fired in your direction.

FIGHT as an absolute last resort.
- Commit to your actions and act as aggressively as possible against the shooter.
- Recruit others to ambush the shooter with makeshift weapons like chairs, fire extinguishers, scissors, books, etc.
- Be prepared to cause severe or lethal injury to the shooter.
- Throw items and improvise weapons to distract and disarm the shooter.

AFTER
- Keep hands visible and empty.
- Know that law enforcement’s first task is to end the incident and they may have to pass injured along the way.
- Officers may be armed with rifles, shotguns or handguns and may use pepper spray or tear gas to control the situation.
- Officers will shout commands and may push individuals to the ground for their safety.
- Follow law enforcement instructions and evacuate in the direction they come from unless otherwise instructed.
- Take care of yourself first, and then you may be able to help the wounded before first responders arrive.
- If the injured are in immediate danger, help get them to safety.
- While you wait for first responders to arrive, provide first aid. Apply direct pressure to wounded areas and use tourniquets if you have been trained to do so.
- Turn wounded people onto their sides if they are unconscious and keep them warm.
- Consider seeking professional help for you and your family to cope with the long-term effects of the trauma.

LOCKDOWN PROCEDURES

Facility lockdown is one measure utilized to secure all or part of the campus from outside threats. It may be implemented in part or as a whole as determined by the Hospital Administrator or his designee.

Purpose:
In the event of a public safety emergency, e.g. “Active Shooter”, Weapons of Mass Destruction, Biological/Chemical Contamination, Civil Disturbance, it may become necessary to “lockdown” a building or buildings on campus to minimize the overall exposure
to danger and to initiate an immediate and proper response to minimize the risk and number of casualties.

Definitions:
**Lockdown** is the temporary, e.g. 30 minutes to several hours, sheltering technique utilized to limit exposure to an emergency situation or serious incident. When alerted occupants of any building within the subject area, i.e. occurrence location, will lock all doors and windows, if applicable and will not allow entry or exit to anyone until the all clear has been sounded. Theoretically, this procedure converts any building into a large “Safe Room”. Lockdown is accomplished by a combination of measures; one measure by electronically locking entry doors where the system is available, another by the building occupants or Building Administrator or designee locking all entry/exit doors, or a combination of using both of the aforementioned measures.

**Shelter in Place** – is a term used to seek shelter outside of public view within a confined area. Employees should remain calm and clear the hallay of patients, visitors, and staff. If possible, close all blinds, stay out of sight, turn out all lights, lock and barricade all doors leading into the confined area, silence all phones, and remain quiet.

**Evacuation** – is an orderly removal of staff, visitors and patients from an identified area or building. Notification may be broadcast openly, e.g. paging system, or in a more discreet manner, e.g. phone call, messenger, emails, etc. In all cases, when the notice is made to evacuate, all persons shall leave the building immediately in an orderly manner using established evacuation routes. Proceed to your pre-determined gathering point, established within individual departments, or as directed by the command center staff. Do not re-enter the building until directed to do so by emergency response personnel. Departmental Supervisors or designees will attempt to account for all employees of their department and report any missing persons to the command center.

**LEVELS OF LOCKDOWN:**
**TOTAL LOCKDOWN:**
This is the highest level of facility and perimeter security. During a total lockdown, ALL perimeter doors are secured and NO ONE is allowed to enter or exit the facility. In facilities that cannot be secured remotely a representative from these buildings will be contacted and requested to secure the exterior doors manually. LSUHS UPD in uniform or designees may be assigned to key exit/entrance points.

**PARTIAL LOCKDOWN:**
A partial lockdown involves locking down only those facilities affected by the event, i.e. ACC/WCC may be locked down while the lock down of the Viral Disease Clinic may not be necessary. ALL foot traffic is directed toward predesignated controlled entrances/exits. UPD or designee will maintain control at these locations. Each person attempting to enter or exit shall be screened in accordance with policy. All doors and elevators leading to and from the Emergency Department will be secured. LSUHS UPD personnel and/or designees will be assigned to these areas. The ED Physician, Director, or designee, Administrator on Call, or the Incident Commander will make the decision to lockdown the ED.

**CONTROLLED LOCKDOWN:**
During a controlled lockdown specific entry/exit only, all perimeter doors are secured.
LSUHS UPD personnel/designees are assigned to these doors as needed. Each person attempting to enter shall be identified and authorization verified before entry is granted. Each person attempting to enter or exit shall be screened.

Upon notification of the need for a lockdown, the LSUHS UPD Supervisor on Duty will initiate this plan. The level of lockdown will be at the discretion and consultation with the Administrator or designee. Outside Law Enforcement agencies may be contacted as necessary.

The decision to terminate or discontinue a total or controlled lockdown will be at the direction of the Administrator or designee in consultation with the Director of Public Safety and/or the Incident Commander.

REPORTING CRIME OR EMERGENCIES

We encourage LSU Health Shreveport employees, students, faculty, and visitors to use this report as a guide for safe practices on and off campus. If you are involved in an emergency situation, the victim of a crime, or witness any criminal or suspicious activity, you are urged to notify the LSUHS UPD in a timely manner by dialing 911 or 318-675-6165 or by using the LSU Shield App on your smartphone. Reporting in a timely manner allows LSUHS UPD to assess the complaint for the purpose of issuing timely warnings.

Any Student Code of Conduct violations will be forwarded to the Office of Student Rights and Responsibilities for review. Employee matters will be forwarded to Human Resources for review. When appropriate, an incident will be referred to the Title IX Office for review.

EMERGENCY NUMBERS

On-Campus crimes may be reported to:

| LSU Health Shreveport University Police | 318-675-6165 |
| Shreveport Police Department | 911 |

Off-campus crimes may be reported to:

| Shreveport Police Department (off campus emergency calls) | 911 |
| Shreveport Police Department (non-emergency calls) | 318-673-7300 |
| Caddo Parish Sheriff’s Office (non-emergency calls) | 318-675-2170 |

LIMITED VOLUNTARY CONFIDENTIAL REPORTING

If you are the victim of a crime and do not want to pursue action within the University System or the criminal justice system, you may still consider making a confidential report. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the University can keep an accurate record of the number of incidents involving employees, students, faculty, and visitors; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential dangers. Reports filed in this manner are counted and disclosed in the annual crime
statistics for the institution, and when they involve allegations of sexual harassment (including sexual violence) are made available to the University’s Title IX Coordinator.

**CONFIDENTIAL CRIME REPORTING AND COUNSELORS**

Campus Security Authorities do not include Pastoral Counselors and Professional Counselors if they are acting in an official counseling capacity. They are not required to report crimes for inclusion in the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

Counselors are defined as:

**Pastoral Counselor:** A person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.

**Professional Counselor:** A person whose official responsibilities include providing mental health counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification. This definition applies even to professional counselors who are not employees of the institution, but are under contract to provide counseling at the institution.

**CAMPUS SECURITY AUTHORITIES**

Campus Safety and Security Reporting 2016 Handbook defines Campus Security Authorities (CSA) as:

1. A campus police or campus security department of an institution.
2. Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g. an individual who is responsible for monitoring the entrance into institutional property).
3. Any individual or organization specified in an institution’s statement of campus security police as an individual or organization to which students and employees should report criminal offenses.
4. An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings.

CSA’s are not responsible for investigating or reporting incidents they overhear while students are talking in the hallway; something a student mentions during in-class discussion; anything mentioned during a speech or other form of group meetings or presentations; or the CSA learning about something in an indirect manner.

CSA’s can access our CSA Report Form [here](https://www.lsuhscshreveport.edu/about/university-police) or on our website [https://www.lsuhscshreveport.edu/about/university-police](https://www.lsuhscshreveport.edu/about/university-police). Instructions on sending completed reports are indicated on the form. Definitions of clery crimes are also included to help aide CSA in filling out the form. If you are unable to determine the category, include as much details as possible about the incident and LSUHS UPD will determine proper category.
We respect and understand someone may not want to disclose information about a crime to the police, but might feel more comfortable reporting to a CSA. Victims can request their statement remain confidential. In this case, no personal data will be collected on the CSA Report Form. All other details will need to be reported on the form to assist LSUHS UPD in determining if an incident is reportable and whether it is within the Clery Geography.

Campus Security Authorities can be reached at:

<table>
<thead>
<tr>
<th></th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Title IX Coordinator</td>
<td>318-675-8387</td>
</tr>
<tr>
<td>SAVE Program</td>
<td>318-813-7283</td>
</tr>
<tr>
<td>School of Medicine</td>
<td>318-675-5190</td>
</tr>
<tr>
<td>School of Allied Health</td>
<td>318-813-2900</td>
</tr>
<tr>
<td>School of Graduate Studies</td>
<td>318-675-7676</td>
</tr>
<tr>
<td>Registrar’s Office</td>
<td>318-675-5205</td>
</tr>
<tr>
<td>Academic &amp; Student Affairs</td>
<td>318-675-5339</td>
</tr>
<tr>
<td>Statewide Hotline</td>
<td>800-541-9706</td>
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**CRIME LOGS**

LSUHS UPD strongly encourages reporting crimes as promptly as possible. LSUHS UPD is responsible for maintaining the daily crime log of incidents reported that have occurred on campus, off campus, and on public property within or immediately adjacent to the campus. Crimes should be added to the crime log within two days the incident is reported. Logs can be viewed at the Admin. Building, Room 1-129. You may also contact LSUHS UPD at 318-675-6162 or email ajac24@lsuhsc.edu.

Crime logs must contain the nature of the crime, date and time the crime occurred, general location of the crime, if known, the disposition of the complaint. Crime logs containing information that could compromise an investigation of a crime or incident will have some information withheld, but will contain a brief description of the incident.

**ACCESS AND SECURITY OF CAMPUS FACILITIES**

LSU Health Shreveport makes every effort to ensure that the campus facilities, buildings and grounds are designed and maintained in such a way as to promote safety and reduce criminal opportunity. Particular attention is paid to the design of landscaping and exterior lighting.

LSU Health Physical Plant is responsible for facility planning, construction, renovations, operation, maintenance and repair of buildings, grounds, and utilities. Facilities and landscaping are maintained in a manner that minimizes hazardous conditions.

LSUHS UPD regularly patrols campus and parking lots and reports malfunctioning lights and other conditions deemed unsafe for correction. LSUHS UPD completes a Nighttime Vulnerability Survey quarterly making observations of safety/security concerns during hours of darkness. Although crimes and safety issues can occur at any time, some crimes such as burglaries, thefts, and robberies increase during nighttime hours to help conceal their activities.

LSUHS UPD completes a Mandatory Building Securement every night to ensure doors/areas
are locked.

Most of LSU Health Shreveport’s academic and administration buildings are open during normal business hours. However, some buildings access is controlled by badge scan only.

**USE OF UNIVERSITY FACILITIES**

With the exception of events that are open to the general public and advertised as such, the university’s facilities and programs are generally reserved for accomplishing the objectives and programs of the university. Visitors and non-University affiliated groups seeking to utilize University facilities are expected to make prior arrangements with the appropriate University office. Authorization to use the LSU Health facilities is determined by University regulations then in effect.

CM-1 Use of Buildings
June 1, 2001
The buildings which are owned or leased by the various Schools of the Louisiana State University Health Sciences Center are purchased or rented with public funds. Therefore, it is expected that said buildings will be utilized to their maximum capacity in pursuit of the interests of the public and the objectives of the University, namely, education, research and service.

Any extra-curricular use of the buildings must be scheduled in consideration of these expectations.

The following policy is to govern the use of buildings:

1. For each building, the Chancellor will delegate authority to one person (usually a Dean) the ultimate responsibility for scheduling extracurricular activities.
2. Organizations and activities which may be granted these privileges are:
   a. All LSU Health Sciences Center educational activities or social activities in accord with LSU rules.
   b. Organizations whose proposed activities in LSU facilities are clearly related to education, research or service in the health fields. Examples:
      (1) Volunteer groups (as Louisiana Heart Assn.)
      (2) Professional groups (as Louisiana State Medical Society)
      (3) National associations (as American Society of Microbiologists)
   c. LSU educational programs from other campuses within the University family.
3. Activities which must be prohibited are:
   a. Social functions of any group other than those from the LSU Health Sciences Center.
   b. Meetings sponsored solely by profit-making enterprises such as drug companies, equipment companies, insurance companies, etc.
4. A nominal charge for housekeeping, use of learning resources, etc. may be assessed at the discretion of the responsible officer. Exceptions to the above may be made only with approval from this office.

Academic and administrative buildings are secured by LSU Health Shreveport University Police Officers. Hours of security may vary from building to building, depending on use.
These buildings are equipped with fire safety equipment that includes smoke detectors and/or heat sensors that activate the central fire alarm system. Use of academic and administrative buildings may be scheduled by accessing our institution’s secure intranet Room Reservations and Cancellation Form.

SAFETY PROGRAMS AND AWARENESS

LSUHS UPD Investigators are available or on-call to conduct criminal investigations, crime prevention surveys, and personal protection awareness classes. Personal protection measures training may be arranged upon request. Programs that emphasize personal safety and what students, faculty, and staff can do to help themselves are available through the Public Safety Department. New employee and student orientations as well as Campus Education Day include presentations from members of the department.

Safety is a shared responsibility. As members of the campus community, everyone should help to make the campus a safer place. Using some simple safety precautions will greatly reduce your chance of becoming a victim of crime. One simple piece of information you should always have is your location. If there is an emergency, responders will ask for your location, address, etc., so have this information readily available.

LSUHS UPD strives to educate at student orientations each semester, through on-line new employee orientation, and annually through campus-wide education programs about the importance of safety issues and reporting incidents.

REMINDERS

- Request escorts from UPD when walking alone to the parking lots.
- Notify LSUHS UPD when you are working alone, after hours.
- Be aware of your surroundings, report suspicious person(s) immediately.
- Have the number to LSUHS UPD (318-675-6165) and the LSU Shield Mobile Safety App on their cell phone.
- Do not leave valuables inside their vehicles, in plain sight.
- Lock vehicle doors

LSU SHIELD

LSUHS UPD launched the LSU Shield Mobile Safety App which can be downloaded for free for iOS and Android smartphones. If on LSU property, one push of a button in the open app and the user is routed to LSUHS UPD directly to include the user’s location and profile data and gives LSUHS UPD a GPS location of the device. Off-campus calls are routed to “9-1-1.” The user may also submit non-emergency reports to LSUHS UPD: Suspicious Person, Theft, Drug Use, Concerning Behavior, Vandalism and Other Inquiry. The user can select to remain anonymous and once submitted, a two-way chat with LSUHS UPD is accessible. The Safety Beacon feature allows users to enter an activity description and select a duration which will then begin a countdown. Upon activation, the Emergency Contact(s) will receive a text message indicating that the user has started a Safety Beacon which includes a link to the user’s device location which will remain active until the Safety Beacon feature is deactivated by the user manually entering their PIN.
The LSU Shield mobile application will improve your safety and security! Download it now!

- iOS and Android compatible
- Available to everyone: students, staff, faculty and visitors
- Summon emergency services by telephone with a single button
- Submit non-emergency reports including a picture and a video
- Two-way chat with LSUHS UPD
- Submit anonymously
- Instantly notify pre-identified contacts of your safety and location
- FriendWatch feature allows your pre-identified contacts to monitor your safety plus much more!

LSU Shield App FAQ's

Why should I download my campus's safety app?
Your campus safety app helps connect you with your campus safety forces directly in multiple ways. You can anonymously send tips to safety forces with photos and videos attached... keeping your identity a secret. If you need emergency assistance, pressing the Emergency Button will call the proper safety forces directly and track you until you enter your personal secure PIN (created at registration). You can also stay up to date with campus resources, events and receive notifications about important campus news.
Does the app cost money?
The app is free to download and to use. Standard phone and data charges may apply if you place an emergency call or use the safety escort feature.

What are 'notification groups'?
Selecting a notification group allows you to receive any information safety forces push to your phone. The information appears in the form of a 'push notification' so it's important that you allow the app to send you notification if you want to receive these messages. If you do not want to receive these alerts, simply press continue without selecting a group.

Can my family and friends use the app?
Yes, family and friends who are visiting campus can download the mobile application and use all the safety features.

Why do you need my phone number to register?
The basic profile information is shared with friends, family or dispatchers / first responders if you ever need help! The secure PIN is used to access / change profile information and also to de-activate tracking after an emergency feature has been activated.

Does the app track my location?
The safety app ONLY tracks your location when you press the emergency button. You can stop this tracking anytime by entering your secure PIN. The app never passively tracks your location or allows safety forces to see your whereabouts without you signaling for assistance.

Can I use the app if I'm off campus?
Yes, the app can be used off campus. If you press the 'Emergency Button' off campus, then your call will be directed to 911. If you submit a tip from off campus, it will still be sent to campus safety forces.

SAFETY TIPS

PROTECTING YOURSELF ON AND OFF CAMPUS

Lock your door, even when you intend to return home shortly or even if you are just going down the hall. It takes a thief ten seconds or less to enter an open room and steal your property.

Take extra time to ensure that your windows and doors are locked, especially when you are alone or at night.

Do not leave valuables lying out in plain sight. Record the serial number of your valuables or engrave a unique identification number on the item.

Store emergency numbers in your mobile phone and place them next to your home phone.

Do not leave messages on your door indicating that you are away and when you will return.

Do not let strangers enter dormitory or premises.
Do not prop open outer doors.

If someone asks to use your phone for an emergency call, offer to telephone for them instead of allowing them access.
Do not put your address on your key ring.

Know your neighbors.

Do not leave keys in hiding places. Thieves will find them. Carry your keys or make sure that anyone who truly needs them has their own copy.

To report suspicious persons or activity on campus, call LSU Health Shreveport Police Department at 318-675-6165 or activate the LSU SHIELD Mobile Safety App. If off campus, call 911.

Open a savings or checking account instead of keeping money in your room.

Keep automatic teller machine cards in a safe place, keep your PIN secret. When possible, only use ATM’s during the day.
Instead of carrying large sums of cash use a charge card. Some charge cards insure property purchased with those cards against loss, theft or damage.

If you find yourself in immediate danger, call 911; try to stay calm and get away at first opportunity.

PROTECT YOURSELF WHEN WALKING

Avoid walking alone at night unless absolutely necessary.

Stay on well lit, commonly traveled routes.

Avoid shortcuts and dark, isolated areas.

Walk purposefully, know where you are going and project a confident image.

Avoid potentially dangerous situations.

If you feel threatened, cross the street, locate an emergency phone, or enter a store or place of business even if you have just left it.

Have your keys ready in hand when approaching your vehicle or door; not buried in a purse or in your pocket.

PROTECT YOUR AUTO or BICYCLE

Always lock your car. Never leave the windows down while it is unattended.

Do not leave tempting valuables or property visible inside the car. Lock these items in the trunk.
Lock bikes to bike racks with hardened-alloy locks and chains or u-shaped locks to prevent thefts.

**PROTECTING YOURSELF WHEN DRIVING**

Look into your car before getting in. Lock doors and roll up windows once inside for protection.

Never pick up strangers.

Drive to a police or fire station or open place of business if you feel you are being followed.

Do not stop to help occupants of stopped or disabled vehicles. Continue driving to the nearest phone and call assistance for them.

**UNIVERSITY POLICIES**

**SMOKING POLICY**

CHANCELLOR’S MEMORANDUM-10

JULY 13, 2010

No Smoking Policy

It is the policy of Louisiana State University Health Sciences Center (HSC) to respect the rights of smokers and non-smokers alike. In addition, in accordance with laws and regulations cited below, the LSU Health Sciences Center reserves the right to prohibit smoking on its premises for reasons of public health and safety, improved customer satisfaction, the protection of environmentally sensitive materials and to address the concerns of individual non-smokers.

Effective July 1, 2010, LSUHSC-Shreveport properties is a smoke free organization. Smoking will be prohibited on all properties, leased or owned, of the Health Sciences Center. This policy is in effect for all employees, students, patients, and visitors of the Health Sciences Center.

On an ongoing basis, the Health Sciences Center will make resources available to help employees with their personal smoking cessation efforts. Furthermore, and as it relates to employees, it is the responsibility of supervisors to ensure that employees comply with the No Smoking Policy. Employees who violate the No Smoking Policy may be subject to disciplinary action, up to and including termination.

Clinical staff will inform patients of the policy and ensure they are in compliance. Health Sciences Center administrative and supervisory personnel are directed to advise persons of the no smoking policy when they encounter violations and to inform Human Resources and/or the LSUHS UPD as appropriate.

LSUHS UPD is authorized to enforce the smoking policy as police officers deem appropriate. Violators will be encouraged to extinguish smoking material and/or to smoke on the public sidewalks. In dealing with violators, police officers are authorized to:
• remind violators that second-hand smoke is harmful to patients and employees
• issue verbal warnings
• issue written citations
• prohibit non-emergency readmission to HSC facilities
• bar persons from HSC property, and ultimately to
• arrest/prosecute persons who refuse to comply.

WEAPONS POLICY

The use of weapons by LSUHS UPD personnel is governed by state law and departmental regulation. In compliance with Louisiana State Law, the introduction of a weapon on the grounds or in the facilities owned or controlled by LSU Health Shreveport and Ochsner LSU Health Shreveport is prohibited and the following statues apply on campus and hospital grounds:

**Louisiana Law Revised Statute 14:95.2(A)** carrying a firearm or dangerous weapon by a student or non-student on school property, at school-sponsored functions, or in a firearm-free zone is unlawful and shall be defined as possession of any firearm or dangerous weapon, on one’s person, at any time while on a school campus, on school transportation, or at any school-sponsored function in a specific designated area including but not limited to athletic competitions, dances, parties, or any extracurricular activities, or within one thousand feet of any school campus.

A firearm is defined as any pistol, revolver, rifle, shotgun, machine gun, submachine gun, or assault rifle, which is designed to fire or is capable of firing fixed cartridge ammunition or from which a shot or projectile is discharged by an explosive.

A dangerous weapon is defined as any gas, liquid or other substance.

**Louisiana Law Revised Statute 14:402.1(A)** Taking of contraband to hospitals unlawful; penalty. It shall be unlawful for any person to introduce or attempt to introduce into or upon the grounds or buildings of any hospital or related facility, except through regular channels as authorized by the administrator of the hospital, any of the following articles which are hereby declared contraband for the purposes of this Section, namely: Any intoxicating beverage or beverage which causes or may cause an intoxicating effect, any controlled dangerous substance that has not been prescribed or recommended in accordance with the Uniform Controlled Dangerous Substances Law at R.S. 40:961 et seq., and any firearm or other instrumentality customarily considered a dangerous weapon possessed by a person who is prohibited from possessing the firearm or instrumentality pursuant to state or federal law.

DRUG POLICY

LSU Health Shreveport complies with all federal and state laws which prohibit the use, possession and sale of illegal drugs. The university is a drug-free zone under Louisiana law and will not shield any student, employee or visitor from action by civil authorities. Any person known to be possessing, using, or distributing such illegal drugs is subject to disciplinary action and possible arrest, imprisonment or fine according to Louisiana State Law.
ALCOHOL POLICY

LSU Health Shreveport seeks to encourage and sustain an academic environment that both respects individual freedom and promotes the health, safety and welfare of all members of its community. In keeping with these objectives, LSU Health Shreveport has established a policy governing the possession, sale and consumption of alcoholic beverages on LSU Health Shreveport property which conforms to Louisiana state law.

Possession or consumption of alcoholic beverages on property owned or controlled by LSU Health Shreveport is prohibited. Under age possession and/or consumption of alcoholic beverages on property owned or controlled by LSU Health Shreveport is prohibited. Intentionally or knowingly selling or intentionally or knowingly "furnishing" alcoholic beverages to persons under the age of 21 or to persons obviously inebriated is not permitted on property owned or controlled by LSU Health Shreveport.

LSU Health Shreveport complies with all federal and state laws which regulate the sale and use of alcohol. The university neither condones nor shields from prosecution any individual found in violation of the Louisiana Alcoholic Beverage Control laws. The university does authorize alcoholic beverages on campus for sanctioned events complying with state law.

GUIDELINES FOR THE RESPONSIBLE USE OF ALCOHOL

CHANCELLOR’S MEMORANDUM 12 Guidelines for the Responsible Use of Alcohol
June 1, 2001

I. Scope
This policy applies to all LSUHSC faculty, staff, residents, and students.

II. Purpose
The excessive use of intoxicating beverages may adversely affect the academic and professional performance of faculty, staff, residents, and students. The purpose of this policy is to establish guidelines for responsible use of alcohol at LSUHSC and LSUHSC sponsored functions.

III. Policy
The use of alcohol is prohibited in classroom buildings, laboratories, auditoriums, library buildings, faculty and administrative offices, athletic facilities, and all other public campus areas. Alcohol may be served for special events on campus sponsored by the institution with written authorization from the Dean, Chancellor, or their authorized designee and when the following guidelines for responsible use of alcohol are followed. The guidelines also apply to the use of alcohol at LSUHSC sponsored functions off campus.

IV. Guidelines
1. The sponsor of the event must implement precautionary measures to insure that alcoholic beverages are not accessible or served to persons under the legal drinking age or to persons who appear intoxicated.
2. The sponsor of the event must limit direct access of alcoholic beverages to the person(s) designated as the server(s). A server is defined as an individual who has undergone approved server training and/or works for a caterer.
3. The consumption of alcoholic beverages is to be permitted only within the approved area
designated for the event.
4. Nonalcoholic beverages must be available at the same place as the alcoholic beverages and featured as prominently as the alcoholic beverages.
5. A reasonable portion of the budget for the event shall be designated for the purchase of food items.
6. Drinking contests are prohibited at all LSUHSC activities and functions.
7. Advertisements for any LSUHSC event where alcoholic beverages are served shall mention the availability of nonalcoholic beverages as prominently as alcohol.
8. Alcohol must not be used as an inducement to participate in a campus event.
9. Promotional materials including advertising for any LSUHSC event shall not make reference to the quantity of alcoholic beverages (such as the number of kegs of beer) available.
10. The LSUHSC University Police Department will be notified of all functions on campus at which alcoholic beverages will be served.
11. The rules and regulations of the residence hall(s) shall govern the use of alcohol within the residence hall(s).
12. With respect to the possession and consumption of alcoholic beverages, state law will be strictly enforced at all times on all property controlled by LSUHSC.
13. For functions that include the sale of alcoholic beverages, all the appropriate permits shall be obtained from the Alcohol Beverage Control Board.

SUBSTANCE AND ALCOHOL ABUSE POLICY
ADMINISTRATIVE DIRECTIVE 2.8.5
August 1, 2003

A. PURPOSE

Louisiana State Health Sciences Center Health Sciences Center - Shreveport is committed to maintaining an environment, which supports the research, teaching, and service mission of the Health Sciences Center. Although the Health Sciences Center respects an employee's right to privacy, the illegal use of drugs or alcohol within the Health Sciences Center community interferes with the accomplishment of the Health Sciences Center's mission.

Louisiana State Law prohibits the consumption, possession, distribution, and possession with intent to distribute, or manufacture of drugs described as controlled dangerous substances in the Louisiana Revised Statutes 40:964; and other statutes define the illegal possession and/or use of alcohol. Further, various federal and state laws and regulations apply to the employees of Louisiana State Health Sciences Center, including the Federal Drug Free Workplace Act of 1988, The Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), Revised Statutes of the State of Louisiana and Executive Order MJF 93-38. This policy is specifically directed at illegal actions involving alcohol and controlled drugs. Other Health Sciences Center policies govern the legal use of alcoholic beverages in its facilities and on its premises.

B. DEFINITIONS

"drug free workplace" means a site for the performance of work at which employees
are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in accordance with the requirements of the Federal Drug Free Workplace Act of 1988.


"criminal drug statute" means a criminal statute involving manufacture, distribution, dispensation, use, or possession of any controlled substance.

"misuse use of alcohol" means any possession, consumption or other use of an alcoholic beverage in violation of this policy.

"conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentences, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

"employee" includes faculty, other academic, unclassified, classified, graduate assistants, and student employees and any other person having an employment relationship with the Health Sciences Center.

C. GENERAL POLICY

Louisiana State Health Sciences Center is committed to providing a workplace free from the illegal use of drugs and alcohol and seeks to make its employees aware of the dangers of drug and alcohol abuse as well as the availability of drug counseling, rehabilitation and employee assistance through various communications media available to it. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in the workplace is prohibited as is the illegal possession and/or consumption of alcohol. Workplace shall include any location on Health Sciences Center property in addition to any location from which an individual conducts Health Sciences Center business while such business is being conducted. Without reference to any sanctions, which may be assessed through criminal justice processes, violators of this policy will be subject to Health Sciences Center disciplinary action up to and including termination of employment.

Employee Education, Prevention, Counseling

Human Resource Management will notify all employees at least once each year of its policies and procedures governing the illegal use of alcoholic beverages and drugs and through appropriate media, make employees aware of the dangers of abusive or illegal use of alcohol or drugs. Specific attention is directed to the harmful effects of certain illegal controlled substances described in Exhibit II. Through the Health Sciences Center Employee Assistance Program, employees with drug and alcohol related problems may seek help.

D. PROHIBITIONS

To establish and maintain a safe work environment, LSUHSC-SHREVEPORT prohibits an employee being on the job while having alcohol in his/her body that is above the
prohibited alcohol concentration levels, prohibit the use of or presence of illegal
drugs or other dangerous substances in the bodies of its employees while on duty, on
call and/or engaged in LSUHSC-SHREVEPORT business on or off LSUHSC-
SHREVEPORT premises. LSUHSC-SHREVEPORT further prohibits the sale, purchase,
transfer, concealment, transportation, storage, possession, distribution, cultivation,
manufacture, and dispensing of illegal or unauthorized drugs or related
paraphernalia while on duty, on call and/or engaged in LSUHSC-SHREVEPORT
business on or off LSUHSC-SHREVEPORT premises.

The prohibitions of this policy extend to the following:

A. Illegal drugs, unauthorized controlled substances, abuse of inhalants, look-
like drugs, designer and synthetic drugs, and any other unauthorized drugs,
abnormal or dangerous substances which may affect an employee’s mood, senses,
responses, motor functions, or alter or affect a person’s perception, performance,
judgment or reactions while working, including those drugs identified in Schedules I
through V of Louisiana R.S. 40:964 or Section 202 of the Controlled Substances Act,
21 U.S.C. 812. NOTE: Illegal drugs include:

1. Any drug which is not legally obtainable.

2. Any drug which is legally obtainable but has not been legally obtained; or

3. Legally obtained (prescription) drugs not being used for prescribed purposes
or in excess of prescribed dosages.

4. Misuse of alcoholic or intoxicating beverages; and

5. Drug related paraphernalia as defined in R.S. 40:1031, including any
unauthorized material or equipment or items used or designated for use in
testing, packaging, storing, injecting, ingesting, inhaling, or otherwise
introducing into the human body those substances covered by this policy.

E. ALCOHOL MISUSE POLICY

Alcohol misuse is prohibited. This prohibition extends to 1) use of alcohol on the job;
2) having a prohibited alcohol concentration level in the individual’s blood system
while on the job. Any employee exhibiting behavior and/or appearance characteristic
of alcohol misuse or whose job performance appears to be impaired by alcohol or
who is involved in an accident in which the misuse of alcohol is suspected may be
required to submit to a test for the presence of alcohol.

F. PRESCRIPTION/LEGAL DRUGS

The use of drugs/medications prescribed by a licensed physician is permitted
provided that it will not affect the employee’s work performance. The employee shall
notify his/her direct supervisor of any drugs/medications prescribed by a licensed
physician in those instances when the physician or pharmacy advises that the
employee’s performance could be impaired or when the employee believes use of the
prescribed drugs/medications will impair his/her ability to perform his/her usual duties and responsibilities. Employees are encouraged to utilize accrued leave, with approval, in those instances where impaired functioning is a distinct possibility.

Employees are encouraged to maintain prescribed drugs/medications in the original prescription containers, which properly identify the employee's name, medication name, issuing physician, and dosage.

LSUHSC-SHREVEPORT reserves the right to have the Medical Director for Occupational Health determine if use of a prescription drug/medication produces effects which may impair the employee's performance or increase the risk of injury to the employee or others.

If such is the case, LSUHSC-SHREVEPORT reserves the right to suspend the work activity of the employee during the period in which the employee's ability to safely perform his/her job may be adversely affected by the consumption of such medication.

G. DRUG TESTS/SCREENS

LSUHSC-SHREVEPORT reserves the right to require drug screening for pre-employment, re-employment or reinstatement. All employees are subject to being tested for drugs under the following circumstances:

1. Post-Accident/Incident - following an accident that occurs during the course and scope of an employee's employment that a) involves circumstances leading to a reasonable suspicion of the employee's drug use, b) results in a fatality, c) results in or causes the release of hazardous waste or materials, or d) involves an on-the-job injury or potentially serious accident, injury, or incident in which safety precautions were violated, equipment or property was damaged, or unusually careless acts were performed. Such testing is required of any employee who is directly involved in such an incident and whose action or inaction may have been a causative factor.

2. Reasonable Suspicion - a supervisor's belief, based upon reliable, objective, and articulable facts that a person is violating this policy. A decision to test must be based on direct observation of specific physical, behavioral, or performance indicators based on, but not limited to, any of the following:

   Observable behavior or physical symptoms
   A pattern of abnormal or erratic behavior
   Arrest of a drug-related offense
   Being identified as the subject of a criminal investigation regarding drugs
   Evidence of drug tampering or misappropriation
   Patterns of absenteeism or tardiness
   Drowsiness or sleepiness
   Alcohol or drug odors on the breath
   Confusion, slurred or incoherent speech
Unusually aggressive behavior  
Unexplained mood changes  
Lack of manual dexterity or excessive sloppiness  
Unexplained work/school related accidents or injuries  
Illegible or errant charting  
Leaving work areas for extended periods or unexplained reasons  

3. Rehabilitative - required for those employees participating in substance abuse after-care treatment, pursuant to the terms of the rehabilitation agreement.  
4. Random Testing - randomly performed for those employees whose responsibilities of employment include operating a public vehicle, performing maintenance on a public vehicle or supervising any public employee who operates or maintains a public vehicle (the Office of Human Resource Management maintains a complete list of designated positions).  

Individuals will have an equal chance of being chosen, regardless of whether they have been previously tested.  

Once an individual is notified they have been chosen for random testing, they must report to the Occupational Health Clinic within two (2) hours of notification. Failure to report and submit to the drug screen may result in immediate termination of employment.  

H. TARGET DRUGS  

Drug testing of LSUHSC-SHREVEPORT employees pursuant to this policy shall target the presence of the following drugs or their metabolites in the body:  

1. Cannabinoids (marijuana);  
2. Opiates;  
3. Methamphetamine;  
4. Cocaine metabolite; and  
5. Phencyclidine (PCP)  

Additional tests for additional drugs or their metabolites may be performed if circumstances warrant. Further, LSUHSC-SHREVEPORT will test for the presence of alcohol through breath or blood testing methodologies if circumstances warrant.  

I. TESTING PROCEDURE  

LSUHSC-Shreveport requires any individual who observes an LSUHSC-Shreveport affiliated individual whose behavior appears impaired or unsafe due to the possible use/abuse of alcohol or drugs to report the observations to their supervisor immediately. An individual whose behavior is impaired or unsafe while at work is required to immediately submit to alcohol and drug testing. Refusal to submit for testing when requested may result in immediate termination of employment.  
Supervisors who observe or receive any information about an individual’s impairment or unsafe conditions from alcohol or drugs or who have an individual involved in an accident for which testing is appropriate should proceed as follows:
(1) If possible, have a witness observe the individual's behavior or physical condition. (2) Inform the individual that refusal to submit to the alcohol/drug test is a terminable offense. (3) Escort the individual to the Occupational Health Clinic or if after hours contact the House Supervisor on duty for the administration of the alcohol/drug screen. (4) The individual will be sent home by taxi and suspended without pay pending the test results. (5) Should an individual refuse to be tested, the supervisor in charge will suspend the individual without pay; notify Human Resource Management, Employee Relations, so that the process for termination can be initiated.

Procedures to account for the integrity of each urine specimen by tracking its handling and storage from point of specimen collection to final disposition of the specimen:

These procedures shall require that an appropriate chain of custody form be used from the time of collection to receipt by the laboratory and that, upon receipt in the laboratory, an appropriate laboratory chain of custody forms shall, at a minimum, include the entry documenting date and purpose each time a specimen or aliquot is handled or transferred and shall identify each individual in the chain of custody.

Test results shall be documented and maintained with strict confidentiality. Positive test results and samples will be maintained in accordance with law and applicable medical standards.

J. SEARCHES/INSPECTIONS

In furtherance of this policy, employees are hereby notified that Health Sciences Center offices and work sites are the property of the Health Sciences Center and there is no expectation of privacy with regard to Health Sciences Center offices and work sites.

Under appropriate circumstances and in accordance with the law, the Health Sciences Center, in conjunction with law enforcement authorities, reserves the right to conduct unannounced searches and inspection of LSUHSC-SHREVEPORT facilities and properties, including vehicles.

K. ENFORCEMENT

Each alleged violation of this policy will be handled on a case-by-case basis. Certain employees may be rehabilitated, while others may have manifested total disregard for the health, welfare, and safety of themselves or others. Participation in the LSUHSC-SHREVEPORT Employee Assistance Program may be treated by the Health Sciences Center as a positive attempt by the employee to combat his/her substance abuse problem and indicative of a future desire to adhere to this policy. However, participation in the EAP will not shield the employee from enforcement of this policy and disciplinary action, where appropriate. After a review of all data, including any offenses or additional test results produced by the employee, appropriate action will be taken, up to and including termination.

L. DRUG AND ALCOHOL ARRESTS/CONVICTIONS
Any LSUHSC-SHREVEPORT employee convicted of a criminal drug or drug-related offense, which occurs on or off duty, must notify his/her immediate supervisor within the next workday or immediately upon the employee’s return to the workplace. Upon final disposition of the criminal proceedings, LSUHSC-SHREVEPORT will review all evidence to determine whether disciplinary action, including termination, is warranted. In all cases involving an employee’s arrest on a drug or drug-related offense, which occurs on the job or on LSUHSC-SHREVEPORT premises, prompt investigation will be conducted, and, disciplinary action taken, if warranted.

The Federal Drug-Free Workplace Act of 1988 requires that each employee notify his/her supervisor within five (5) days of conviction of any criminal drug statues when such offense occurred in the workplace, while on official business, during work hours, or when in on-call duty status. Federal law requires that LSUHSC-SHREVEPORT report within ten (10) days any such criminal drug statute conviction to each Federal Agency from which grants or contracts are received.

Employees whose jobs require driving, are required to notify their immediate supervisor if their driving privileges are suspended or revoked. Supervisors are required to report all suspensions and/or revocations to the Employee Relations Section of Human Resource Management. DUI convictions create a distinct problem in the workplace as a result of the driver’s license forfeiture provisions of Louisiana R.S. 32:414 and Louisiana R.S. 32:661, ET SEQ.

Employees who operate department vehicles on a regular and recurring basis may be forced to utilize accrued annual leave or be placed in leave without pay status during the pendency of any period of suspension. Affected employees are encouraged to seek restricted/hardship licenses, which authorize driving for employment purposes.

Employees returning to work after any such suspension shall be required to provide proof of restoration of driving privileges.

M. CRIMINAL PENALTIES

Employees are responsible under both Health Sciences Center policy and state law for their conduct. It is the policy of the LSUHSC-Shreveport to arrest and refer for prosecution any person who violates state or federal law concerning alcohol or drugs while within the jurisdiction of the LSUHSC-Shreveport Police Department.

It is unlawful in Louisiana to produce, manufacture, distribute or dispense or possess with intent to produce, manufacture, distribute, or dispense controlled dangerous substance classified in Schedule I, Schedule II, Schedule III, Schedule IV or Schedule IV unless such substance was obtained directly or pursuant to a valid prescription or order from a practitioner or as a provider in R.S. 40:978, while acting in the course of his or her professional practice, or except otherwise authorized by law.

Penalties under Louisiana law for violation of laws regulating controlled dangerous substances are as follows:
Schedule I (R.S. 40:966 includes various opiates, hallucinogens, depressants, and stimulants). The maximum penalty provided by law for possession of Schedule I drugs, upon conviction, is imprisonment at hard labor for not less than four years nor
more than ten years without benefit of probation or suspension of sentence and, in addition, may require a fine to be paid up to $5,000.

Schedule II (R.S. 40:967 includes other opiates and depressants). The maximum penalty for violating Louisiana law concerning controlled dangerous substances under Schedule II, upon conviction, is imprisonment at hard labor for not less than 5 years nor more than 30 years and, in addition, may require a fine of not more than $15,000.

Schedule III and IV (R. S. 40:968 and 40:969 includes stimulants, depressants, and other narcotics). The maximum penalty for violating Louisiana law concerning controlled dangerous substances under Schedules III and IV, upon conviction, shall be a maximum term of imprisonment at hard labor for not more than 10 years, and in addition, may be sentenced to pay a fine of not more than $15,000.

Schedule V (R.S. 40:970). The maximum penalty for violating Louisiana law concerning controlled dangerous substances under Schedule V, upon conviction, is a term of imprisonment at hard labor for not more than 5 years and, in addition, may be sentenced to pay a fine of not more than $5,000.

The Revised Louisiana Criminal Code carries specific penalties for possession of marijuana. For a first conviction, the offender shall be fined not more than $500, imprisoned in the parish jail for not more than 6 months, or both. For a second conviction of possession of marijuana, the offender shall be fined not more than $2,000 and imprisoned with or without hard labor for not more than 5 years, or both.

For a third conviction of possession of marijuana, the offender shall be sentenced to imprisonment with or without hard labor for not more than 20 years. More severe penalties exist for possession of marijuana with the intent to distribute and for the actual distribution of marijuana.

The Louisiana Criminal Code (R.S. 14:91.5) defines the unlawful purchase, consumption and public possession of alcoholic beverages by any person under the age of twenty-one years (except under narrowly specified exceptions). A fifty dollar fine is assessed for violation of this statute. For the unlawful purchase of alcoholic beverages by adults on behalf of minors (R.S. 14:91.3), the penalty is a fine of not more than $300 or imprisonment for not more than 30 days. For operating a vehicle while intoxicated (R.S. 14:98), the penalty for a first conviction is a fine of not less than $125 nor more than $500 and imprisonment for not less than ten days nor more than six months which may be modified by imposing a court-approved substance abuse program and driver improvement program. For second and third convictions, more serious penalties are imposed.

N. REHABILITATION

Management may, as a condition of continued employment, require the employee to enter a treatment/rehabilitation program. If time off is required for the treatment program, the Medical Center's leave policies will apply. The employee must provide permission for the treatment center to provide continuing communication and
regular reports to the Medical Center's Medical Review Officer.

After successful completion of the treatment/rehabilitation program, the employee must continue with an appropriate follow-up program that usually runs one to three years. The Medical Center's Medical Review Officer will determine the follow-up treatment program.

Withdrawal or failure to successfully complete the treatment program may result in termination.

Submission to periodic random drug screen upon request is required and is a condition for continued employment.

Personnel returning to work will not be allowed to have possession of narcotic keys or to work with controlled substances until the employee demonstrate to the satisfaction of management that he/she can administer narcotics.

Any continuing evidence of chemical abuse will result in notification to state or federal law enforcement agencies and/or National Licensing Boards, if appropriate.

O. REPORTING

In accordance with Executive Order MJF 98-38, the LSU System Office will report to the Office of Governor the number of employees affected by the drug testing program, the categories of testing being conducted, the costs of testing, and the effectiveness of the program annually. Source: Drug-Free Workplace Act of 1988. Drug-Free Schools and Communities Act Amendments of 1989, Executive Order MJF 98-38.

P. CONFIDENTIALITY

LSUHSC-SHREVEPORT respects the individual rights of its employees. Any employee involvement in the LSUHSC-SHREVEPORT Employee Assistance Program (EAP) or other rehabilitative program for substance abuse problems will be handled with confidentiality. Employees seeking such assistance shall be protected from abuse, ridicule, retribution, and retaliatory action. All medical information obtained will be protected as confidential unless otherwise required by law or overriding public health and safety concerns.

The results of all drug screens obtained in compliance with this policy will be confidential, except on a need to know basis. LSUHSC-SHREVEPORT may deliver any illegal drug, controlled dangerous substance, or other substance prohibited by this policy, discovered on LSUHSC-SHREVEPORT property or on the person of a LSUHSC-SHREVEPORT employee to appropriate law enforcement agencies. Likewise, any employee engaged in the sale, attempted sale, distribution, or transfer of illegal drugs or controlled substances while on duty or on LSUHSC-SHREVEPORT property will be referred to appropriate law enforcement authorities.

Q. CONCLUSION
The use of illegal drugs and abuse of alcohol or other controlled substances, on or off duty, is inconsistent with law-abiding behavior expected of the citizens of the State of Louisiana. LSUHSC-SHREVEPORT will not tolerate substance abuse or use, which imperils the health and well being of its employees and the public, or threatens its service to the public. LSUHSC-Shreveport's intention, through this policy, is to adhere to the Federal Drug-Free Workplace Act of 1988, The Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), Revised Statues of the State of Louisiana and Executive Order No. MJF 98-38 all in an effort to maintain a safe, healthful, and productive work environment for its employees and to promote public safety.

EXHIBIT I

Drug Free Workplace

The Federal Drug Free Workplace Act of 1988 contains specific requirements relating to Health Sciences Center employees who are engaged in the performance of a federal grant or contract as follows:

Each such employee must receive a copy of the Health Sciences Center policy providing a drug free workplace, which shall be provided through the official promulgation of this Policy Statement and such other means as may be appropriate, and each such employee:

1. Agrees as a condition of employment to abide by the terms of the drug free workplace policy.

2. Must notify the LSUHSC-SHREVEPORT Office of Human Resource Management of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction.

The Health Sciences Center is required to:

1. Notify the granting agency; within 10 days after receiving notice of conviction as above, or otherwise receiving notice of such conviction which notification shall be by the LSUHSC-SHREVEPORT Office of Human Resource Management.

2. Within 30 days after receiving such notice, impose a sanction on, up to and including termination, or require satisfactory participation in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency by any employee so convicted with such sanction or required participation to be coordinated by the Office of Human Resource Management through the normal LSUHSC-SHREVEPORT administrative processes.

3. Make a good faith effort to continue to maintain a drug free workplace through implementation of the requirements of the Act.
EXHIBIT II

*Alcohol - Uses and Effects*

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including peer, spouse, and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person’s ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain, liver, and digestive system.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other children of becoming alcoholics.

**DRUG FREE WORKPLACE AND WORKFORCE**
CHANCELLOR’S MEMORANDUM 7
June 1, 2001

Purpose
To state the University’s commitment to providing a drug free workplace and workforce pursuant to the provisions of the federal Drug Free Workplace Act of 1988 and interim Department of Defense rules for a program to achieve and maintain a drug free workforce.

Definitions
“drug free workplace” means a site for the performance of work at which employees are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in accordance with the requirements of the federal Drug Free Workplace Act of 1988.

“drug free workforce” means employees engaged in the performance of Department of Defense contracts who have been granted access to classified information; or employees in other positions that the contractor determines involve National Security, health or safety, or functions other than the foregoing requiring a high degree of trust and confidence.

“Criminal drug statute” means a criminal statute involving manufacture, distribution, dispensation, use, or possession of any controlled substance.

“Conviction” means a finding of guilt (including a plea of nolo contendere) or imposition of sentences, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

General Policy Louisiana State University Health Sciences Center is committed to providing a drug free workplace and seeks to make its employees aware of the dangers of drug abuse in the workplace as well as the availability of drug counseling, rehabilitation and employee assistance through various communications media. In accordance with the Drug Free Workplace Act of 1988 and pursuant to applicable law, the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in the workplace is prohibited. Workplace shall include any location on University property in addition to any location from which an individual conducts University business while such business is being conducted. Without reference to any sanctions which may be assessed through criminal justice processes, violators of this policy will be subject to University disciplinary action up to and including termination of employment.

OPERATING PROCEDURES Violations of law regarding controlled substances (illegal drugs) that occur in the workplace are to be reported to the LSUHSC Campus Police. Action by LSUHSC upon conviction of any employee for violation of the law as provided herein may include but is not limited to written disciplinary action, suspension without pay, demotion, and/or mandatory participation in a drug abuse assistance or rehabilitation program at the employee’s expense, or termination of employment. Specific provisions regarding a drug free workplace apply to employees directly engaged in the performance of work pursuant to the provisions of a federal grant or contract. These provisions are described in Attachment I.

Further specific provisions regarding a drug free workforce apply to employees directly engaged in the performance of work pursuant to Department of Defense contracts who have been granted access to classified information: or employees in other positions that the contractor determines involve National Security, health or safety, or functions other than the foregoing requiring a high degree of trust and confidence. These provisions are described in Attachment II.

ADDENDUM I: DRUG FREE WORKPLACE

The federal Drug Free Workplace Act of 1988 contains specific requirements relating to University employees who are engaged in the performance of a federal grant or contract as follows:

Each such employee must receive a copy of the University policy providing a drug free workplace, which shall be provided through the official promulgation of this Policy Statement and such other means as may be appropriate, and each such employee:

1. Agree as a condition of employment to abide by the terms of the drug free workplace policy.
2. Must notify the LSUHSC Office of Human Resource Management of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction.

The University is required to:

1. Notify the granting agency; within 10 days after receiving notice of conviction as above, or otherwise receiving notice of such conviction, the Director of Human Resource Management must notify the Grants Office so that they may comply with the federal requirements for notifying the federal funding agency within 10 days.

2. Within 30 days after receiving such notice, impose a sanction on, up to and including termination of employment, or require satisfactory participation in a drug abuse assistance or drug rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency at the employee’s expense by any employee so convicted with such sanction or required participation to be coordinated by the Office of Human Resource Management through normal LSUHSC administrative processes.

ADDENDUM II: DRUG FREE WORKPLACE

In addition to requirements of the Drug Free Workplace Act of 1988 which apply to all employees engaged in the performance of a federal grant or contract, the Department of Defense has issued regulations which specifically apply to employees engaged in the performance of a Department of Defense contract which are provided below.

Covered employees include those employees engaged in the performance of Department of Defense contracts as follows:

1. All Department of Defense contracts, involving access to classified information.

2. Any other Department of Defense contract when the contracting officer determines such application to be necessary for reasons of national security or for the purposes of protecting the health or safety of those using or affected by the product of or the performance of the contract (except for commercial or commercial-type products).

3. Excepted are any contracts or parts of contracts to be performed outside of the United States, its territories, and possessions, except as otherwise determined by the contracting officer.

For those Department of Defense contracts to which these regulations apply, the following specific conditions or appropriate alternatives apply:

“(1) Employee assistance programs emphasizing high level direction, education, counseling, rehabilitation, and coordination with available community resources (which shall be as provided through any LSUHSC Employee Assistance Program);

“(2) Supervisory training to assist in identifying and addressing illegal drug use by Contractor employees (which shall be as provided through the Office of Human Resource
Management);
“(3) Provision for self-referrals as well as supervisory referrals to treatment with maximum respect for individual confidentiality consistent with safety and security issues (which shall be as provided through the provisions of any LSUHSC Employee Assistance Program and this Policy Statement);

“(4) Provision for identifying illegal drug users, including testing on a controlled and carefully monitored basis. Employee drug testing programs shall be established taking account of the following:
“(c) Contractor programs shall include the following, or appropriate alternative.
“(ii) In addition, the Contractor may establish a program for employee drug testing--
“(A) When there is a reasonable suspicion that an employee uses illegal drugs; or
“(B) When a employee has been involved in an accident or unsafe practice;
“(C) As a part of or as a follow-up to counseling or rehabilitation for illegal drug use;
“(D) As a part of a voluntary employee drug testing program.
“(iii) The Contractor may establish a program to test applicants for employment for illegal drug use.
“(iv) For the purpose of administering this clause, testing for illegal drugs may be limited to those substances for which testing is prescribed by section 2.1 of Subpart B of the Mandatory Guidelines for Federal Workplace Drug Testing Program,” (53 FR 11980 (April 11, 1988)) issued by the Department of Health and Human Services.
“(d) Contractors shall adopt appropriate personnel procedures to deal with employees who are found to be using drugs illegally. Contractors shall not allow any employee to remain on duty or perform in a sensitive position who is found to use illegal drugs until such time as the contractor, in accordance with procedures established by the contractor, determines that the employee may perform in such a position.
“(e) The provisions of this clause pertaining to drug testing programs shall not apply to the extent they are inconsistent with state or local law, or with an existing collective bargaining agreement; provided that with respect to the latter, the Contractor agrees that those issues that are in conflict will be a subject of negotiation at the next collective bargaining session.”

Listed below are substance abuse programs offered by professional organizations or societies for specific groups.

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<td>1501 Kings Highway</td>
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EMPLOYEES ASSISTANCE PROGRAM
An Employee Assistance Program is being established at LSU Health Sciences Center to assist employees who may be suffering from substance abuse or addiction to controlled CM-7 Drug Free Workplace and Workforce Page 4 substances. Services to be provided are described below:

INFORMATION AND REFERRAL: A counselor who will provide patient information on professional agencies and individuals in the community who are qualified to assist the patient in the resolution of his/her problem.

ASSESSMENT/PROBLEM CLARIFICATION: The E.A.P. counselor during an initial assessment will clarify problem areas and identify clinical needs by psychosocial histories and individual/family interviews. Identification of problems and/or clinical issues will be made with recommendations that can resolve the problem when possible. If resolution is not possible then referral to an appropriate resource which will assist the patient in the resolution of their problem will be made.

SHORT TERM COUNSELING: The counselor will provide short term counseling of a problem clarifying/solving nature to assist patients with problems which can adequately be resolved and/or addressed in 1 to 5 counseling sessions. EXCEPTIONS: Exceptions to the foregoing will be made when it is deemed in the patient’s interest to be referred upon initial contact and/or assessment.

MEDICAL INSURANCE: Employees should check their hospitalization insurance to determine their policy’s coverage for mental health counseling. This might be of some limited assistance if there is a need for long term counseling.

PATIENT ADVOCACY: The counselor will serve in the capacity as advocate for the patient in obtaining services as appropriate to his/her needs, serve as a liaison for the patient on an as needed basis and additionally provide follow-up on the referral. To facilitate expeditious and appropriate referrals to community services, a current file of all potential service providers will be maintained.

SUPERVISORY AND DRUG SCREEN REFERRALS: The counselor operating under the guidelines governing confidentiality will provide a clinical assessment and referral to the patient and provide to LSUHSC only information regarding the patient’s level of cooperation and participation in the E.A.P. services and recommended referral only after a release of information has been obtained from the patient. After obtaining a release of information, monthly follow up reports may be provided to management.

CONFIDENTIALITY Patient records will be handled in accordance with the confidentiality requirements of PL93-282 and the Federal regulations of 42 CFR Part 21 (section 2.11n) and P193-579 (Privacy Act). Treatment records will never become part of an employee’s
personnel and medical files, but will remain available only to the E.A.P. staff. Records will be stored securely, and professional standards of content, legibility and timeliness will be maintained.

**TITLE IX AND SEXUAL MISCONDUCT POLICY**

In accordance with Title IX and other applicable law, LSU Health Shreveport is committed to providing a learning, working, and living environment that promotes integrity, civility, and mutual respect in an environment free of discrimination on the basis of sex and sexual misconduct which includes sex discrimination, sexual harassment, dating violence, domestic violence, sexual assault, stalking, and retaliation. LSU Health Shreveport prohibits sex discrimination and sexual misconduct. This policy applies to all persons without regard to sexual orientation, gender and/or gender expression. For more information about this policy, please review Permanent Memorandum No. 73 below in its entirety.

**PERMANENT MEMORANDUM 73**
Title IX Policy Prohibiting Sexual Misconduct
Last Revised: August 14, 2020

I. INTRODUCTION

This Permanent Memorandum outlines the procedures for addressing and resolving allegations of Sexual Misconduct (e.g. sexual assault, stalking, dating violence, domestic violence, sexual exploitation, sexual harassment, retaliation, etc.). LSU's Title IX Coordinator is responsible for administering this policy at all University locations.

II. NONDISCRIMINATION NOTICE

LSU is committed to creating an environment of inclusion and respect among students, faculty, staff and the community at large. LSU does not discriminate on the basis of race, creed, color, marital status, sexual orientation, gender identity, gender expression, religion, sex, national or ethnic origin, age, disability, genetic information, veteran's status or any other status or organization protected by state or federal law, in its programs and activities. This includes all aspects of LSU’s education programs and activities, including admission and employment.

Inquiries regarding the non-discrimination policy should be directed to the individual or individuals designated in each campus’ applicable policy. Inquiries about the application of Title IX and this policy may be directed to the LSU Title IX Coordinator, the respective Title IX Campus Coordinator, or to the U.S. Department of Education Office for Civil Rights Assistant Secretary. [https://www2.ed.gov/about/offices/list/ocr/contactus2.html](https://www2.ed.gov/about/offices/list/ocr/contactus2.html)

III. POLICY STATEMENT/PURPOSE

Sexual Misconduct violates an individual's fundamental rights and personal dignity and will not be tolerated. LSU prohibits and is committed to an environment free of discrimination on the basis of sex and Sexual Misconduct. This policy affirms these principles and provides recourse for individuals whose rights have been violated.
LSU will take prompt action to prevent prohibited conduct, discipline those who violate this policy, prevent recurrence of prohibited behavior, and effect equitable remedies.

LSU will affirmatively promote prevention, awareness and training programs to encourage individuals to report concerns or complaints. Everyone has a responsibility to prevent and report acts of prohibited conduct. The entire LSU community is responsible for fostering a welcome environment conducive to learning.

IV. POLICY COVERAGE/SCOPE

This policy applies to all members of the University community, including faculty, staff, students, volunteers, organizations and any other affiliate that participates in activities associated with LSU.

This policy covers conduct that occurs:
- In the course of LSU’s operations;
- On campus or any other University owned, leased, controlled or operated location;
- Within the bounds of the United States;
- At any LSU sponsored event or organizational activity in the United States whether on or off campus; and/or
- Where LSU exercised substantial control over the Respondent in the context of where or how the alleged incident occurred.

Students are responsible for their conduct from notice of admission through the awarding of a degree or departure from the University. Employees are covered by this policy when representing LSU (or deemed to be a representative of LSU) whether before, during or after work. This policy also applies to any person who is both a student and an employee at LSU.

Anyone subjected to Sexual Misconduct is encouraged to file a complaint with the Title IX office. Any individual who has experienced Sexual Misconduct is also urged to utilize supportive measures available through the University whether or not the person who caused the harm is a University community member. Supportive measures are available whether or not a Formal Complaint is filed.

This policy is not intended to infringe on or restrict rights guaranteed by the United States Constitution including free speech under the First Amendment, due processes clauses of the Fifth and Fourteenth Amendments and the Fourth Amendment.

Appendix 1

REPORTING MISCONDUCT

1. LSU strongly urges prompt reporting of any incidence of Sexual Misconduct. Complaints may be reported to:
   - LSU Title IX Coordinator, Title IX Campus Coordinator or Deputy Coordinator
   - Office of Student Advocacy and Accountability or Dean of Students
   - Office of Human Resource Management
   - Campus police department
- Confidential survivor support services on campus (The Lighthouse Program, Confidential Advisors, etc)
- Or any other Responsible Employee
- Online at respective campus TIX webpages

*A link to each campus’ Title IX page may be found on the LSU Title IX page at https://www.lsu.edu/titleix/

2. An individual may also confidentially report to survivor support services (The Lighthouse Program, Confidential Advisors), mental health counselors, the LSU Ombudsperson, staff operating in a student health center capacity, or others designated by the University with a privileged role.

3. Upon notice of a possible complaint, Title IX Campus Coordinator will provide the Complainant information on reporting options, pursuing criminal charges, health care, counseling and supportive measures available.

4. Individuals are also strongly encouraged to report the offense to campus police or local law enforcement if they believe criminal conduct occurred (i.e. sexual assault, sexual battery, stalking, etc.).

5. To the extent possible, the Complainant and those who receive the complaint should preserve evidence and not disturb a potential crime scene. (This includes preserving all text or email communications that may be related to the incident.)

6. Responsible Employees who receive notice or witness incidents of Sexual Misconduct must promptly notify the Title IX Campus Coordinator. The following are exceptions to the Responsible Employee reporting requirement:
   - Information disclosed at public awareness events (e.g. Take Back the Night, candlelight vigils, protests, speak outs), or other public forums in which individuals may disclose incidents of prohibited conduct as part of educating others, or
   - Disclosures made in the course of academic work product consistent with the assignment (ex. Public speaking class, creative writing assignment, group work)

RIGHTS OF COMPLAINTANT AND RESPONDENT FOLLOWING A REPORT

1. The Complainant shall have the discretion and right to decide whether or when to file a Formal Complaint, report to law enforcement, and determine whether to proceed with a Formal Complaint, at the individual’s discretion.

2. The Respondent shall have the right to be presumed not responsible of all allegations until found responsible for the alleged conduct by a hearing panel under this policy.

3. The Complainant and Respondent have equal rights:
   - To be treated with dignity and respect by LSU officials;
   - To take advantage of supportive measures;
   - To receive timely notice of proceedings, processes and outcomes under this policy;
   - To have an Advisor present at any meeting or hearing under this policy;
   - To refuse to engage in informal resolution of a complaint;
• To present witnesses, including fact and expert witnesses, and any relevant evidence;
• To receive amnesty for certain student misconduct, such as drug or alcohol violations, that occurred ancillary to the complaint at hand and consistent with this policy;
• To be free from retaliation for reporting violations of this policy or cooperating with an investigation;
• To be informed in writing of the outcome or resolution of the complaint, any sanctions, and the rationale for the outcome, where permissible;
• To exercise a right of appeal as afforded in this policy.

Appendix 2
COMPLAINT AND INVESTIGATION

INITIAL RESPONSE TO REPORTS

Upon actual knowledge of a report of Sexual Misconduct, the Title IX Campus Coordinator will promptly contact the Complainant to discuss the following:
• The process for filing a Formal Complaint;
• The right to have an Advisor; and
• The availability of supportive measures regardless of whether a Formal Complaint is filed.

FORMAL COMPLAINT PROCESS

1. A Complainant may file a Formal Complaint at any time. A Formal Complaint must include the following:
   • Facts alleging prohibited conduct under this policy;
   • A signature (electronic or handwritten) or other designation that the Complainant is the individual choosing to file a Formal Complaint;
   • Some allegation or evidence the conduct occurred at a location or event covered by this policy; and
   • A statement that the Complainant is a student or other person seeking to participate in a program or activity of the university.

2. A Formal Complaint will be reviewed by the Title IX Coordinator to determine if it meets the threshold to proceed. If all necessary component are present and the alleged conduct falls under this policy, an investigation will commence.

3. If the Formal Complaint warrants dismissal, the Complainant will be notified in writing by the Title IX Campus Coordinator within five business days of filing. Other reasons for dismissal may include:
   • Withdrawal by Complainant;
   • At the time of complaint, the Complainant is no longer participating or attempting to participate as part of the LSU community; or
   • Respondent no longer affiliated with LSU.

If a Formal Complaint is dismissed under this policy, the same facts may form the basis for a complaint under the applicable student code of conduct or other relevant policy or procedure. (i.e. non-sex or gender-based misconduct).

4. A Formal Complaint under this policy may be consolidated with other complaints when there are multiple allegations of conduct that arise out of the same facts or circumstances,
such as when there are multiple Complainants or Respondents.

5. In very limited circumstances, a Title IX Campus Coordinator may file a Formal Complaint when the Complainant decides not to do so if the is determined that the allegations present a risk of substantial harm to community member(s). This may include use of threats; use of weapons; use of violence; a continued pattern of behavior; and/or predatory behavior.

NOTICE AND INVESTIGATION

1. When an investigation commences the Respondent shall be sent written notice including the following:
   • The specific charges alleged;
   • The date and location, if known, of the incident;
   • A summary of the allegation with reasonable specificity; and
   • A request to meet with the Title IX Investigator.

2. The Investigator will make every effort to conduct a thorough and prompt investigation based on the facts and circumstances of each complaint within 30 business days of the notice. Complex or consolidated investigations may take longer.

3. The investigation shall include meetings with the parties involved, including witness and any other parties the Investigator may deem appropriate.
   • The Respondent and Complainant will be given the opportunity to identify witnesses to be interviewed.
   • The Investigator may seek and collect, and parties may submit, any documents or other relevant information, including, but not limited to:
     o Photographs
     o Video or audio recordings
     o Information from social media
     o Screenshots or other communications
   • At the conclusion of the investigation, the Investigator shall prepare a draft investigative report that summarizes the investigation, and all relevant evidence obtained.
   • The draft report shall be sent electronically to each party and the party's Advisor, if identified.
   • All evidence shall be included, even that on which the university does not intend to rely in reaching a determination regarding responsibility and shall include inculpatory and exculpatory evidence whether obtained from a party or other source.

4. The parties shall have 10 business days from the date a draft report is submitted to review and submit a written response. The Investigator will review the comments and prepare a final report.

5. The final investigative report shall:
   • Include a timeline of events;
   • Include facts and circumstances surrounding the complaint;
   • Summarize relevant evidence; and
   • Be sent electronically, along with all evidence, to each party and Advisor, if identified, at least 10 business days prior to a hearing.
*All evidence shall be included, even that on which LSU does not intend to rely in reaching a determination regarding responsibility and shall include inculpatory and exculpatory evidence whether obtained from a party or other source.

**Appendix 3**

**INTERIM MEASURES**

1. Interim measures are remedial measures taken to help deescalate and offer a short term temporary resolution during the pendency of a resolution.

2. The Campus Title IX Coordinator, or designee, may recommend interim measures such as a “no contact” order or suspend a Respondent from participating in the education program or activity on an emergency basis.

3. The following procedure applies to an emergency removal or limitation:
   - The Title IX Coordinator must make a determination that the Respondent presents an immediate threat to the physical health or safety of any other individual arising from the allegations of Sexual Misconduct.
   - Written notice must be provided to the Respondent through the institutional email address of the reason for the interim measure.
   - The Respondent shall have a right to notify the Title IX Campus Coordinator in writing, of any request to challenge the suspension or limitation.
   - The Title IX Coordinator shall provide an opportunity to meet (virtually or in person, at the discretion of the Title IX Coordinator) within three business days of receipt of notice.
   - Title IX Coordinator shall provide notice in writing of the decision within three business days after the meeting via institutional email.
   - The interim action shall be in effect while request for review and review are pending.

**Appendix 4**

**INFORMAL RESOLUTION**

1. Informal resolution is a process whereby the parties work with a professional to reach a resolution of the complaint without a formal hearing. This process is completely voluntary and requires the consent of both parties. A party may terminate the informal resolution process at any time before conclusion.

2. The Title IX Coordinator must determine that the circumstances and parties are appropriate for informal resolution. Complaints classified as sexual assault, rape, statutory rape, incest or involving violence resulting in significant harm to others are not appropriate for informal resolution.

3. The Title IX Coordinator shall appoint a trained individual to facilitate the process.

4. Informal resolution will never:
   - Be required as a condition of enrollment or continuing enrollment, employment or continuing employment or enjoyment of any other right;
   - Require a waiver of right to investigation and adjudication under the Formal Resolution process;
• Be offered as a process unless a Formal Complaint is filed;
• Be utilized to resolve an allegation against a Respondent employee by a student Complainant.

5. Informal Resolution Agreements
• If a Formal Complaint is resolved through information resolution, a written agreement shall be issued including any terms, obligations or outcomes.
• Agreements must have the approval of the Complainant and Respondent.
• The agreement shall be shared electronically with the parties by the TIX Campus Coordinator within five business days of resolution.
• Discussion and information generated during the informal resolution process are considered confidential and shall not be utilized or admissible in the formal resolution process.
• No facilitator of an informal process may be called as a witness in any procedure under this policy.

Appendix 5
PROCEDURES FOR FORMAL RESOLUTION/PANEL HEARING

FORMAL RESOLUTION

The formal resolution process is the procedure by which allegations in a Formal Complaint are presented in a formal PM-73 hearing for a determination as to whether this policy was violated.

PRE-HEARING CONFERENCE

A pre-hearing conference shall be coordinated by the Title IX Campus Coordinator and chaired by the Hearing Panel Chair. Parties and Advisors are encouraged, but not required, to be present.

This conference shall be conducted at least two business days prior to a scheduled Hearing Panel and 10 business days after the investigative report is sent to the parties and Advisors, if applicable.

The purpose of the pre-hearing conference shall be to:
1. Identify the panelists and address any objections to members of the Hearing Panel;
2. Address evidentiary issues or questions to be posed at the hearing (i.e. numbers of witnesses, use of documents, expected length of hearing, etc.);
3. Ensure parties will have Advisors available to conduct cross examination and that the Advisor is familiar with the hearing process under this policy;
4. Provide a forum to address any questions related to the Hearing Panel process and procedures.

HEARING PANEL

The PM-73 Hearing Panel shall consist of one chair and two other LSU employees trained in adjudication. It shall afford each party an opportunity to present evidence and question opposing parties and witnesses.
ADVISORS

Each party is permitted to be represented by an Advisor. If a party does not have an Advisor at the Hearing, one shall be provided by LSU at no cost. The Advisor may be, but is not required to be, an attorney. The Advisor is the only person who may conduct cross-examination on behalf of a Complainant or Respondent. An Advisor will be appointed even in situations where a party elects not to participate in the Hearing.

PRESENTATION OF EVIDENCE

1. The procedure and order for presentation of evidence will be set and maintained by the Hearing Panel Chair. Each party will be allowed the opportunity to present relevant evidence to the Hearing Panel.

2. The Hearing Panel Chair will allow each party to present its own relevant evidence through submission of documents and witness testimony. Each witness will then be subject to cross-examination by other parties. Cross-examination must be conducted directly, orally and in real time by the party’s Advisor and never by a party personally.

3. Only questions relevant to determining the veracity of the allegations or the credibility of a witness will be allowed. The Hearing Panel Chair will have sole authority to determine whether evidence presented or a question in cross-examination is relevant and whether it will be permitted. The Hearing Panel Chair must explain any decision to exclude evidence or a question as not relevant.

4. Questions or evidence about a Complainant’s sexual predisposition or prior sexual behavior are not relevant, unless: (1) offered to prove that someone other than the Respondent committed the conduct alleged in the complaint, (2) concern specific incidents of the Complainant’s prior sexual behavior with Respondent and are offered to prove consent.

5. Only evidence submitted to cross-examination may be considered by the Hearing Panel to determine responsibility.

6. The Hearing will be recorded and the recording or transcript will be made available for the parties for review.

FAILURE TO APPEAR/ANSWER

The Hearing Panel cannot draw an inference about the determination regarding responsibility based solely on: (1) A party’s or witness’s absence from the hearing or (2) Refusal to answer questions.

DELIBERATIONS

The Hearing Panel shall deliberate in closed session with only panelists present. The Hearing Panel is to apply the preponderance of the evidence standard when determining responsibility. In order to find a Respondent responsible under the preponderance of the evidence standard, the evidence must show that the charge is more likely supported than
Upon reaching a decision, the Hearing Panel will invite the parties and Advisors to return to hear of the Hearing Panel’s finding regarding responsibility for a violation of this policy.

If the Respondent is found responsible, the Hearing Panel shall move to address sanctions.

DETERMINATION AND SANCTIONS

If the Respondent is found responsible, the Hearing Panel may request input from the parties to evaluate possible sanctions. Prior conduct history of the Respondent will be considered when determining an appropriate sanction. If additional information is requested, the Hearing Panel shall deliberate in closed session with only panelists present.

The Hearing Panel will notify the parties and Advisors of any sanction imposed. The Hearing Panel will prepare and provide to the Title IX Campus Coordinator, within five business days of the Hearing, a written determination which must include:

- Identification of the allegations constituting Sexual Misconduct;
- A description of the procedural steps taken from receipt of the Formal Complaint through determination, including any notifications to the parties, interviews with parties and witnesses, evidence gathered and hearings held;
- Findings of fact supporting the determination;
- Conclusions regarding the application of the policy to the facts;
- A statement explaining the sanction for each policy violation found “responsible”;
- Whether additional remedies designed to restore or preserve equal access will be provided by LSU to the Complainant.

The Title IX Campus Coordinator is responsible for effective implementation of any remedies and sharing of outcomes. The written determination prepared by the Hearing Panel chair shall be shared electronically by the Title IX Campus Coordinator with the parties and Advisors within three business days of receipt from the Hearing Panel.

The determination regarding responsibility and sanctions becomes final either:

- If appealed, the date written notice is provided to the parties of the appeal result, or
- If not appealed, the date on which an appeal would no longer be considered timely.

POSSIBLE CORRECTIVE ACTIONS

Students found responsible for violating this policy may expect the range of sanctions to include, but not be limited to, disciplinary probation, deferred suspension, suspension, expulsion psychological assessment, counseling, social restrictions, limited presence on campus, revocation of admission or degree. Additional sanctions may also be imposed when appropriate.

An employee found responsible for violating this policy may expect the range of sanctions to include, but not be limited to, suspension, administrative leave, demotion, psychological assessment, counseling, restricted presence on campus or termination of employment.

Both the Complainant and Respondent will be informed of the outcome of any corrective
RIGHT OF APPEAL

Any party may appeal a Hearing Panel determination. The following is an exclusive list of the bases for appeal:

- Evidence of bias by a Hearing Panel member.
- New evidence has become available since the Hearing Panel hearing that was not previously available with due diligence.
- There was a significant and prejudicial departure from the procedures and standards in this policy.
- The outcome was clearly erroneous based on the facts and evidence presented to the Hearing Panel.
- The sanctions imposed were inappropriate for the violation.

APPEAL PROCEDURES

Notice of Appeal must be in writing and shall be forwarded to the Title IX Campus Coordinator within 10 business days of email notification of the Hearing Panel decision. The Notice of Appeal shall contain the following information:

- Name of the Complainant and Respondent;
- Identify the ground(s) for appeal;
- If appeal is based upon discovery of new information, a description/documentation of the new information and reason it was not discoverable prior to the Hearing Panel hearing.

Upon receipt of the Notice of Appeal, the Title IX Campus Coordinator, within two business days of receipt of the Notice of Appeal, shall:

- Confirm receipt of the Notice of Appeal to the appealing party;
- Notify any other party of the appeal; and
- Contact the LSU Title IX Coordinator (if appeal went to a campus coordinator).

The LSU Title IX Coordinator, or designee, and respective Title IX Campus Coordinator shall, within 10 business days of notice, review the Notice of Appeal. If the required elements for appeal exist, the LSU Title IX Coordinator shall:

- Appoint reviewer(s) (no more than three);
- Notify the parties of identity of the identity of reviewer(s); and
- Provide the parties five business days to challenge the reviewer(s) for conflict of interest or bias. (The LSU Title IX Coordinator in conjunction with the respective Title IX Campus Coordinator will determine if cause exists to excuse the reviewer.)

The Title IX Campus Coordinator shall forward the appellate record to the reviewer. The record shall include, but is not be limited to:

- All evidence introduced at the hearing;
- Any pre-hearing determinations from the Hearing Panel Chair;
- The written findings of the Hearing Panel; and
- The recording or transcript of the formal hearing.
Within 10 business days of receipt of the appellate record, the reviewer(s) shall render a
written decision including finding and rationale and forward to the LSU Title IX Coordinator.
The reviewer may:

• Uphold the Hearing Panel outcome; or
• Modify the Hearing Panel outcome for responsibility and/or sanctions; or
• Overturn the Hearing Panel outcome and remand for a new hearing.

The LSU Title IX Coordinator shall notify the respective Title IX Campus Coordinator who
shall then notify the parties and Advisors within two business days of receipt of the decision.

Appeal decisions are final. In the event of remand for rehearing, the subsequent Hearing
Panel outcome may be appealed in accordance with the provisions herein. Any appeal right
exercised under this policy shall complete the process.

Appendix 7
MISCELLANEOUS PROVISIONS

PROHIBITION OF RETALIATION

No person may intimidate, threaten, coerce or discriminate against any individual for the
purpose of interfering with any right or privilege secured by Title IX or this 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.
Retaliation is a violation of this policy and shall constitute misconduct subject to disciplinary
action herein. LSU will take steps to prevent recurrence and remedy the effects of any
violation of this policy.

Charging an individual with disciplinary actions outside this policy for making materially
false statements in bad faith in the course of a grievance proceeding does not constitute
retaliation. A finding of responsibility against a Respondent, alone, is not sufficient to
conclude that any party made a materially false statement in bad faith.

TITLE IX COORDINATORS

The President shall designate the LSU Title IX Coordinator who shall oversee, on all LSU
campuses, the implementation, enforcement, and coordination of Title IX. Each Chancellor
shall designate a Title IX Campus Coordinator to oversee on-campus Title IX compliance for
their respective campus. Campuses may appoint Deputy Title IX Coordinator(s) to assist the
Title IX Campus Coordinator in their duties. A listing of Campus designees may be found on
the LSU Title IX webpage at https://www.lsu.edu/titleix/ or by contacting the LSU Title IX
Coordinator:

Jennie Stewart
University Administration Building
3810 W. Lakeshore Drive, Ste 123
Baton Rouge LA 70803
(225) 578-3918
jstewart@lsu.edu
The President shall also designate a Deputy Title IX Coordinator for Athletics. In consultation with the Chancellors and Athletic Directors for each campus, this individual will monitor sports equity, including offerings, participation, and scholarships on all campuses for Title IX compliance. Complaints, supportive measures or other concerns related to issues of Sexual Misconduct involving student athletes or Athletics personnel (other than those involving sports equity) shall be addressed in accordance with this policy.

AMNESTY POLICY

LSU encourages reporting and seeks to remove barriers in reporting of Sexual Misconduct. A Complainant or witness who, in good faith, reports Sexual Misconduct, shall not be sanctioned for nonviolent student conduct violations, such as underage drinking, provided such violation did not place the health and safety of any other person at significant risk of harm.

CONFIDENTIALITY

To the extent permitted by law, LSU will strive to maintain the confidentiality of any individual under this policy who:

- Has made a report or complaint;
- Has been named as a perpetrator;
- Has been named as a Respondent; or
- Has been named as a witness.

COOPERATION WITH LAW ENFORCEMENT

LSU will comply with law enforcement requests for cooperation and such cooperation may require LSU to temporarily suspend the fact-finding aspect of an investigation under this policy while the law enforcement agency is in the process of gathering evidence. LSU will promptly resume its investigation as soon as notified by law enforcement that it has completed the initial evidence gathering process. LSU may provide up to 10 business days to allow for the law enforcement agency criminal process/investigation to unfold prior to resuming the fact-finding aspect of the investigation under this policy.

The University will implement appropriate interim steps and remedies during the law enforcement agency's investigation to provide for the safety of the parties to the case, the campus community, and to avoid any instance of retaliation.

PREEMPTION

To the extent a conflict exists between State or local law and Title IX, the obligation to comply with Title IX is not obviated or alleviated by any State or local law. To the extent other LSU or campus-based policies may conflict with this policy, the provisions of this policy shall supersede and govern.

TASK FORCE

Each campus shall establish a task force to address Sexual Misconduct. Each task force shall invite student members to be represented through their respective student government
body or other student organizations.

RECORD KEEPING

Records created or received under this policy will be maintained for seven years from the date each case is closed. The following shall be kept as a part of the record:

- Each investigation including any determination regarding responsibility;
- Any audio or audiovisual recording or transcript of a hearing;
- Any disciplinary sanctions imposed on the Respondent;
- Any remedies provided to the Complainant designed to restore or preserve equal access to LSU’s education program or activity;
- Any appeal and result therefrom;
- Any informal resolution and result therefrom;
- All materials used to train Title IX Coordinators, Investigators, decision makers, and any person who facilitates an informal resolution process; and
- Records of any actions, including supportive measures, taken in response to a report or Formal Complaint.

LSU may be required to disclose information on a need-to-know basis in order to properly address a complaint, when there is a threat to others, pursuant to subpoena, or other court or administrative order, or as may be required by applicable law. Violations of confidentiality or privacy by any other persons involved in the resolution, investigation or administration of the complaint, including any employee, faculty, staff, or student may result in disciplinary or corrective action.

MEMORANDUM OF UNDERSTANDING

Each campus shall make diligent efforts to enter into Memorandum of Understanding (MOU) with law enforcement and criminal justice agencies in the parish in accordance with Louisiana law. In accordance with La. R.S. 17:3399.11, et seq., the MOUs should:

- Clearly delineate responsibilities;
- Establish protocols for investigation, including standard for notification and communication and measures to promote evidence preservation;
- Include agreed upon training and requirements for the parties on issues related to sexually-oriented criminal offenses for the purpose of sharing information and coordinating training, to the extent possible;
- Evidence a commitment and protocols to share information; and
- State that local law enforcement agencies shall include information on police reports regarding status of alleged victim as an LSU student. The MOUs should be updated every two years.

The MOU should provide for joint or shared trauma-informed training specific to assisting sexual assault survivors.

CAMPUS CLIMATE SURVEY

Each campus shall administer a Campus Climate Survey every three years (2022-2023, 2025-2026, etc) to assess the knowledge, perceptions and behaviors of its students, faculty and staff regarding Sexual Misconduct. Each campus is encouraged to supplement the
statewide survey with additional information specific to its unique characteristics that may assist in preventing Sexual Misconduct and administering strategies dealing with Sexual Misconduct. The Campus Climate Survey shall be submitted to the LSU Title IX Coordinator by June 1 of each year the survey is required.

TRAINING, EDUCATIONAL, AND PREVENTION PROGRAMS

Each campus shall regularly offer training, educational and prevention programs designed to inform the campus community about Sexual Misconduct, PM-73 and Title IX. Each campus will develop educational programs, prevention programs, and other events designed to reduce the incidence of sexual violence on campus or within the community. Each campus should identify and include a bystander intervention program and programs addressing issue related to this policy. Information on these programs shall be available on each campus’s Title IX website.

TRANSFER

The Board of Regents’ Uniform Policy on Sexual Assault requires that: (1) institutions communicate with each other regarding transfer of students against whom disciplinary action has been taken as a result of violation regarding sexually-oriented criminal offenses, as defined in La. R.S. 44:51 or any sexual abuse offense as defined in La. R.S. 14:403; and (2) institutions withhold transcripts of students seeking transfer with pending disciplinary action relative to sexually-oriented criminal offenses, until such investigation and adjudication is complete.

Appendix 8
DEFINITIONS

Actual Knowledge Any reasonable information of Sexual Misconduct or allegations of Sexual Misconduct provided to a Title IX Coordinator, Deputy Coordinator, or any other Responsible Employee. Notice would also include personal observation of such conduct by any employee.

Advisor May be any person the Complainant or Respondent chooses, or appointed by LSU should the party not select someone. The Advisor’s function shall be to support and/or consult with the party during any proceeding or meeting under this policy. The Advisor may, but is not required to, be an attorney. Participation shall be limited as stated herein.

The Advisor may not act as a spokesperson except:
• During a Prehearing Conference or
• During the Hearing when conducting cross-examination of a witness.

Once a party shares the identity and contact email address for their Advisor, that Advisor shall be copied on correspondence from LSU on the case in accordance with the Procedures section of this policy. A party may change Advisors at any time but must provide notice to the Title IX Campus Coordinator or Title IX Lead Investigator.

Confidential Advisor Campus designees selected by Title IX Campus Coordinators and trained in accordance with Louisiana law to provide confidential services to students
regarding reporting, supportive measures, rights to report to law enforcement and other information under this policy.

Coercion The use of express or implied threats, intimidation, or physical force placing an individual in fear of immediate harm or physical injury or causes a person to engage in unwelcome sexual activity. Coercion may include administering a drug, intoxicant, or other substance with intent to impair one’s ability to consent prior to engaging in sexual activity.

Complainant An individual who believes that they are the victim of Sexual Misconduct under this policy and notifies the Title IX Coordinator or a Responsible Employee of the incident. Consent Clear, knowing and voluntary demonstrated through mutually understandable words or actions clearly indicating willingness to engage in a specific sexual activity and any conditions on the activity. It is active, not passive, and silence, absent actions evidencing permission, is not consent. Responsibility for obtaining consent lies with the individual initiating the sexual activity.

Consent to engage in sexual activity may be withdrawn by any person at any time. Once withdrawal of consent is expressed, the sexual activity must immediately cease. Consent is automatically withdrawn by a person incapable of giving consent. A current or previous consensual intimate relationship between the parties does not itself imply consent or preclude a finding of responsibility.

To give consent, a person must be of legal age. Consent cannot be obtained through Coercion, fraud or from a person who the alleged offender knows or should reasonably know is incapacitated. Use of alcohol or drugs does not diminish the responsibility to obtain consent.

Formal Complaint A document filed by a Complainant or signed by the Title IX Coordinator alleging Sexual Misconduct against a Respondent and requesting LSU to investigate the allegation. At the time of filing, a Complainant must be participating in or attempting to participate in the educational program or activity of LSU.

A Formal Complaint may be filed with the Title IX Coordinator or TIX Campus Coordinator;
- In person,
- By mail,
- By electronic mail,
- By phone, or
- By submission through designated online portals.

A Formal Complaint by a Complainant must include the individual’s physical or digital signature or otherwise indicate that the Complainant is the person filing the complaint. When the Title IX Coordinator/Campus Coordinator signs a Formal Complaint, the Coordinator is not a Complainant or otherwise a party and must otherwise comply with duties of the position.

Formal Resolution A process by which allegations are presented to a Hearing Panel for determination as to whether a Respondent is responsible for a violation of this policy.

Hearing Panel A body assembled to hear testimony and weigh evidence resulting in a decision regarding responsibility based on the preponderance of the 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, drunkenness or intoxication is not necessarily the same as incapacitation. 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 or stand without assistance, slurred speech, loss of coordination, vomiting, or inability to perform other physical or cognitive tasks without assistance.

Informal Resolution A process whereby the parties voluntarily work with a professional to reach a mutually agreeable resolution of the complaint without a formal hearing.

Interim Measures Remedial measures taken to help deescalate and offer a short-term temporary resolution during the pendency of a resolution under this policy.

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

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.

Notice A report of Sexual Misconduct made to the Title IX Campus Coordinator, LSU Title IX Coordinator, Deputy Coordinator or any Responsible Employee.

Respondent A person reported to have engaged in actions that may constitute Sexual Misconduct.

Responsible Employee Any employee given the duty of reporting actual notice of incidents of sexual violence or any other misconduct prohibited by this policy. Responsible Employees do not include victims’ advocates, mental health counselors, or LSU Ombudsperson.

Retaliation Any acts or attempted acts against an individual for the purpose of discouraging an individual from exercising a right or privilege under this policy or Title IX. Activities protected from retaliation include reporting Sexual Misconduct, filing a Formal Complaint, and participation in an investigation, process or Hearing, whether as a party, witness or Advisor.

Prohibited retaliatory acts include, but are not limited to, intimidation, threats, coercion, or discrimination. Complaints alleging retaliation may be filed according to the grievance procedures under this policy.

Sexual Discrimination Behaviors and actions that deny or limit a person’s ability to benefit from, and/or fully participate in the educational programs, activities, and services because of a person’s gender or perceived gender.

Sexual Exploitation Any 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, human trafficking, 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**

Conduct on the basis of sex that satisfies one or more of the following:

1. **Quid Pro Quo Sexual Harassment**
   An employee conditioning the provision of aid, benefit or service on the Complainant’s participation in unwelcome sexual conduct; or

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 education program or activity; or

3. **Sexual Assault**
   a. Sex Offenses, Forcible – Any sexual act directed against another person, without the consent of the Complainant including instances where the Complainant is incapable of giving consent.

   (1) Forcible Rape – Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the Complainant.

   (2) Forcible Sodomy – Oral or anal sexual intercourse with another person, forcibly and/or against that person's will or not forcibly or against the person’s will (non-consensually) in instances where the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

   (3) Sexual Assault With An Object – To use an object or instrument to penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person’s will or not forcibly or against the person’s will (non-consensually) in instances where the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

   (4) Forcible Fondling – The touching of the private body parts of another person (buttocks, groin, breasts) for the purpose of sexual gratification, forcibly and/or against that person’s will (non-consensually) or not forcibly or against the person’s will in instances where the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

   b. Sex Offenses, Nonforcible – Nonforcible sexual intercourse.

   (1) Incest – Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by Louisiana law.
(2) Statutory Rape – Nonforcible sexual intercourse with a person who is under the statutory age of consent of Louisiana.

Dating Violence Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant. The existence of such a relationship shall be determined based on the Complainant’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, Dating Violence includes, but is not limited to, sexual or physical abuse or threat of such abuse. Dating Violence does not include acts covered under the definition of Domestic Violence.

Domestic Violence A felony or misdemeanor crime of violence committed:

a. By a current or former spouse or intimate partner of the Complainant;

b. By a person with whom the Complainant shares a child in common;

c. By a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner;

d. By a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Louisiana; or

e. By any other person against an adult or youth who is protected from that person’s acts under the domestic abuse or family violence laws of Louisiana.*To categorize an incident as Domestic Violence, the relationship between the parties must be more than people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.

Stalking 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.

c. For the purposes of this definition

(1) 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.

(2) Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant.

(3) Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

(4) Nothing in these definitions will be interpreted in a way that violates the First Amendment rights of any individual.

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 abuse, violence of a sexual nature, Sexual Harassment, Non-Consensual Sexual Intercourse, Sexual Exploitation, video voyeurism, or the obtaining, posting or disclosure of intimate descriptions, photos, or videos without the express consent or the persons depicted therein, as well as dating violence, domestic violence and stalking, as well as crimes of a sexual nature as defined in Title 14 of the Louisiana Revised Statutes or at La. R.S. 44:51.

Sexually-Oriented Criminal Offense Any sexual assault offense as defined in La. R.S. 44:51, and any sexual abuse offense as defined in La. R.S. 14:403.

Supportive Measures Non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or Respondent regardless of whether a formal complaint has been filed. Such measures are designed to restore or preserve equal access to the education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the educational environment, or deter Sexual Misconduct. Supportive measure may include, but are not limited to;

- Mental or physical health services;
- Academic arrangements or adjustments;
- Modifications of work of class schedules;
- Mutual restrictions on contact between the parties;
- Changes in work, housing or academic locations;
- Leaves of absence; and/or
- Increased security and monitoring of certain areas of campus.

Supportive measures shall remain as confidential to the extent that such confidentiality would not impair the ability to provide the supportive measures. The Title IX Campus Coordinator shall bear responsibility for coordinating the effective implementation of supportive measures.

CODE OF CONDUCT

LSU Health Shreveport Compliance Office Mission Statement

It is the mission of the LSU Health Shreveport Compliance Office to ensure that LSU Health Shreveport conducts activities related to education, research, or clinical services in a manner that is both consistent with regulatory and statutory law as well as the highest ethical standards. The Compliance Office promotes the prevention, detection, and resolution of actions that do not conform to these laws and standards and facilitates the implementation of a "compliant culture".

How to Report Non-Compliance
All employees, medical staff, contractors, vendors, patients, students, and visitors of LSU Health Shreveport are encouraged to report issues and/or concerns through established reporting channels whenever possible. In situations where reporting in confidence is
preferred, you can file an anonymous report through the LSU Ethics, Integrity and Misconduct Helpline at www.lsu.ethicspoint.com or by calling toll-free at 855-561-4099. You may use the Helpline to report concerns including, but not limited to:

- Fraud, Waste, and Abuse - financial irregularities including the unauthorized taking or misuse of university resources, false claims, improper procurement or contracting activities, payroll abuse, and other financial conflicts of interest.
- Title IX – sexual harassment, sexual assault, dating violence, video voyeurism, stalking, and retaliation.
- Human Resources – employment practices, working conditions, and employee misconduct, including but not limited to discrimination, harassment, workplace violence, and substance abuse.

LSU is providing the Helpline because we are committed to encouraging open and honest communication. Helpline reports will be handled promptly and judiciously. No retaliatory action will be taken against anyone for reporting or inquiring in good faith about potential misconduct or breaches of laws, rules, regulations, or university policies, or for seeking guidance on how to handle suspected misconduct or breaches.

Contact Us
Office of Compliance
Phone: (318) 675-5067
https://www.lsuhs.edu/about/compliance

This Code of Conduct applies to every employee, director, member of the medical staff, contractor, vendor, agent, student and volunteer, as well as to those with whom we do business. New employees, directors, members of the medical staff, contractors, vendors and agents are required to read and sign the document immediately upon employment/association with LSU Health Shreveport. Annually, all employees, directors, members of the medical staff, contractors, vendors and agents shall certify, via online certification, that they have received, read, understand and agree to abide by the Code of Conduct. Adherence to the Code of Conduct is a condition of employment and continued association with LSU Health Shreveport.

CODE OF CONDUCT

The Code of Conduct of LSU Health Shreveport provides the guiding standards for the decisions and actions of employees and affiliates. Although this Code can neither cover every situation in the daily conduct of the many varied activities nor substitute for common sense, individual judgment or personal integrity, it is the duty of each employee and affiliate of LSU Health Shreveport to adhere, without exception, to the principles set forth herein, and comply with the terms of this Code of Conduct.

I shall conduct all activities in a manner that will promote integrity and compliance while practicing sound ethical and professional judgment. I shall abide by regulations set forth by state and federal healthcare programs and their appointed agents in conjunction with the policies and procedures established by LSU Health Shreveport.

I shall prepare and complete accurate medical records, student records, financial
information, and bills. I understand that I am directly responsible for the accuracy and completeness of data entries that are entered into LSU Health Shreveport computer systems. I shall report suspected non-compliant behavior that violates any statute, regulation, or guideline applicable to a state or federal healthcare program or policy. I have the right to remain anonymous when reporting and all reports are confidential.

As an employee and/or affiliate, I will not be retaliated against for reporting suspect behaviors in any form or fashion.

I shall disclose to the compliance officer any information received from state or federal healthcare programs or their agents upon receipt. I will participate in any reviews, investigations, or audits whether conducted by an internal or external agency. I shall refuse any type of illegal offers, remuneration, or payments to induce referrals or preferential treatment from a third party.

LSU Health Shreveport has a legal and ethical responsibility to safeguard the privacy of all patients and students and protect information that is defined as confidential.

Confidential information includes information contained in manual documentation as well as information stored in the facilities’ computer systems. Patient, student, personnel, financial, and other business records contain confidential information. I understand that information regarded as confidential must be maintained in the strictest of confidence. Release of information must be provided by the appropriate, authorized personnel. I shall not disclose confidential information to any person, other than as necessary in the course of my affiliation with LSU Health Shreveport.

Institutional computer systems and the data in those systems may be accessed only by authorization from Administration. I shall not reveal user identification codes or passwords or use another employee’s user identification code/password. Additional security violations may include, but are not limited to, failing to sign off when leaving the computer unattended; modifying my own medical or employment record; requesting that another employee access my employment or medical record; allowing another employee to use my password; accessing medical or employment records without having a legitimate reason; allowing anyone else to view confidential information while I am signed on to a computer system; using another employee’s access code; or revealing confidential information or business/financial details of patients and/or employees.

All privacy and security violations should be reported to the Compliance Office and such incidents will be investigated.

I shall complete the mandated LSU Health Shreveport annual training requirements.

All employees shall adhere to the Code of Conduct as a condition of employment. All employees and affiliated professionals can be suspended, terminated, or barred from further employment or affiliation with LSU Health Shreveport as a result of non-compliant behavior.

The failure to abide by this agreement may result in legal action, including possible fines and/or imprisonment in accordance with applicable Louisiana State and Federal Law.
SEXUAL HARASSMENT

2.1.1 SEXUAL HARASSMENT

July 1, 1999

A. Policy

LSU Health Sciences Center - Shreveport is committed to providing a professional work environment that maintains equality, dignity and respect for all members of its community. In keeping with this commitment, the Health Sciences Center prohibits discriminatory practices, including sexual harassment. Any sexual harassment, whether verbal, physical or environmental, is unacceptable and will not be tolerated. The purpose of this policy is to define sexual harassment and to establish a procedure whereby alleged sexually harassed employees, staff and students may lodge a complaint immediately.

B. Definition

Sexual harassment is illegal under federal (section 703 of Title VII of the Civil Rights Act of 1964), state and local law. It is defined as any unwelcome sexual advance, request for sexual favors or other verbal or physical conduct of a sexual nature when:

1. Submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as basis for an employment decision affecting the individual; or
3. The conduct has the purpose or effect of unreasonable interfering with the individual's performance or of creating an intimidating, hostile or offensive working environment.

Types of behavior that constitute sexual harassment may include, but are not limited to:

- unwelcome sexual flirtations, advances or propositions;
- derogatory, vulgar or graphic written or oral statements regarding one's sexuality, gender or sexual experience;
- unnecessary touching, patting, pinching or attention to an individual's body;
- physical assault;
- unwanted sexual compliments, innuendo, suggestions or jokes; or the display of sexually suggestive pictures or objects

C. Procedures

Any member of the Health Sciences Center Community who has a sexual harassment complaint against a supervisor, co-worker, visitor, faculty member, student or other person, has the right and obligation to bring the problem to Health Sciences Center's attention. Any supervisor who witnesses such conduct or receives a complaint must report the incident to Human Resource Management, an appropriate administrator or the Dean of the respective school. It is the responsibility of all LSU Health Sciences Center employees in a supervisory capacity to ensure that the work/academic environment is free from sexual harassment.

A staff member who believes he or she has been sexually harassed, should immediately report the incident to the Assistant Director of Employee Relations, Human Resource Management (318-675-5611) or to the Director of Human Resource Management (318-675-5610) or to an appropriate administrator or the Dean of the respective school. In addition, staff members may report the incident to any supervisor. Any recipient of such
a complaint shall notify Human Resource Management.

The Department of Human Resource Management will be responsible for investigating complaints of sexual harassment occurring between staff members; complaints made by staff against students; and complaints made by staff against other third parties. Human Resource Management will either investigate or assist those responsible for investigating complaints made by or against faculty members, students or House Staff Officers.

Actions taken to investigate and resolve sexual harassment complaints shall be conducted confidentially to the extent practicable and appropriate in order to protect the privacy of persons involved. An investigation may include interviews with the parties involved, and if necessary, with individuals who may have observed the incident or conduct or who have other relevant knowledge. The individuals involved in the complaint will be notified of the results of the investigation.

The Health Sciences Center will not tolerate discrimination or retaliation against any individual who makes a good-faith sexual harassment complaint, even if the investigation produces insufficient evidence to support the complaint, or any other individual who participates in the investigation of a sexual harassment complaint. If the investigation substantiates the complaint, appropriate corrective measures and/or disciplinary action, up to and including termination, will be taken swiftly.

LSU Health Sciences Center – Shreveport will make every reasonable effort to ensure that all members of the Health Sciences Center community are familiar with this policy. You are encouraged to address questions or concerns regarding this policy with the Assistant Director for Employee Relations, Human Resource Management.

**HARASSMENT**

2.1.3 HARASSMENT
September 1, 1996

**A. Definition**
Harassment is conduct that creates a hostile or threatening work environment. It can include age, sex, race, color, religion, marital status, veteran status, national origin, or mental or physical handicap. It has the effect of offending employees and hindering their work performance. No one should be expected to tolerate harassment in the workplace.

Harassment can occur as a single act or as action over a period of time. Harassment is a broad range of physical or verbal behavior. Some examples follow:

- Physical or mental abuse
- Insults about age or race
- Ethnic jokes
- Religious slurs
- Taunting that provokes an employee
- Ostracizing or excluding an employee
- Imposing special work burdens
One specific kind of harassment is sexual harassment (see Administrative Directive 2.1.1). Rudeness or impolite behavior directed against any staff member or employee, although not acceptable, is not covered in this policy.

B. Policy
LSUHSC-S strictly prohibits any form of harassment. Employees should make every effort to resolve any issues of harassment when they occur. A neutral party will assist. Management shall attempt to resolve such issues. If any issue cannot be resolved, these procedures will be followed:

C. Procedures
1. Complaints may be made by a witness or a victim of harassment by an employee. First, the complaint may be made verbally. A written statement should follow as soon as possible. Information should be submitted as soon as possible. Information should contain:
   - Date and time of incident
   - Location of act
   - Name of alleged who began the harassment
   - A factual, unbiased description of the conduct
   - Names of witnesses to the incident
   - What results are being sought

2. Complaints alleging harassment shall be submitted by the victim or his/her supervisor to the Manager of Employee Relations in Human Resource Management.

3. (a) The Manager of Employee Relations shall conduct a confidential investigation. Information and recommendations on the incident will be given to the proper management of the person charged with harassment.
   (b) If the individual is on faculty, medical staff or a house officer, the information and recommendations shall be given to a review committee. The Committee shall be the Chair of the Department, the Chancellor/Dean of the Medical School and a Hospital Administrator or their designee.

4. If it is found that harassment did occur, action ranging from a letter of reprimand to termination of employment will be applied.

SEX OFFENDER REGISTRY

The Campus Sex Crimes Prevention Act of 2000 (CSCPA), signed into Law October 28, 2000, amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act. CSCPA provides special requirements relating to registration and community notification for sex offenders who are enrolled in or work at institutions of higher education. In addition to Wetterling, the Act also amended the Clery Act and the Family Educational Rights and Privacy Act of 1974.

As provided in the Wetterling Act, any person required to register under a state sex offender
registration program must notify the state as to whether the person is a student or works at an institution of higher education, identify each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student and must also alert the state of any change in enrollment or employment status. Louisiana State Police maintains the Louisiana Sex Offender and Child Predator Registry (SOCPR) for the State of Louisiana and is responsible for the enforcement of the applicable sections of law cited above. Information about any individual affiliated with Louisiana State University in regards to this matter may be found at the public SOCPR website: http://www.lsp.org/socpr/default.html.

MISSING STUDENT NOTIFICATION

Anyone who suspects that an LSU Health Shreveport student is missing should immediately contact the LSUHS UPD at 318-675-6165. LSUHS UPD will begin an investigation in order to determine whether the student is missing. Once LSUHS UPD investigates and determines that the student has been missing for more than 24 hours, the university will notify other local law enforcement agencies that have jurisdiction unless they called LSUHS UPD to report missing case. The university will notify the designated contacts within 24 hours after the student is determined to be missing. If a student is under the age of 18 and is not emancipated, the university will notify the custodial parent within 24 hours after the student is determined to be missing. Any contact information provided by the student will be registered confidentially and will be accessible only to authorized university and law enforcement officials.

SEXUAL ASSAULT, DATING VIOLENCE, DOMESTIC VIOLENCE, AND STALKING

LSU Health Shreveport strictly prohibits the crimes of sexual assault, dating violence, domestic violence, and stalking. Any student or employee who reports an incident of sexual violence, domestic violence, dating violence, or stalking (whether the offense occurred on or off campus) shall receive a written explanation of their rights and options from the Responsible Person to whom the incident is reported, including counselors and other confidential resources.

SAVE PROGRAM

LSU Health Shreveport is committed to providing confidential, nonjudgmental and appropriate support services for all sexual assault survivors, regardless of gender, ethnicity, sexual orientation, age, ability, or whether or not they report the crime to law enforcement. In addition, the university has a vested interest in obtaining an accurate account of the number of sexual assaults occurring on- or off-campus involving student survivors. The SAVE Program (Sexual Assault Violence Education) is designed to accomplish both of these goals, as well as to meet federal mandates.

LSU Health Shreveport recognizes the need for improved safety measures for our students. The SAVE Program is a Sexual Assault and Violence Education Program that provides resources to all students, faculty and staff on campus. This education and prevention program provides an avenue to increase the level of awareness of our students and provide them with the tools and resources needed in the event of a crisis. More specifically, the goal
is to increase awareness and reduce the risk of faculty, students, staff or visitors from becoming a victim of sexual assault, domestic or dating violence and stalking.

All new, incoming students, both male and female, attend SAVE Program training during Orientation. Under this program an educational and prevention curriculum is provided that specifically addresses sexual assault, domestic or dating violence, and stalking. The goal of this program is to reduce the risk of violence on and off of our campus.

To help guide the direction of the program, the Coordinated Community Response Team (CCRT) was developed. The CCRT includes the members from the some of the following areas: University Diversity Officer; Assistant Deans for Academic Affairs, School of Medicine, School of Allied Health and School of Graduate Studies; University Disciplinary Board Member; Project Celebration, Inc. representative; community victim survivor; LSUHS UPD Education Program Director; LSUHS UPD Assistant Education Program Director; three female students – one from each school; local judicial system representative; Caddo Parish Police representative; and two local law enforcement representatives.

SAVE Mission Statement

The mission of the SAVE Program is tri-fold:

Educate: Educate all students about the warning signs and potential risks of becoming a victim of a sexual assault and/or violence

Eliminate/Prevent: Prevention of becoming a victim of violence

Empower: Regain control of their lives in the event they become a victim

UNIVERSITY RESOURCES

SAVE Program Office
(Confidential Advisor)
School of Allied Health
1450 Claiborne Avenue
Room 3-344
(318)813-SAVE (7283)
shvSAVE@lsuhsc.edu

LSUHS University Police Department
Report Crime or Incident (318)675-6165
HOTLINE (318)675-3873
Chief Vaughn Burris – Director
Administration Building
Room 1-129
(318)675-6161
pburri@lsuhsc.edu

Title IX Office
Edward Jones, JD,
Campus Title IX Coordinator
LOCAL RESOURCES
Project Celebration
Safe Shelter
(318) 226-5015 HOT LINE
https://www.projectcelebration.com

Sexual Assault Response Team (SART)
Caddo Parish Coroner’s Office
(318) 227-7900 HOT LINE
http://caddocoroner.com/sex-crime-investigation/

SAVE REPORTING

Confidential Advisor: A person trained in accordance with law and designated by the campus who the student or employee can choose to have support and advise them in accordance with law during the complaint process. This Confidential Advisor may be present during any meeting conducted under this policy to assist and/or consult with the student or employee. This Confidential Advisor may not act as a spokesperson.

Responsible Person: Any employee who has the authority to take action to redress sexual violence or who has been given the duty of reporting incidents of sexual violence or any other misconduct prohibited by this policy by students or employees to the Title IX coordinator or other appropriate school designee. Responsible Persons do not include victims’ advocates, mental health counselors, or clergy.

Unless an individual has been identified as a Confidential Advisor, all faculty and staff on the LSU Health Shreveport campus are considered Responsible Persons and are mandatory reporters. If you have experienced sexual harassment, assault or abuse, are a victim of domestic or dating violence, or are being stalked by another member of the LSU Health Shreveport campus and you disclose the information with a mandatory reporter please be advised that they are required to report the incident to the Title IX officer. However, the victim will have the opportunity to decide whether or not they wish to participate in any investigation deemed necessary by the Title IX officer.

Prompt reporting of sex offenses to the LSUHS UPD is encouraged. While some may not think of forced sexual relations as rape, such action constitutes a serious crime and is a felony under Louisiana law. LSUHS UPD will vigorously investigate all reports of sexual assault occurring within their jurisdiction and will help victims of sexual assault off campus to contact the appropriate law enforcement authorities. The University will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as the result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.
LEARN HOW TO IDENTIFY ABUSE

DOMESTIC OR DATING VIOLENCE (Intimate Partner Violence – IPV)

Intimate Partner Violence (IPV) includes both dating and domestic violence. Many terms are used to describe the pattern of coercive and abusive tactics utilized by one partner in a relationship to gain power and control over the other partner: domestic violence, dating violence, battering, spouse abuse, and wife beating. IPV can take many forms, including physical, psychological, emotional, sexual, and economic abuse.

Physical Abuse

Pushing, shoving, slapping, punching, kicking, or strangling
Assault with a weapon (gun, knife, furniture)
Holding, tying down, or restraining
Leaving the partner in a dangerous place
Refusing to help when the partner is sick or injured
Withholding medicine or treatment from the partner

Psychological / Emotional Abuse

Threats of harm to partner or to oneself (suicide)
Intimidation (smashing things, destroying his/her property)
Physical and social isolation
Extreme jealousy and possessiveness
Degradation and humiliation
Manipulating partner or making partner feel guilty

Sexual Abuse

Forcing or attempting to force unwanted sexual acts
Pursuing sexual activity when the partner is not fully conscious or asleep
Intentionally causing physical pain during sex by using objects or weapons

Economic Abuse

Preventing partner from getting or keeping a job
Denying access to household finances or making partner ask or beg for money
The violent partner’s behavior is intentional and designed to bring about a desired state of submission in which the abused partner’s will is subordinated to the will of the batterer. In most cases, the violence will increase in severity and frequency as time passes.

SEXUAL ASSAULT

Sexual assault takes many forms including attacks such as rape or attempted rape, as well as any unwanted sexual contact or threats. Sexual assault is any sexual contact or sexual attention committed by force, threats, bribes, manipulation, pressure, tricks or violence.

Usually a sexual assault occurs when someone touches any part of another person’s body in a sexual way, even through clothes, without that person’s consent.
Some types of sexual acts which fall under the category of sexual assault include forced sexual intercourse (rape), sodomy (oral or anal sexual acts), child molestation, incest, fondling and attempted rape. Sexual assault is a terrifying and often brutal crime.

Assailants most often times are someone the victim knows, acquaintances, even friends or family members, but can also be strangers. The devastating effects are shared by victims and those who love them. Sexual assault or sexual harassment of any type is never the victim’s fault.

According to the FBI, a rape occurs every six minutes in the United States. Rape is a crime of violence, anger, and power. It is not motivated by sexual desire. Rapists use sexual violence as a weapon to control, humiliate, and hurt their victims. Anyone can become a victim, because victims are not selected for their attractiveness, appearance, or behavior.

Sexual abuse, sexual misconduct, sodomy, lascivious acts, indecent contact, and indecent exposure are all examples of possible sexual assault charges. Basically, almost any sexual behavior a person has not consented to that causes that person to feel uncomfortable, frightened or intimidated is included in the sexual assault category.

The law generally assumes that a person does not consent to sexual conduct if he or she is forced, threatened or is unconscious, drugged, a minor, developmentally disabled, chronically mentally ill, or believe they are undergoing a medical procedure.

Some examples of sexual assault include:

- Someone putting their finger, tongue, mouth, penis or an object in or on your vagina, penis or anus without consent
- Someone touching, fondling, kissing or making any unwanted contact with your body
- Someone forcing you to perform oral sex or forcing you to receive oral sex
- Someone forcing you to masturbate, forcing you to masturbate them, or fondling and touching you
- Someone forcing you to look at sexually explicit material or forcing you to pose for sexually explicit pictures
- A doctor, nurse, or other health care professional giving you an unnecessary internal examination or touching your sexual organs in an unprofessional, unwarranted and inappropriate manner

STALKING

Stalking is a course of conduct directed at a specific person that would cause a reasonable person to feel fear (National Center for Victims of Crime Stalking Resource Center). A stalker can be someone you know well or not at all. Most offenders have either dated or been involved with the people they stalk. Most stalking cases involve men stalking women, but men do stalk men, women do stalk women, and women do stalk men. Stalking is serious, often violent, and can escalate over time.
Some things stalkers do:

Follow you and show up wherever you are
Send unwanted gifts, letters, cards, or e-mails
Damage your home, car, or other property
Monitor your phone calls or computer use
Use technology, hidden cameras or global positioning systems (GPS) to track where you go
Drive by or hang out at your home, school, or work
Threaten to hurt you, your family, friends, or pets
Find out about you by using public records or online search services, hiring investigators, going through your garbage, or contacting friends, family, neighbors, or co-workers
Posting information or spreading rumors about you on the Internet, in a public place, or by word of mouth
Other actions that control, track, or frighten you

These are common reactions a stalking victim may experience:

Feel fear of what the stalker will do
Feel vulnerable, unsafe, and not know who to trust
Feel anxious, irritable, impatient, or on edge
Feel depressed, hopeless, overwhelmed, tearful, or angry
Feel stressed, including having trouble concentrating, sleeping, or remembering things
Have eating problems, such as appetite loss, forgetting to eat, or overeating
Have flashbacks, disturbing thoughts, feelings, or memories
Feel confused, frustrated, or isolated because other people don’t understand why you are afraid

If someone you know is being stalked:

Listen.
Show support.
Don’t blame the victim for the crime.
Remember that every situation is different, and allow the person being stalked to make choices about how to handle it. Find someone you can talk to about the situation. Take steps to ensure your own safety.

Things you can do:

Stalking is unpredictable and dangerous. No two stalking situations are alike. There are no guarantees that what works for one person will work for another, yet you can take steps to increase your safety.

👉 If you are in immediate danger off campus, call 911. If you are in immediate danger on campus, call 5-6165.
👉 Trust your instincts. Don’t downplay the danger. If you feel you are unsafe, you probably are.
👉 Take threats seriously. Danger generally is higher when the stalker talks about suicide or murder, or when a victim tries to leave or end the relationship.
👉 Contact a crisis hotline, victim services agency, or a domestic violence or rape crisis
program. They can help you devise a safety plan, give you information about local laws, weigh options such as seeking a protection order, and refer you to other services.

Develop a safety plan, including things like changing your routine, arranging a place to stay, and having a friend or relative go places with you. Also, decide in advance what to do if the stalker shows up at your home, work, school, or somewhere else. Tell people how they can help you.

Don’t communicate with the stalker or respond to attempts to contact you.

Keep evidence of the stalking. When the stalker follows you or contacts you, write down the time, date, and place. Keep emails, text messages, phone messages, letters, or notes. Photograph anything of yours the stalker damages and any injuries the stalker causes. Ask witnesses to write down what they saw.

Contact the police. Every state has stalking laws. The stalker may also have broken other laws by doing things like assaulting you or stealing or destroying your property.

Consider getting a court order that tells the stalker to stay away from you.

Tell family, friends, roommates, and co-workers about the stalking and seek their support. Tell LSUHS UPD, someone in the SAVE office, faculty or staff member.

BYSTANDER INTERVENTION AND RISK REDUCTION

In an effort to promote a positive healthy environment for all students, policies to address sexual assault, domestic and dating violence (IPV) and stalking have been developed. It is our intent that these policies will also protect “bystanders” who witness or intervene to stop violence.

In the event of a sexual assault, victim assistance and services will be provided promptly, sensitively and confidentially. The University recognizes that our campus population is very diverse in culture and linguistics. Therefore, in situations where victims choose to communicate in their native language, interpreter services which meet the needs of the victim who have limited English Proficiency (LEP) will be provided.

BYSTANDER INTERVENTION

YOU CAN MAKE A DIFFERENCE!

What is a bystander? A bystander is a person who is present at an event or incident, but takes NO action.

Onlooker
Passerby
Observer
Eyewitness
Watcher
Looker-On
Non-participant
Spectator
Witness
Gawker

Example: bystanders witnessed the accident.
What is bystander intervention? Any person or group of people who interrupt behaviors that prevent violence.

Everyone benefits by intervening. No crime is committed; therefore, there is no victim.

Bystander Tip #1
'THE FAKE FRIEND'
An effective and safe way of intervening in harassment situations is to become a 'fake friend' of the target. However, make sure you check in with the target before, to see if s/he actually needs assistance.

Bystander Tip #2
'CALL OUT THE HARASSER'
Most harassers stop once their behavior is acknowledged and reprimanded. Use three simple steps to call out the harasser.

- Name the act – 'You're groping that woman'
- State a principle – ‘That’s not OK’
- Make a command – ‘Stop harassing people’

Bystander Tip #3
'MAKE YOUR PRESENCE FELT'
Let the harasser know that you see, recognize and condemn the behavior. Something as simple as spilling your coffee, or asking for directions/time (or ringing the doorbell) can work wonders.

Bystander Tip #4
'CHECK IN WITH THE TARGET'
- “Are you OK?”
- “Do you need any help?”
- “Is that person bothering you?”

One question alone can deter a harasser who believes no one will intervene. Also, the target knows you’ve got their back!

Bystander Tip #5
'BE A ROLE MODEL’

Possibly the most effective to end street harassment. If you treat others with respect and choose to raise your voice when you see someone being harassed - your peers, friends, family, and anyone around you will learn from you.

RISK REDUCTION

With no intent to victim-blame and recognizing that only rapists are responsible for rape, the following are some strategies to reduce one’s risk of sexual assault or harassment.

If you find a friend in a situation that concerns you, consider the following strategies to intervene safely and effectively:

- Create a distraction to interrupt the flow of events
- Involve others to help you
• Make an excuse to remove a friend from the situation
• Point out the unwanted behavior in a safe and respectful manner
• Call for help, if needed

Sexual assault is never a victim's fault. However, there are ways that may reduce the risk of being sexually assaulted including being prepared, alert, and assertive. Consider the following tips:
• Be aware of your surroundings
• Practice responsible drinking; alcohol is a factor in many sexual assaults
• Never leave your drink unattended
• Don’t accept drinks from someone you don’t know or trust
• Stay with your friends and make sure your friends stay with you
• Be careful of online relationships
• Trust your instincts

We are reminded to think about relationships, specifically relationships that may be, or become abusive. Be aware of the signs:
• Is one of the partners verbally and emotionally abusive?
• Is one of the partners isolating the other from friends and family?
• Is one of the partners controlling, intimidating or always jealous?
• Is there a threat of harm?

CLERY ACT CRIMES AND DEFINITIONS

Murder/Non-negligent Manslaughter
the willful (non-negligent) killing of one human being by another.

Manslaughter by Negligence
the killing of another person through gross negligence.

Rape
the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.

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

Statutory Rape
sexual intercourse with a person who is under the statutory age of consent.
Robbery
the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

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

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

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

HATE CRIMES

A Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Hate crimes include the Clery Crimes previously listed and the following only if incident is or may be a hate crime:

Theft
the unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another.

Simple Assault
an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Intimidation
to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Property Destruction/Damage/Vandalism
to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

ARRESTS AND DISCIPLINARY REFERRALS FOR VIOLATIONS OF WEAPONS, DRUG ABUSE AND LIQUOR LAWS:

Arrest
persons processed by arrest, citation, or summons.

Referred for Disciplinary Action
the referral of any person to any official who initiates a disciplinary action of which a record is established, and which may result in the imposition of a sanction.

**Weapons**
Carrying, Possessing, Etc. Violation – the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.

**Drug Abuse Violations**
the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drug.

**Liquor Law Violations**
the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

**VIOLENCE AGAINST WOMEN ACT CRIMES (VAWA) DEFINITIONS**

**Consent**
To engage in sexual activity must exist from the beginning to the end of each instance of sexual activity. Consent is demonstrated through mutually understandable words 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 a person who the alleged offender knows or should reasonably know is incapacitated. The responsibility of obtaining consent, through mutually understandable words or actions, rests with the person initiating sexual activity. Use of alcohol or drugs does not diminish the 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.

**Consent as defined by Louisiana Law:**
Consent is not defined by Louisiana Law.

**Consent as defined by University:** Consent Clear, knowing and voluntary demonstrated through mutually understandable words or actions clearly indicating willingness to engage in a specific sexual activity and any conditions on the activity. It is active, not passive, and silence, absent actions evidencing permission, is not consent. Responsibility for obtaining consent lies with the individual initiating the sexual activity.
Consent to engage in sexual activity may be withdrawn by any person at any time. Once withdrawal of consent is expressed, the sexual activity must immediately cease. Consent is automatically withdrawn by a person incapable of giving consent. A current or previous consensual intimate relationship between the parties does not itself imply consent or preclude a finding of responsibility.

To give consent, a person must be of legal age. Consent cannot be obtained through Coercion, fraud or from a person who the alleged offender knows or should reasonably know is incapacitated. Use of alcohol or drugs does not diminish the responsibility to obtain consent.

**Sexual assault**

Any type of sexual contact or behavior that occurs, or is attempted, without the explicit consent of the recipient. Sexual assault includes, but is not limited to, sexual acts, or attempted sexual acts, such as rape, fondling, incest or statutory rape, forced sexual intercourse, sodomy, child molestation, any sexual touching, and includes sexual acts against people who are unable to consent either due to age or incapacitation.

Sexual Assault also includes but is not limited to:

**Sexual Assault as defined by the Clery Act:** Any offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's UCR program.

**Sexual Assault as defined by Louisiana Law:**

Sexual Assault defined in La. R.S. § 14:43.1 as Sexual Battery. Sexual Battery is the intentional engaging in any of the following acts with another person where the offender acts without the consent of the victim, or where the act is consensual but the other person, who is not the spouse of the offender, has not yet attained fifteen years of age and is at least three years younger than the offender:

(1) The Touching of the anus or genitals of the victim by the offender using any instrumentality or any part of the body of the offender, or
(2) The touching of the anus or genitals of the offender by the victim using any instrumentality or any part of the body of the victim.

**Sexual Assault as defined by University:**

Sexual Assault

a. Sex Offenses, Forcible – Any sexual act directed against another person, without the consent of the Complainant including instances where the Complainant is incapable of giving consent.

(1) Forcible Rape – Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the Complainant.
(2) Forcible Sodomy – Oral or anal sexual intercourse with another person, forcibly and/or against that person’s will or not forcibly or against the person’s will (non-consensually) in instances where the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
(3) Sexual Assault With An Object – To use an object or instrument to penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will or not forcibly or against the
person’s will (non-consensually) in instances where the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

(4) Forcible Fondling – The touching of the private body parts of another person (buttocks, groin, breasts) for the purpose of sexual gratification, forcibly and/or against that person’s will (non-consensually) or not forcibly or against the person’s will in instances where the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

b. Sex Offenses, Non forcible – Nonforcible sexual intercourse.

(1) Incest – Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by Louisiana law.

(2) Statutory Rape – Nonforcible sexual intercourse with a person who is under the statutory age of consent of Louisiana.

c. Sexual Assault also includes sexual battery as defined in La. R.S. § 14:43.1.

Domestic Violence
A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Domestic Violence includes but is not limited to:

Domestic Violence as defined by the 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:

A. By a current or former spouse or intimate partner of the victim;
B. By a person with whom the victim shares a child in common;
C. By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
D. 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
E. 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 Abuse as defined by Louisiana Law: Abuse and violence including but 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).
Family violence as defined by 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)

**Domestic Violence as defined by University:** A felony or misdemeanor crime of violence committed:

a. By a current or former spouse or intimate partner of the Complainant;
b. By a person with whom the Complainant shares a child in common;
c. By a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner;
d. By a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Louisiana; or
e. By any other person against an adult or youth who is protected from that person’s acts under the domestic abuse or family violence laws of Louisiana.*To categorize an incident as Domestic Violence, the relationship between the parties must be more than people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.

**Dating Violence**

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Dating Violence includes but is not limited to:

**Dating Violence as defined by the 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 as defined by 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 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:

A. The length of the relationship,
B. The type of relationship, and
C. The frequency of interaction between the persons involved in the relationship.

**Dating Violence as defined by University:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant. The existence of such a relationship shall be determined based on the Complainant’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this
definition, Dating Violence includes, but is not limited to, sexual or physical abuse or threat of such abuse. Dating Violence does not include acts covered under the definition of Domestic Violence.

**Stalking**
Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for the person’s safety or the safety of others; or (2) suffer substantial emotional distress.

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.

Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

Stalking includes but is not limited to:

**Stalking as defined by the Clery Act**: (1) The 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 (2) the intentional and repeated uninvited presence at another person’s: home, work place, 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 Law**: 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)

**Stalking as defined by University**: 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.

c. For the purposes of this definition
(1) 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.

(2) Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant.

(3) Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

(4) Nothing in these definitions will be interpreted in a way that violates the First Amendment rights of any individual.
CLERY GEOGRAPHY

LSU HEALTH SHREVEPORT/OCHSNER CAMPUS MAP
ON CAMPUS GEOGRAPHY INCLUDES THE FOLLOWING:
Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and

Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, 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).

PUBLIC PROPERTY
All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.
NON CAMPUS GEOGRAPHY INCLUDES THE FOLLOWING:
Any building or property owned or controlled by a student organization that is officially recognized by the institution; or

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.

NON CAMPUS APARTMENTS 3200 STERLINGTON ROAD, MONROE, LA
Building 1 – Apt. 114 only and Buildings 3-6 – all apartments.
## CRIME STATISTICS FOR CALENDAR YEARS 2017 - 2019

### LSU HEALTH SHREVEPORT

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### VAWA OFFENSES

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**ON CAMPUS NOTES**: LSU Health Shreveport campus is connected to Ochsner LSU Health Shreveport. On Campus statistics include crimes which occur in buildings and property owned and operated by Ochsner LSU Health Shreveport.

**NON-CAMPUS NOTES**: Non-Campus statistics include crimes which occur in buildings and property owned and operated by Ochsner LSU Health Shreveport Monroe Medical Center and apartments for Medical Students.