

Centenary

COLLEGE OF LOUISIANA

Annual Security and Fire Safety Report



2018

Statistics for Calendar Years 2015-2017

Published by the Centenary College Department of Public Safety

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Introduction

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act) requires higher education institutions to provide timely warnings of crimes that represent an ongoing or serious threat to the campus community and to publish their campus security policies. The Act also requires that crime data is collected, reported and disseminated to the campus community, the potential students and employees, and the Department of Education.

The primary mission of the Department of Public Safety is to provide a safe environment in which the College can fulfill its educational purpose. It is our policy to comply with the Clery Act and provide you with required information. The Annual Security and Fire Safety Report contains important information from the previous three calendar years concerning reported offenses, arrests, crimes, and disciplinary referrals for law violations that occurred on campus; in certain off-campus buildings owned or controlled by the College; and on public property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, alcohol and other drug use, crime prevention strategies, and how to report crimes, sexual assaults, and other related matters.

Although the Department of Public Safety (DPS) has the primary responsibility for the safety of campus, it needs the assistance of every individual and department on campus to meet its goal of providing a safe environment. Please read this report carefully as it contains information that can help keep you and others safe. For the most up-to-date information, please visit <https://www.centenary.edu/directories/offices-services-directory/public-safety/>

If you have any questions, please feel free to contact me at 318-869-5116 or via email at ewalker@centenary.edu.

Sincerely,



Eddie Walker
Director of Public Safety
www.centenary.edu/dps

Annual Security and Fire Report

This report is published by:

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The Centenary College Police Department maintains crime and arrest statistics for Centenary College. For preparation of this report, the Department of Public Safety requests campus crime and arrest statistics from the Centenary College Police Department, the Louisiana State Police, local law enforcement agencies, and law enforcement agencies in jurisdictions where students stayed during official college travel for two or more nights in the same location. The Centenary College Department of Public Safety compiles statistics for the Annual Security and Fire Safety Report from these law enforcement agencies, the Student Conduct Office, and reports turned in by Campus Security Authorities. The Annual Security and Fire Safety Report is created and maintained by the Department of Public Safety.

Department of Public Safety and Police Authority

The Department of Public Safety employs College police officers who are primarily charged with protecting the College community and property. The College police officers have successfully completed a Basic Law Enforcement Training Academy and have been commissioned by the State of Louisiana in accordance with Louisiana Revised Statute 17:1805. These officers have the same law enforcement powers, authority, and responsibilities as a state/city police officer or sheriff's deputy including the power of arrest. The College police officers are responsible for enforcing federal, state, and local laws within the campus jurisdiction in addition to the rules and regulations of the College. The officers have jurisdiction on campus and on all streets, roads, and rights-of-way to the extent they are within or contiguous to campus. Included in these areas are Centenary College Fraternity and Sorority houses. Officers monitor these areas, and all crimes that occur in these areas should be reported to the Centenary College Police Department. Officers may also discharge their duties off campus and outside these areas if they are

- (1) in hot pursuit,
- (2) engaging in intelligence gathering,
- (3) investigating a crime committed on campus,
- (4) transporting prisoners,
- (5) transporting money, securities, or other valuables on behalf of the College,
- (6) providing security or protective services for visiting dignitaries, or
- (7) requested by the chief law enforcement officer of the parish or city.

College police officers have the right to carry concealed weapons and to make arrest in or out of uniform. All police officers receive in-service training. DPS officers engage in around-the-clock patrols

of campus including the residence halls, Greek houses, contiguous streets, and parking lots.

DPS officers respond to crimes in progress and emergencies and investigate incidents of suspicious behavior. They also write offense and traffic accident reports. The department provides security for all College-related functions, including off-campus activities of College organizations as deemed necessary by the director of public safety. Students, faculty, staff, and visitors are encouraged to immediately report any unusual incidents, suspicious people, crimes, or emergencies to the Centenary College Police Department. The Centenary College Police Department (CPD) is the primary investigating agency for any crime committed on campus; however, should the need arise, CPD will request officers, technical assistance, and equipment from other agencies as needed.

To report a crime or suspicious activity, please contact the Centenary Police Department immediately at 318.207.0007.

Agency Cooperation

The Centenary College Police Department works with the other law enforcement agencies in the area to address mutual concerns. Centenary Police Officers hold dual commissions with the state of Louisiana and the Shreveport City Marshal's Office, allowing the Centenary Police Department to write citations for violations of city ordinances. The Centenary Police Department also has an MOU (Memorandum of Understanding) with the Shreveport Police Department to assist with certain types of cases. Information regarding the vehicle identification number of all vehicles and the serial number of office equipment and personal property stolen on campus is reported to the National Crime Information Center (NCIC) through the Shreveport Police department. Centenary's College Police Department, the Caddo Parish Sheriff's Office, the Shreveport Police Department, the Office of Homeland Security/Emergency Preparedness, and other law enforcement agencies in the area share relevant information regarding serious incidents and arrests with each other. The Centenary College Police Department is available to assist students in reporting crimes that occurred outside the campus jurisdiction to the appropriate agency.

Centenary College does not have any officially recognized student organizations that have housing facilities "off-campus," i.e. non-campus facilities. However, many students live in neighborhoods surrounding the Centenary campus. While the Shreveport Police Department has primary jurisdiction in all areas off-campus Centenary Police do respond to incidents in close proximity to campus and do assist SPD personnel in responding to some calls for service near campus.

Centenary College does have recognized student organizations that have privately owned houses within the campus boundaries. If Shreveport Police are called by a citizen to respond to one of these locations, they will typically notify the Centenary Police department to respond with them or they will notify the Centenary Police department after they have responded to inform the Centenary Police department of the situation. However, the Shreveport Police department does this out of courtesy and is not "required" to notify or involve the Centenary Police department when they respond to a call involving private property.

Student Patrol

The Department of Public Safety also employs students to work in our Student Patrol Program. One of the primary goals of the Student Patrol Program is to provide the Department of Public Safety with additional eyes and ears on the College campus. Student officers patrol designated portions of campus and report any suspicious activity by cell phone to a College police officer. Student patrol officers also issue parking citations, provide escorts, and assist with departmental programming. Student patrol officers do not have any arrest authority, and they are not armed.

Crime Log and Public Notice of Criminal Activity

The Centenary Police Department maintains a daily crime log of all allegations of crimes reported to them or that they have responded to that have occurred on campus, at non-campus College properties, and at areas near the College campus. The log maintains basic information on crime, including the nature of the crime; the date, time, and location of the crime; the time and date that the crime was reported; and the current disposition of the incident.

The crime log of the past 60 days is available upon request at the DPS office at 106 E. Kings Highway, Suite 214A. Crime logs are also available upon request for longer periods. Crimes should be added to the Crime Log within two business days of their report. Our process for maintaining and posting the daily crime log complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (as amended in October 1998).

Information on crime logs may be temporarily withheld if certain requirements are met, such as if sharing the information may jeopardize an on-going investigation or jeopardize the safety of an individual.

Reporting Crimes and Emergencies

Centenary College community members, students, staff, faculty, and guests are strongly encouraged to report all campus crimes and public-safety related incidents to the Centenary College Police Department (CPD) in a timely manner. CPD incident reports involving students may be forwarded to the Student Conduct Office for review and potential action through the student disciplinary process. Likewise, CPD incident reports involving employees may be forwarded to the Human Resources Department and reports involving faculty may be forwarded to the Provost's Office.

The DPS office is located in Centenary Square Suite 214A at the corner of Woodlawn Avenue and Kings Highway. The Centenary College Police Department has officers on duty 24 hours a day every day of the year. If there is no one at the office you can always contact an officer by dialing ext. 5000 from any campus phone or 318.869.5000 from an off campus phone. The Centenary College Police Department suggests that members of the community consider programming the number into their cell phones to aid them in contacting the police quickly in an emergency situation. Another option for communicating with the officer on duty is to text 318.207.0007. Immediate assistance may also be obtained by dialing 911 to reach an off-campus city dispatcher.

There are emergency phones located at the main entrance to each residence hall. Additional emergency phones are located at

- the north entrance of Hardin Hall,
- the south entrance of the Hurley School of Music,
- the southeast entrance to the Student Union Building,
- in the Arboretum,
- Lot 3,
- Lot 4,
- Lot 13,
- in front of the Wright Building, and
- at the south entrance to the Smith building.

You can also follow us on Facebook; look for [**Centenary College Police Department**](#).

Centenary Police officers are available 24 hours a day and will respond immediately to your location. Response time may be affected by various factors, such as the number and location of available personnel and/or their involvement at the time a report is received. Response to an incident may also involve other personnel, i.e. Office of Student Development in an incident of violence, members from the counseling center in the case of sexual assault, and/or additional law enforcement or other type of outside agencies if an incident requires specialized abilities beyond the capabilities of the Centenary Department of Public Safety.

All faculty, staff, students, and visitors are encouraged to report all crimes and public safety-related incidents to the Centenary College Department of Public Safety in a timely manner, even if the victim of such crime elects or is unable, either physically or mentally, to make such a report. Promptly reporting crimes will ensure inclusion in the annual crime statistics and will aid in providing timely warning notices to the community, when appropriate.

To report a crime or suspicious activity, please contact public safety at 318.869.5000. If you are unsure what you have witnessed or experienced is a crime, please contact the public safety department, and we will assist you with your situation. Centenary College officers are available 24 hours a day to answer your calls. In response to a call, the Department of Public Safety will take the required action, either dispatching an officer to your location, asking you to come to our office, or assisting you in contacting another agency, such as the Shreveport Police Department. All incident reports, criminal and policy violations, are forwarded to the Office of Student Development for review for potential conduct action, unless doing so would compromise an investigation.

Crime Reporting and Collection of Statistics

Centenary College has a relatively low incidence of crime, particularly of violent crime. Some crime, however, does occur. Part of the mission of the Department of Public Safety is to provide information to the College community regarding the crimes that have occurred on campus so that members of the community can take the appropriate steps to protect themselves and their property. To achieve this goal and comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, the Department of Public Safety publishes the crime statistics for the preceding year in the Campus Safety Booklet which can be found online at <https://www.centenary.edu/safety>. Copies of this booklet may also be obtained at the Department of Public Safety office located in Centenary Square Suite 214A during regular business hours.

Crimes should be reported to the CPD to ensure inclusion in the annual crime statistics and to aid in providing Emergency Notifications and/or Timely Warnings to the community, when appropriate. The Department of Public Safety encourages accurate and prompt reporting of all crimes to the campus police when the victim of a crime elects to, or is unable to, make such a report. If a crime occurring on campus is not reported to the CDP or another campus security authority, Centenary College will be unaware of the crime, and therefore, the crime would not be included in the Centenary College crime statistics. Here is a list of other professionals on the Centenary campus whom you may contact to report a crime.

Title	Phone and Office
Dean of Students	318.869.5023 Student Union Building, Basement
Director, Athletics	318.869.5087 Gold Dome, Main Office
Director, Human Resources	318.869.5191 Hamilton Hall, Rm 211
Director, Residence Life and Student Conduct	318.869.5110 Student Union Building, Basement
Assistant Director, Athletics, Title IX Co-Coordinator	318.869.5080 Fitness Center, Rm 103
Volleyball Coach, Title IX Co-Coordinator	318.869.5717 Gold Dome, Rm 121

Campus Security Authorities

Federal law maintains that in addition to the Centenary Police Department (CPD) officers, any person who has a "significant responsibility for student and campus activities" is a Campus Security Authority (CSA). A CSA is required to report safety-related incidents and/or alleged crimes to the Department of Public Safety. A CSA is required by law to report incidents and/or crimes for inclusion in Centenary College's crime statistics to the Department of Public Safety. Reports submitted by CSAs will be evaluated to determine if it is necessary to issue a timely warning to the campus if the incident or crime represents a serious or ongoing threat to the campus community. CSAs may file anonymous reports on behalf of victims.

Reports submitted to campus security authorities should include sufficient detail such as dates and locations and, where appropriate, personally identifying information, including name and contact information, if available and the victim is willing to provide it. This information is important for statistical purposes to ensure that all crimes are counted and to avoid double counting crimes. It also provides basic information for the CPD to begin an investigation, if the report is not anonymous, and to review relevant facts to determine if a pattern of crime is present.

Because not all crime victims are willing to file an official police report, when compiling the annual crime statistics the Department Public Safety canvases these campus security authorities to determine if they are aware of any additional crimes which should be included in the annual security report.

The following individuals are designated as CSAs:

- Athletic staff, including all coaches
- Dean of Students
- Department of Public Safety and Police staff, including student employees
- Director of Athletics
- Director of Health Services
- Director of Human Resources
- Director of Student Involvement
- Provost, Vice Provost, and Associate Provost of the College
- Residence Life Office professional staff and RA staff, including CRAs and LRAs
- Student organization advisors
- Title IX Coordinators
- Vice President of Finance and Administration

Preparation of the Annual Disclosure of Crime Statistics

The College prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The Chief of Police and/or his designee take several steps to ensure required statistics are compiled correctly. Throughout the year members of the Departments of Public Safety,

Residence Life, and Student Development meet to discuss incidents occurring on campus. Information required for the Clery Act is reviewed during these meetings. The Chief of Police or his/her designee also sends out an email to all the campus security authorities requesting information for any crime statistics reported to them during the previous calendar year. In addition, the Chief of Police or his/her designee solicits the required crime statistics from the Shreveport Police Department, Caddo Sheriff's Office, Shreveport Marshal's Office, and other local and state law enforcement authorities. Crime statistics will also be requested from departments with jurisdiction covering non-campus locations as defined by the Clery Act, both nationally and internationally. All collected statistics are reviewed to ensure accurate reporting and to avoid "double reporting" of any single criminal event.

By October 1 of each year, a notice is emailed to all faculty, staff, and students that provides a direct link to the Centenary web site containing the Clery Act report, <https://www.centenary.edu/safety>. Hard copies of the report may be obtained at the Public Safety office located at E. 106 Kings Hwy, Suite 214A. A notice of availability is also posted on the on-line application page for prospective employers through the Human Resources office. Candidates that apply outside of the online application process (i.e. faculty) are provided the information if they are brought to campus for an on-campus interview. For prospective students, a notice is posted on the College's on-line application page.

Limited Voluntary Confidential Reporting

The Centenary Police Department encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, the Centenary Police Department cannot hold reports of crime in confidence. Confidential reports for the purpose of inclusion in the annual disclosure of criminal statistics can generally be made to other Centenary campus security authorities as identified previously. Confidential reports of crime may also be made by calling the Campus Conduct Hotline at 866.943.5787.

These reports will include the following: when the report was given, to whom it was given, when the crime took place, general location of where it took place (which building or area), and what occurred. No identifying information will be included. The information forwarded will be used for statistical purposes and to ensure that crimes are not double counted if they are reported by multiple individuals. These reports will be used to review relevant facts to determine if a pattern of crime is present.

Pastoral and Professional Counselors (Crime Reporting)

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus pastoral counselors and campus professional counselors, when acting as such, are not considered to be a campus security authority and are not required to report crimes for the inclusion into the annual disclosure of crime statistics. Centenary College's Police Department does not have a voluntary confidential reporting procedure and therefore, professional and pastoral counselors cannot notify their clients of that type of reporting option at Centenary College.

The rulemaking committee defines counselor 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 the counselor's 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.

Crime Bulletins

In order to provide the Centenary community with information to protect themselves and their property, the Department of Public Safety may issue crime bulletins regarding ongoing, non-Clery related crimes. These crimes may include thefts, vehicle burglaries, and other crimes that do not qualify for timely warnings or emergency notifications. All crime bulletins will require a case-by-case assessment to determine whether the crimes are likely to have an ongoing effect on the Centenary community.

Crime bulletins will be issued on an as needed basis as determined by the Chief of Police or his/her designee. These crime bulletins will be distributed by the Department of Public Safety and/or the Marketing and Communication office through a global email and/or by being posted on the Centenary Public Safety website, <https://www.centenary.edu/directories/offices-services-directory/public-safety/>. The Department of Public Safety may also use additional methods to distribute the crime bulletins, including using Blackboard Connect (the College's text messaging system), and/or postings in residence halls, academic buildings, and/or administrative buildings.

Timely Warnings

In order to provide timely notice to the Centenary community, and in event of a crime which may pose a serious or on-going threat to our community, the Department of Public Safety may issue timely warnings to notify members of the community about serious or ongoing crimes that occur on Centenary designated property (on campus, non-campus, and public property). The timely warning requirement applies to all Clery Act crimes and all require a case-by-case assessment as to whether the report presents a serious or continuing threat to the campus community. This assessment will include where the crime was reported to have occurred, if it was reported in a timely manner, and the amount/type of information that is known by the Centenary Department of Public Safety, and whether the threat to the campus community has been mitigated. Timely Warning reports shall be provided to students and employees in a manner that is timely and that withholds the names of the victims as confidential.

Reports made to the Centenary Department of Public Safety are reviewed for potential distribution of

timely notices by the Chief of Police or his/her designee. The Department of Public Safety works to collect these reports by requesting that all campus security authorities (CSA's) and local law enforcement agencies report crimes in a timely fashion so a timely warning can be issued if necessary.

The Centenary Department of Public Safety and/or Marketing and Communication office will draft the timely warning. They will review and revise the text as needed and then transmit the email containing the timely warning to the Centenary community as a global email or text alert. Updates to the Centenary community about any particular case resulting in a timely warning may also be distributed via global email. The Department of Public Safety may also use additional methods to distribute the timely warning, including using Blackboard Connect (the College's text messaging system), and/or postings in residence halls, academic buildings, and/or administrative buildings, and the College website.

All undergraduate and graduate students and employees of Centenary College are automatically enrolled in the emergency text message system by pulling email and cell phone information out of the College's information system, Banner. If, for any reason, you do not receive a text message alert during tests of the system, please contact the Department of Public Safety at 318.869.5759.

To update contact information for text alerts, students and employees can log into BannerWeb, <https://bannerweb.centenary.edu>, click the "Personal Information" tab and add your phone number under "Emergency Contacts." Employees may also contact the Human Resources Office to update their information.

Anyone with information warranting a timely warning should report the circumstances to the CPD by calling 318.207.0007 or 318.869.5000 or going in person to the Centenary Police Department in Centenary Square, Suite 214A.

Emergency Notifications

Centenary community members are encouraged to notify the Department of Public Safety of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate threat to the health and safety of students and/or employees on campus, even when the victim elects not to report the crime or is unable, either physically or mentally, to make such a report. To report an emergency, call 318.207.0007 or 318.869.5000 to reach the on-duty officer or dial 911.

The Department of Public Safety has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document, any situation that may cause a significant emergency or dangerous situation. In addition, the Department of Public Safety has a responsibility to respond to such incidents to determine if the situation does pose a threat to the community, however, other departments such as Facilities Services, Student Development, etc. may be involved in the confirmation process, depending on the nature of the potential threat. If an immediate threat exists, federal law requires that the institution notify the campus community, or the appropriate segments of the community that may be affected by the situation.

Centenary College will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in

the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

If the Department of Public Safety, in conjunction with or without other campus officials (Facilities Services, Health Services, Student Development, etc.) or local first responders (Shreveport Police, EMS, Fire Department, etc.) confirm there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of our community, the chief of public safety, or his/her designee, may collaborate to determine the content of the message, and they will initiate the Blackboard Connect messaging system for the campus community. The Department of Public Safety may also use additional methods and staff from other departments to distribute the emergency notifications through additional means, including via global emails, fire alarms, the College's website (with the assistance of the Marketing and Communication office), and postings in residence halls, academic buildings, and/or administrative buildings, and social media.

After the initial communication, global email will be the primary method of communication used to distribute follow-up information, although any of the previously mentioned methods may also be used. Due to limited characters available with text messaging, the Blackboard Connect system would only be used to provide limited safety information that is critical, such as areas to avoid, shelter-in-place, all clear, etc. At least one follow up message will be sent with additional information about the situation, either through the text message system or global email system. The larger community, including parents, neighbors, and other interested persons, can obtain information about an emergency on campus via the College's webpage, www.centenary.edu, or the local or national media. The Centenary Marketing and Communications Office may also issue subsequent notifications using the previously identified methods.

In the event that a building needs to be evacuated, the occupants will be directed to the emergency assembly area. Centenary College, through the appropriate department, may provide information regarding where events scheduled for that building have been relocated. In the event that the entire campus needs to be evacuated, Centenary College may close the campus. In this case, students may be asked to return to their homes or stay with relatives or friends in the Shreveport/Bossier area. If on campus residents do not have local relatives or friends off campus, Student Development staff will coordinate alternate housing for on campus residents.

All undergraduate and graduate students and employees of Centenary College are automatically enrolled in the emergency text message system by pulling email and cell phone information out of the College's information system, Banner. If, for any reason, you do not receive a text message alert during tests of the system, please contact the Department of Public Safety at 318.869.5759.

To update contact information for text alerts, students and employees can log into BannerWeb. Employees may also contact the Human Resources Office to update their information.

Anyone with information warranting a timely warning should report the circumstances to the CPD by calling 318.207.0007 or 318.869.5000 or going in person to the Centenary Police Department in Centenary Square, Suite 214A.

It should be noted that unlike the timely warnings requirement, an emergency notification is not restricted to only Clery reportable crimes. Incidents such as a serious gas leak, hazmat spill, tornado

warning, etc., could warrant the use of this protocol.

Shelter-In-Place – What it means

If an incident occurs and the buildings or areas nearby become unsafe, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to “shelter-in-place” means to make a shelter of the building/room that you are in, and with a few adjustments, this location can be made even safer until an all-clear notice is issued.

If a shelter-in-place notice is disseminated, it should include the area/building(s) in imminent danger. If you are outdoors, you should immediately leave the area and head to a safe location. If you are indoors and it is not safe for you to leave, you should stay inside the room you are in or enter the nearest room and secure it by shutting all windows and securing the doors. In the event of an active shooter situation, all rooms on Centenary’s campus have the ability to be locked from the inside. You should also turn off all lights in the room and move away from any sightlines from the exterior of the room.

Annual Notification and Testing

Centenary College will annually test and publicize its Emergency Notification system. Throughout the year, the Department of Public Safety will meet with other departments, including Student Development and Marketing and Communication to train on the campus’s response to a critical incident through a variety of exercises including a table top, functional, or live exercise. These tests may be announced or unannounced depending on the type of exercise. Community members are encouraged to review the College’s Emergency Response Manual located on Centenary’s webpage at <https://www.centenary.edu/directories/offices-services-directory/public-safety/emergency-procedures/>.

Each semester, each residence hall has a fire/evacuation drill. Date, time, and results of the fire/evacuation drill are maintained by the Department of Public Safety. In coordination with these fire/evacuation drills, the campus publishes a copy of the Emergency Procedures and has a copy placed in each residence suite or apartment. Each summer the Emergency Procedures are reviewed and, if updated, the new versions are distributed to each residence suite.

Access/Maintenance Considerations for Campus Facilities and Residence Halls

The Centenary College campus is private property and, although the campus is open to the public, the Centenary Police Department reserves the right to restrict access or ban individuals from campus. Access to campus buildings and properties is a privilege extended to students, faculty, staff, and guests. The College encourages an open environment with limited constraints to ensure reasonable protection of all members of the community. Most academic and administration buildings are open, at a minimum, during normal business hours. Most facilities have individual hours, and the hours may vary at different times of the year. Access to some of these buildings is controlled by card access after normal

business hours, and all of these buildings have varied levels of access. Academic and administrative buildings do not have a police officer assigned to them, however, officers patrol the buildings on a regular basis. For more information about the access protocol for a specific building, please contact a department head or the Campus Access Administrator at 318.869.5759. During semester breaks, holidays, and summer periods, access to buildings may be restricted or reduced for maintenance and renovation. For holidays and breaks of less than five days, when the College is officially closed, most academic buildings may still be accessed by all faculty, staff, contracted associates, and students via key card access. For holidays and breaks of five or more class days when the campus is officially closed, all academic building access is restricted to faculty, staff, contracted associates, and students who have been granted official clearance and have had arrangements made with the Department of Public Safety.

The Centenary Police Department maintains security of all campus buildings. Facilities Services personnel unlock academic and administrative buildings each morning during regular business days, Centenary Police officers lock buildings each evening as dictated by each buildings schedule, these times may be delayed due to the officer receiving a call for services. Centenary police officers frequently patrol the campus and walk through buildings during their shifts.

Centenary College provides residential on-campus housing for up to 616 students. Access to residence halls is restricted to residents, their guests, and other approved members of the Centenary community. All residence halls are equipped with an automated card access control system on the exterior doors that are used by students to enter their building. All doors to residence halls remain locked 24 hours a day and only current residents and authorized individuals are provided key cards that that access a given residential area. Residents are cautioned against permitting strangers to enter the buildings and are urged to require individuals seeking entry to use their access cards. If students choose to have guests in their residence hall, the guest must be escorted at all times. Facilities Services, Residence Life staff, and Department of Public Safety personnel have 24-hour access to address maintenance, security, and safety concerns.

Residence Life staff are available to address student's concerns during normal business hours. In all residence halls, Residence Assistant staff (RAs) are on duty from 7:00pm to 7:00am throughout the week during regular operations. During breaks of a week or longer, an RA is on duty for all residential buildings 24 hours a day. RAs also enforce security measures in the halls and work with residents to achieve a community respectful of individual and group rights and responsibilities. Residence Life staff and RAs also conduct programming throughout the year, often partnering with the Department of Public Safety to conduct periodic educational sessions on the prevention of various crimes, including sexual assault and acquaintance rape.

Centenary College is committed to campus safety and security. Exterior lighting and landscape control is a critical part of that commitment. Members of Facilities Services and Public Safety officers periodically conduct security surveys to ensure campus lighting is adequate and the landscape appropriately controlled. Public Safety officers conduct routine checks of lighting on campus during regular assigned patrol duties. If they observe that some lights are out or very dim they will initiate a service request for Facilities Services to repair the problem. We encourage community members to report any deficiency in lighting to Facilities Services by filling out a maintenance request at <https://www.centenary.edu/directories/offices-services-directory/facilities-services/>.

Facilities Services personnel respond to all requests for repairs of campus property. Property repairs are logged through the maintenance order system at the website listed above. After-hours maintenance emergencies may be reported to the Centenary Police Department at 318.207.0007 or 318.869.5000 who will contact the facilities duty staff. Facilities Services staff also monitor campus facilities and address safety concerns as they arise.

Public Safety officers, on a scheduled basis, check the campus' emergency blue light phones and cameras, and document their findings by completing an IT Service Request or emailing the Campus Access Administrator with any problems they find while checking the equipment. Security procedures used in the maintenance of residence halls involve coordination between the residents, Residence Life staff, Facilities Services, and the Department of Public Safety.

Weapons

Centenary College provides a gun safe for residents to store all legal firearms at the Centenary Police Department. Students must leave their firearms in their vehicle and have a Department of Public Safety employee meet them to transport the firearms into the police department. Storing a weapon anywhere on campus is prohibited, except in the gun safe or in a locked vehicle. The Centenary Department of Public Safety provides access to firearms stored in the gun safe during regular business hours. The following is a list of weapons that are prohibited on Centenary College's campus. This list includes but is not limited to: knives with a blade of longer than three inches (unless it is a cooking utensil), paintball guns, spears, swords, sling shots, bow and/or arrows, nunchuks, potato cannons or guns, ammunition, Taser/stun guns, bb guns, CO2 or compressed air weapons, brass knuckles, and other dangerous devices. Any and all explosives are also prohibited, including fireworks.

Security Awareness Programs

Centenary College strives to create a safe and secure environment where students flourish. Some program highlights include Personal Safety Tips, Rape Aggression Defense, the Campus Escort program, Check-Ur-Ride, fire extinguisher training, and Alcohol Awareness Week. These programs are available to all students and employees of the College.

The Department of Public Safety operates primary prevention programs that are informed by research, or assessed for value, effectiveness, or outcome to prevent dating violence, domestic violence, sexual assault, and stalking through comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns. This is done through the promotion of positive and healthy behaviors that foster healthy, mutually-respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions. One way the Department of Public Safety does this is by creating programming aimed at addressing the specific needs of departments, organizations, fraternities, sororities, and athletic teams.

The Department of Public Safety also operates awareness programs that are community wide or audience specific programming, initiatives, or strategies that are designed to increase audience knowledge, share information and resources to prevent violence and crime, promote campus and individual safety, and reduce perpetration.

Ongoing prevention and awareness campaigns, including programming, initiatives, and strategies, are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution.

If there is an increase in any one or multiple categories of crimes, the Department of Public Safety may increase programming to raise awareness about these issues and provides additional information to prevent becoming a victim. Programming is adjusted year to year based on previous years' effectiveness, outcomes, and cost/benefit analysis.

In order to ensure that security awareness programming is inclusive of diverse communities and identities, an officer with the Department of Public Safety participates on the Student Success Team and coordinates with the Diversity Committee.

Students are provided safety education during Student Orientation and Registration Events (SOAR) held during the summer and during new student orientation prior to the start of the Fall semester. Prospective students are provided safety materials during Open House events organized by the Admissions Office. All residential students also have a copy of the Emergency Procedures booklet supplied in their residence hall suite. Non-residential students, graduate students, and non-degree seeking students may print or review the Emergency Procedures online at <https://www.centenary.edu/directories/offices-services-directory/public-safety/emergency-procedures>.

All students, employees and members of the Centenary community are reminded that they should take responsibility for their own security and the security of others. This message is reinforced through on going security emails and awareness programs offered by the Department of Public Safety, programming conducted in conjunction with Student Development and other departments, the annual Campus Security and Fire Report, fire evacuation drills, and the timely warnings and crime bulletins distributed to the campus community.

The Residence Life and the Student Involvement Offices take additional steps to educate students about safety. Community and safety programs are planned during orientation, occurring near the start of each semester. Residential Assistants and the Student Involvement Office sponsor safety programs in the residential community throughout the academic year. These events take place in various locations, including programs for specific floors of residence halls as well as programs that take place in the residence halls' main lounges, on the Caf Deck, and other locations that are open to the entire campus community. Residence Assistants also assist with fire drills/evacuations that take place at least once each semester for each residence hall.

Students

During Orientation in August and throughout the month of September during "Campus Safety Month," students are informed about a variety of services offered by the Public Safety Department. Crime prevention programs and sexual assault prevention programs are offered throughout the academic year. Periodically during the academic year, the Department of Public Safety, in cooperation with other College organizations and departments, presents crime prevention awareness sessions on sexual assault, stalking, domestic and dating violence,

alcohol abuse, date rape drugs, theft prevention, and fire safety.

Residence Life professional staff and Resident Assistants develop additional programming throughout the year that aims to increase communication and listening skills to reduce conflict, moderate the consumption of alcohol, and increase common courtesy among the campus community.

Employees

When a new employee is hired, the Office of Human Resources provides information on how to obtain a copy of the annual disclosure form. This form contains information pertaining to campus security procedures, practices, and crime prevention programs. All employees are encouraged to participate in programs offered by the Public Safety Department.

Crime Prevention Programs

Centenary College provides many crime prevention programs to students, employees and Centenary community members throughout the year. The Centenary Department of Public Safety, Residence Life Office and Health and Counseling Services, offers programs for personal safety, drug and alcohol awareness, theft prevention, sexual assault awareness, and mental health awareness. Some programs overlap and are coordinated between multiple departments and some programs are department specific and occur during the same period each year, such as Alcohol Awareness Week or National Depression Screening Day.

The Centenary Department of Public Safety (DPS) participates in Residence Assistant training and addresses topics pertaining to prevention of crimes and how they should respond to reports of crimes, as well as their responsibilities as Campus Security Authorities. DPS staff also host or participate in crime prevention discussions with students during new student orientation, in open forums for community engagement, and in residence area meetings to address students on a smaller scale. During these events, Department of Public Safety personnel explain the College's crime prevention, security, and safety measures and procedures, as well as sexual assault awareness. Members of the Centenary College Department of Public Safety also conduct Crime Prevention, Security Awareness, and Safety presentations when requested by various campus groups, including student organizations and employees. During these presentations the following information is typically provided: crime prevention tips; alcohol and drug awareness and their association with crimes, sexual assault awareness, statistics on crime at Centenary College and nationwide, available resources for victims of domestic violence, dating violence, stalking and sexual assault, and information regarding campus security procedures and practices, including encouraging participants to be responsible for their own security and for the security of others on campus.

In addition, the Centenary Department of Public Safety participates in campus organization fairs multiple times each year and sets up a table with information on the services and programs that the department has to offer, as well as information on crime prevention. The display table is staffed by an officer in order to provide an opportunity for Centenary Department of Public Safety staff to hand out safety related information, as well as to answer individual questions for students, staff, parents, and potential students.

The Centenary Department of Public Safety also ensures that each residence hall suite has a copy of the Emergency Procedures Handbook mounted in an easily accessible location.

New faculty orientation includes the distribution of a Department of Public safety handout that includes crime prevention materials and information regarding the role of the Department of Public Safety and services that are provided.

Programs and Events

During the 2017 calendar year, the Centenary Department of Public Safety conducted more than 30 events and presentations; set up and staffed crime prevention display tables 6 times, and made individual presentations for athletic teams, Greek houses, and residence hall floors. The Office of Student Development conducted more than 100 events regarding alcohol education, community engagement, and personal/campus safety for the Centenary College community. These programs included general crime prevention meetings, programs and discussions about topics such as alcohol/drug abuse, domestic violence, self-defense, fire safety, sexual assault prevention, and theft prevention.

Below is a list of some of the specific programming that the Residence Life staff and student organizations took part in during the 2017:

Title of Program	Focus
How well do you know your roommate?	Community Involvement
Wall of Needs	Community Involvement
Monday Munchies: BYOB Banana Split	Community Involvement
Cupcake Diversity Program	Community Involvement
Happy Jars!	Mental/Physical Health
S'more Values	Community Involvement
Grow Sustainably	Educational/Academic
Diverse College/Collage	Community Involvement
We All Share Common Ground	Community Involvement
Don't Let BOO-ZE scare you	Alcohol Awareness
Donuts & Mid-term Motivation	Mental/Physical Health
Donut Door Decorations	Community Involvement
Door Decorations	Community Involvement
Toilet Talks about Napping	Mental/Physical Health
Mission Possible: Obtain Consent	Community Involvement
House call trick or treat	Common Courtesy
Make Your Own Halloween Candy Bag	Community Involvement
Trick or Treat	Community Involvement
Courtyard Ghost Stories	Community Involvement
Door Decorating Contest	Mental/Physical Health
October Alcohol Awareness Bulletin	Alcohol Awareness
Tutor board	Educational/Academic
Do's and Donuts with Reeg	Personal/Campus Safety

Mingling with MENA	Educational/Academic
How to relive some stress for finals	Mental/Physical Health
Sexual Assault Toilet Talk	Personal/Campus Safety
Ping Pong Tournament	Community Involvement
Tofu Festival	Community Involvement
Arranged Marriages: a Viewing of the Independent Film "Arranged" and a Talk about Middle Eastern Culture	Educational/Academic
Christmas door decs and hot cocoa mix	Community Involvement
Final Tips with Anthony and Jada	Educational/Academic
Study Party	Educational/Academic
Study packs	Educational/Academic
Moving Out Reminder Toilet Talk	Educational/Academic
Desserts for the Stressed	Mental/Physical Health
Piñata Party!	Mental/Physical Health
It's Condom Sense - Valentine's Day Program	Educational/Academic
Encouraging Notes for the CRI kids - Valentine's Day Program	Community Involvement
Valentine's Check List	Community Involvement
Your RA Valentine	Community Involvement
French Dinner	Community Involvement
Monday Munchies: Square Up Waffle Bar	Community Involvement
Valentine's Party	Community Involvement
Trials and Triumphs Trivia Night	Community Involvement
Opinion Get Together	Common Courtesy
Informational Neuroscience Flyer	Educational/Academic
Procrastination dummies	Educational/Academic
Love your SELFie	Mental/Physical Health
Bulletin Board (About study tips) & Door Decs	Educational/Academic
Support for Sports	Community Involvement
Diversity is ESSENTIAL	Community Involvement
Drunk Goggles Relay - Alcohol Awareness Program	Alcohol Awareness
Life After College - Psi Chi talk	Educational/Academic
Monday Munchies: Chips and Dip	Community Involvement
March Madness - Sweet 16	Community Involvement
Bulletin Board - 5 Steps A+ Sleep	Mental/Physical Health
Volunteer Opportunities (Learning About The MLK Center)	Community Involvement
Making Friendship	Common Courtesy
Brainteasers	Mental/Physical Health
News about Community Renewal International	Educational/Academic
Frustration Pinata	Mental/Physical Health
A Time to Be Kind + Relax!	Common Courtesy
Pop your stress away	Mental/Physical Health
Kicking Around on Jones Rice	Mental/Physical Health

Game Night	Community Involvement
Picnic on Jones Rice	Community Involvement
Condom Nation Celebration: Exploring the Stigma Around Sex	Mental/Physical Health
Sunday Sundaes	Community Involvement
Hardin Movie Night!	Community Involvement
Bored Board	Community Involvement
Things to do around campus	Community Involvement
Peace	Educational/Academic
Goal Setting	Educational/Academic
Movie Night	Community Involvement
Random Fact Toilet Talk	Educational/Academic
Canvas Collective Painting Party	Community Involvement
Donut Stress	Mental/Physical Health
Sexual Assault Awareness	Personal/Campus Safety
Oreos and "Oh No"s	Personal/Campus Safety
Student discount flyer and poster	Educational/Academic
Alcohol Safety	Alcohol Awareness
Sexual Assault Awareness	Personal/Campus Safety
Marvelous Misfits Burlesque/Vaudeville Show	Community Involvement
Health and Fitness in Shreveport	Mental/Physical Health
Information Session on Sexual Assault with Detective Boucher	Personal/Campus Safety
Sexual assault talk	Personal/Campus Safety
Ice Cream social	Mental/Physical Health
Cookies and Assessment	Community Involvement
Sexual Assault program	Personal/Campus Safety
Sexual Assault with Heather	Personal/Campus Safety
Bored? Game Night!	Common Courtesy
College Pro Tips	Educational/Academic
Pajamas and ice cream, what more could you want?	Community Involvement
Houston Flood Relief	Community Involvement
How well do you know your roommate/suite mate?	Community Involvement
Stress Relief	Community Involvement
Pizza and Movie Night!	Community Involvement
Meet Your Neighbors	Community Involvement

The Health and Counseling Services Department also operates programs throughout the year, including Mental Health Awareness week and National Depression Screening Day. Health and Counseling Services provides monthly resource sheets in the public restrooms in academic buildings which provide learning opportunities regarding sexual health and safety, the effects of drugs and alcohol, relationships and sexual decisions, how to deal with stress, smoking, exercise, self-care tips, and other appropriate topics.

If there is an increase in any one or multiple categories of crimes, the Department of Public Safety may increase programming to raise awareness about these issues and provides additional information to prevent becoming a victim. Programming is adjusted year to year based on previous years' effectiveness, outcomes, and a cost/benefit analysis.

As some programs lose their effectiveness or are cost prohibitive if performed every year, the Department of Public Safety may not operate large scale programs every year. These types of programs include DWI and Texting-while-driving simulators to demonstrate to students the effects of intoxication and distracted driving and burn rooms to demonstrate the danger of not adhering to fire safety procedures in the residence halls.

In order to ensure that crime prevention programming is inclusive of diverse communities and identities, an officer with the Department of Public Safety participates on the Student Success Team and coordinates with the Diversity Committee.

The following is a list of basic programs operated full time throughout the year to reduce or report crime:

Timely Warnings and Crime Bulletins

Timely notice of crimes that occur on campus allow the Centenary community to respond accordingly to reduce their risk of becoming victims of future crime. Global emails are the primary method used to distribute these notices and include safety tips based on the specific types of crime the campus is being notified about.

Campus Escort Program

Centenary DPS provides an escort service using golf carts and police vehicles 24 hours a day, 7 days a week. This program is available to students, staff, faculty, and visitors who request it by calling the 318.869.5000. Escorts are provided to and from locations on campus and to areas within a few blocks of campus, the distance of which is at the discretion of the on-duty officer.

Rape Aggression Defense

Centenary DPS also offers a self-defense program to all members of the Centenary community. The Rape Aggression Defense (RAD) program teaches basic self-defense skills and techniques capitalizing on women's lower center of gravity and greater lower body strength. The program assists women in gaining confidence in their own abilities, as well as making them more aware of their surroundings. DPS staff are also trained to provide courses for men and these courses are available upon request.

Operation ID

This program encourages engraving personal identification numbers on valuable property. Thieves tend to shy away from property that is engraved or permanently marked due to the difficulty in selling it on the "open market." If an item is stolen and later recovered, the identification number will assist law enforcement agencies in locating and returning the property to the rightful owner. This program is on-going and any person interested in having property engraved should schedule an appointment with the Department of Public Safety.

Bicycle Registration

This program encourages students to register their bicycles with the Department of Public Safety. In the event that a bicycle is stolen, this information may aid in its recovery.

VIN Etching

Centenary DPS also offers VIN etching for vehicles. VIN etching is available upon request, free of charge.

Video Cameras

The Centenary Department of Public Safety operates a number of cameras across campus to deter crimes, including at the Student Union Building, Police Department, cafeteria, and some parking lots. These cameras aid in the investigation of crimes and potentially prevent crime by their visible existence.

Card Access

Centenary College operates a card access system on most buildings to provide access to residence halls, the library, and most academic buildings after hours. By reducing unlocked hours of operation for buildings on campus, crime is reduced by unapproved individuals not being able to gain easy access.

Check Ur Ride

Before major academic breaks, the Department of Public Safety offers students and employees the opportunity to have their vehicles looked over for oil and other fluid levels, tire tread wear, repair equipment, and other basic vehicle maintenance checks. Students can also request appointments at any time.

Emergency Blue Light Phones

Centenary College has several emergency phones on campus, most of which are marked with a blue light. These two-way call boxes are located at the main entrance to each residence hall and strategically around campus. They allow an individual in need of assistance to speak directly with an officer via the call box and have a blue strobe light that activates when the emergency button is activated, potentially preventing a crime from occurring.

Campus Crime Hotline

Students and employees can call 866.943.5787 to leave confidential messages regarding reporting of crimes.

Fire Extinguisher Training

The Department of Public Safety and Facilities Services coordinate to provide hands-on fire extinguisher training for all students and staff, utilizing expired fire extinguishers to put out trashcan fires.

Alarm Monitoring

Centenary College contracts with a third party alarm monitoring company to manage an extensive network of intrusion, panic, and fire-alarm systems. While not all buildings are

monitored, all residence hall rooms and common areas of residence halls have smoke detectors that are hardwired and when activated will send an alarm to a 3rd party monitoring company that will dispatch the Shreveport Fire & EMS.

Missing Students Who Reside in On-Campus Housing

If a member of the College community has reason to believe that a student who resides in on campus housing is missing for more than 24 hours, he or she should immediately notify the Centenary Police Department at 318.207.0007 or 318.869.5000. All College officials are required to notify the CPD immediately upon being notified about a missing student. CPD will generate a missing persons report and initiate an investigation.

After investigating the missing persons report, should the CPD determine the student is and has been missing for more than 24 hours, the CPD will notify the Shreveport Police Department and the student's confidential contact. If the missing student is under the age of 18, and is not an emancipated individual, the College will notify the student's parent or legal guardian immediately after the Department of Public Safety has determined that the student has been missing for 24 hours. Should the investigation determine the student is missing prior to 24 hours, these procedures will be implemented immediately.

When a missing persons report is filed on a resident's behalf, the Centenary Police will gather information from the individual reporting the missing person, to include details about the reason for the report and any information that can be gathered about the missing student such as:

- personal description;
- clothing last worn;
- locations where the student may be;
- any vehicle that the individual may have access to;
- information concerning the physical and mental well-being of the student;
- up-to-date photographs;
- any roommates, witnesses, or other persons who may have more information.

The Centenary Police Department may use any or all of the following actions to assist in locating the student and may engage the assistance of other departments on campus to assist:

- calling/texting the resident;
- going to the student's room;
- talking to the student's roommates/suitemates;
- securing a photo of the student;
- contacting known associates;
- sending the student an email;
- checking all possible campus locations the student may be;
- and/or checking the student's vehicle.

In addition to registering an emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by the College in the event that the student is determined to be missing more than 24 hours. Students who wish to identify a confidential contact can do so by filling out the confidential contact form on <https://bannerweb.centenary.edu>. This information is confidential and can only be accessed by authorized campus officials and law enforcement, and will not be disclosed outside of a missing persons investigation.

Alcohol Policy

Centenary College has enacted guidelines and rules regarding the possession, use, or sale of alcohol in order to comply with state law and local law and to establish an academic environment that promotes the health, safety, and welfare of all members of its community. According to Louisiana law, it is unlawful for anyone under the age of 21 to purchase or have public possession of any alcoholic beverage. It is also unlawful to furnish alcohol to someone underage or obviously inebriated.

Use, possession, or distribution of alcoholic beverages in or on any College property, regardless of a person's age, is prohibited except as allowed by the Centenary College alcohol policy. The alcohol policy for Centenary College's residential community permits some Rotary Hall apartments, whose residents are a minimum of 21 years of age, to possess and consume limited quantities of alcoholic beverages, with a maximum of 18% alcohol as recorded by the label strength. No alcohol is permitted in any other residence hall rooms occupied by students. Alleged violations of the College's alcohol policy will be referred to the Office of Student Conduct. Those found in violation must participate in an educational sanction, community service, and/or other disciplinary actions as assigned. The Student Development Office has established guidelines regarding the use, possession and distribution of alcoholic beverages at off-campus and Greek events that are sponsored by College organizations.

The Centenary Police Department has the authority to approve private events where beer and wine may be served to individuals of legal age with positive identification. Approval to serve beer and wine will be granted on designated premises for private College-sanctioned events for a limited period of time. A Centenary Police Officer must be present during all College-sanctioned alcohol events. Any person who exhibits offensive behavior, misconduct, excessive noise or creates a public disturbance on property owned or supervised by the College may be subject to disciplinary and/or legal action.

All students and employees are encouraged to make responsible and informed choices regarding the use of alcohol.

Drug Policy

The possession, use and/or sale of illegal drugs is not only a violation of city, state, and federal laws, it is also inconsistent with and detrimental to the academic process of the College. Consequently, individuals found using, possessing, or distributing narcotics, stimulants, depressants, mind expanding, or other dangerous drugs and/or paraphernalia, except as expressly permitted by law, are subject to disciplinary action and/or possible arrest, imprisonment, or fines. Centenary College complies with the Drug-free Schools and Community Act of 1989 by publishing information regarding institutional policy and sanctions as well as city, state and federal laws concerning the use of alcohol

and illicit drugs in the Appendices section of the Student Handbook online at <https://www.centenary.edu/about/policies-procedures/student-handbook/#AlcoholicBeveragesandOtherDrugs>.

Substance Abuse Educational Programs

Centenary College is committed to the integrated development of the mind, body, and spirit of its students. For this reason, the College assists students, faculty, and staff in finding alternatives to alcoholic beverages for promoting social interaction and stress reduction. The College also provides services and resources for students, faculty, and staff who experience alcohol or drug-related difficulties.

The College affirms its adherence to the following principles:

- The misuse and/or abuse of alcohol beverages and related behavior, such as disorderly conduct, illness due to excessive consumption of alcohol, and destruction of property, pose a danger to individual members of the College community and to the community at large.
- The promotion of alcoholic beverage consumption as the primary focus of on- and off-campus activities is inappropriate because it invites members of the College community to violate the College's regulations and Louisiana law.
- Consumption of alcoholic beverages should only be by persons of legal age and by personal choice.
- Those who choose to consume alcoholic beverages should do so responsibly and in moderation.
- Consumption of alcoholic beverages should not be the main focus of an event or the only means of refreshment at an event.
- The responsibility for proper consumption of alcoholic beverages and for compliance with the laws of Louisiana rests with each member of the College community.

Whether a person drinks alcoholic beverages or uses drugs is a personal decision, but individuals are held personally accountable for their actions.

Keeping yourself informed is an important step in developing a healthy lifestyle and understanding how to cope with problems as they arise.

Students

The College offers numerous health education programs and events annually and students are encouraged to participate. Students found in violation of alcohol and/or drug policies may be required to participate in alcohol and/or drug education programs. In addition, students may be subject to local, state, and federal legal sanctions. Students who may have a substance abuse problem or concern are encouraged to seek assistance from the College Health and Counseling Center. The Counseling Center can conduct an assessment and provide counseling or referrals if necessary.

Centenary College endeavors to develop the character trait of good citizenship in each of its

students. Accordingly, the College encourages you to act responsibly and to consult with the College Counselor if you are aware of a friend, roommate, or classmate who may have an alcohol or substance abuse problem. Remaining silent will not help your friend as substance abuse problems typically escalate without some form of intervention.

The College does not condone violations of those laws proscribing possession, use, or sale of alcoholic beverages and possession, use, sale, manufacture, or distribution of illegal drugs. Members of the Centenary community should know that law enforcement and administrative action, which may include eviction from the residence halls, revocation of other privileges, or suspension or expulsions from the College, may be taken in order to protect the interests of the College and the rights and safety of others.

Employees

Employees experiencing substance abuse-related issues are strongly encouraged to seek counseling services. The Centenary College employee health insurance program contains benefits for some inpatient and outpatient treatment. Employees should contact the Human Resources Department for details. In addition, employees can contact the Counseling Services Office for referrals to outside counseling services. Employees who misuse alcohol or drugs are subject to disciplinary action as well as local, state, and federal legal sanctions.

Resources

A full listing of alcohol and drug education programs, resources, campus and community support, and other information can be found in the most recent Drug Free Schools Notification, Available at the campus Dean of Students Office in the Student Union Building.

A variety of departments sponsor prevention education programs to support and encourage healthy, productive lifestyles. Some sponsors of these programs include:

Health and Counseling Services	869.5424
Residence Life	869.5110
DPS Educational Programs	869.5116
Dean of Students	869.5023

Feel free to contact any one of these departments for information on when their programs will be offered.

You can also contact the local chapters of Alcohol Anonymous and Narcotics Anonymous.

	<u>National Site</u>	<u>Local Site</u>	<u>Local Phone</u>
Alcoholics Anonymous	www.aa.org	www.aacentraloffice.us	318.865.2172
Narcotics Anonymous	www.na.org	http://larna.org	318.677.4344

VAWA Crimes (Domestic Violence, Dating Violence, Stalking, and Sexual Assault) Information and College Procedures

Centenary College prohibits rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, and domestic violence. In the event that a sexual assault, an act of stalking, dating violence, or domestic violence does occur, Centenary College takes the matter very seriously. Centenary College will take steps to stop the behavior, prevent its recurrence, and provide remedies for victims. This document will serve as a resource and guide for victims, individuals who may have victimized others, and any other individual who may have knowledge of these types of crimes.

The College will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in section 16 of title 18, United States Code) or a non-forcible sex offense, the report on the results of any disciplinary proceedings conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a 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.

Centenary College does not discriminate on the basis of sex in its educational programs and sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited whether sexually based or not and including dating violence, domestic violence, and stalking. As a result, Centenary College issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct, including the timeframes for resolution, educational program and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus and when it is reported to a College official. In this context, Centenary College prohibits the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the College community.

Steps to take as a Victim

If you are the victim of sexual assault, dating violence, domestic violence, or stalking, some or all of these safety suggestions may guide you after an incident has occurred.

1. If you are in danger, call 911, whether you are on or off campus. Go to a safe place and speak with someone you trust. Tell this person what happened.
2. You are not alone. Consider securing immediate professional support (i.e. counseling or victim advocacy) to assist you in the crisis. These individuals can keep your information confidential. Both the Centenary Counseling center and the College Chaplain are confidential resources for Centenary students.
3. Seek out a Centenary professional on campus for help to explore service options, and resources available to you. These individuals may not be confidential resources and may have an obligation to notify the Title IX Coordinator as well as submit a Campus Security Authority reporting form. These individuals can:

- Help you contact campus and community resources with whom you can speak confidentially
 - Provide support and resources, and assist you to understand the process of reporting the incident to either Centenary College student conduct and/or the police.
 - Help you notify law enforcement authorities. Victims are not required to report an incident to law enforcement, but campus professionals will assist victims who wish to do so.
 - Assist you to obtain protective orders from local authorities or put in place no contact directives through the Student Conduct Office.
4. For your safety and well-being, pursue medical attention if needed. Being examined as soon as possible is important in the case of sexual assault for preserving evidence. The hospital can assist you in obtaining a medical examination, as well as receive medication to prevent sexually transmitted infections and unintended pregnancy. A list of local hospitals is provided in the resources section.
- To preserve evidence, it is recommended that you do not bathe, shower, douche, eat, drink, smoke, brush your teeth, urinate, defecate or change clothes before that exam. Even if you have already taken any of these actions, evidence may still be recoverable, and you are still encouraged to get prompt medical care.
 - Typically, if police are involved, they will obtain evidence from the scene, and it is best to leave things undisturbed until they arrive. Allow police to secure items in evidence containers, but if you are involved in the transport of items of evidence, such as to the hospital, secure them in a clean paper bag or clean sheet to avoid contamination.
 - If you decide to file a criminal complaint in the future, securing evidence will support your complaint and may also be helpful in obtaining a restraining order.
 - If you have physical injuries, photograph them with a date stamp on the photo.
 - Record the names of any witnesses and their contact information.
 - Try to memorize details (i.e. physical descriptions, names, license plate numbers car descriptions, etc.) of what happened, and if possible write notes to remind you.
 - If you obtain a protective order, notify the Centenary Police so the order can be observed on campus.
5. Even after the immediate crisis has passed, consider seeking support from local counseling or community resources.
6. Victims can report instances of dating violence, domestic violence, sexual assault, or stalking to the director of student conduct, the Title IX coordinator, any employee of the Department of Public Safety or Police Department, Health and Counseling Services, or the campus Chaplain. These individuals and departments can provide you with a Complainant's Rights and Resources document. The College will provide students or employees who report to the College that the student or employee has been a victim of dating violence, domestic violence, sexual assault or stalking, whether the offense occurred on or off campus, with a written explanation of the student or employee's rights and options, including written notification of:
- counseling, health,

- mental health,
- victim advocacy,
- legal assistance,
- visa and immigration assistance,
- student financial aid,
- and other services available for victims both within the institution and the community,
- and the availability of changes to academic, living, transportation, and working situations, or protective measures regardless of whether the victim reports to law enforcement.

Victims can report these instances and other CLERY crimes to any campus security authority as well but these individuals may not have copies of the Complainant's Rights and Resources document.

A copy of the Complainant's Rights and Resources can also be downloaded and printed from the following location: <https://www.centenary.edu/directories/offices-services-directory/public-safety/clery-information/>.

No victim is required to take advantage of these services and resources, but Centenary College provides them in the hope of offering help and support without condition or qualifications. Centenary College maintains privacy in relation to any resources or protective measures offered to a victim, except to the extent necessary to provide the resources or protective measures.

How to Report

Centenary College will investigate reports of domestic violence, dating violence, stalking, and sexual assault promptly and thoroughly. Individuals may file reports in one of the following ways:

1. Contacting the Title IX coordinator by phone or in person at Hamilton Hall, Room 208A.
2. Contacting the Director of Student Conduct for complaints against students or Human Resources for complaints against employees.
3. Calling the Centenary Police at 318.207.0007 or coming into the Centenary Police Department in Centenary Square, Suite 214A.

If a victim makes a report to a department other than the Centenary Police Department, they will be made aware of their option to notify the Centenary Police Department or other local law enforcement authorities. Victims will also have the ability to decline the involvement of law enforcement authorities if they so wish.

If you wish to report confidentially, please see the sections on Limited Voluntary Confidential Reporting and Professional and Pastoral Counselors.

Police Reports

If a victim chooses to make a police report, they may do so by contacting the Centenary Police Department by calling 318.207.0007, emailing dps@centenary.edu, or coming to the Centenary Police Department in Suite 214A of Centenary Square. The initial statement may be taken by

the on-duty officer who will in turn contact his/her supervisor to arrange for an investigating detective or the chief (or his designee) to come to campus to begin the investigation if they are not already there. The investigating agent will provide the victim with a copy of the Complainant's Rights and Resources. The victim will also be made aware of their ability to proceed with their complaint through the legal process, student conduct process, or both. The victim will also be informed that the Title IX coordinator for the College will be made aware of the report of dating violence, domestic violence, stalking, or sexual assault and may begin their own investigation.

In cases of sexual assault, Project Celebration, an advocacy group, would be alerted that we may have a victim at the Department of Public Safety office. The detective, chief (or designee) will interview the victim about the report and, if being within 72 hours of the assault, arrange for the victim to be taken to the hospital for a forensic examination where they will be met by an advocate to assist them.

If the sexual assault, domestic violence, dating violence, or stalking occurred on campus, the Centenary Police Department will investigate the report. If a sexual assault was reported to have occurred on campus, Shreveport Police may be asked to assist. If the crime occurred off campus, Centenary Police will assist the victim with reporting to the law enforcement agency with jurisdiction. Investigations will include interviews with potential witnesses, suspects, and other pertinent individuals, as well as the collection of additional evidence.

In order to offer the student additional resources, including housing and academic changes, the Centenary Police Department may need to involve other campus authorities to a limited degree.

Any public release of information from the report, in order to comply with open crime logs or the timely warning provision of the Clery Act, will not release the names of victims or information that could easily lead to a victim's identification. Irrespective of state law or public records access provisions, information about a victim is maintained privately in accordance with Title IX and the Family Educational Rights and Privacy Act (FERPA).

Evidence Preservation

Victims of crimes of violence, including dating violence, domestic violence, sexual assault, or stalking, should endeavor to preserve any evidence that might be used during an investigation or for obtaining a protection order. Electronic evidence is often helpful, including texts, emails, social media posts, chats, pictures, or any other electronic communication, and should be downloaded and preserved. Any record or log of interaction(s) with the accused will also be helpful in an investigation. Physical evidence on your body or clothing should be documented with photos. Hospital medical staff, a specially trained SANE nurse, can collect other physical evidence through forensic examinations and a PERK kit and provide appropriate follow-up care.

A victim of sexual assault can go to any local hospital emergency room to obtain a forensic examination. Local hospitals' addresses and contact numbers are provided under the Resources for Victims section of this report.

Victims should know that completing a forensic examination does **not** require a police report to be taken but by having a forensic examination done within 72 hours of a sexual assault, evidence can be collected and preserved in case the victim decides at a later date to file a police report. Forensic examinations without a police report are called Blind examinations and only collect the evidence. The evidence is stored by a number assigned to the victim. This evidence is maintained for one year without a police report.

Title IX Investigations

Purpose of Investigation

The Purpose of an investigation is to determine:

- Whether or not prohibited conduct has occurred;
- Whether there is an ongoing risk of harm from further prohibited conduct (and if so, what steps should be taken to prevent its recurrence);
- Whether accommodations for the Complainant need to be put in place to redress the effects of prohibited conduct;
- Whether accommodations or safety measures should be put in place to ensure the safety of the Centenary community;
- Whether the conduct warrants review by the Director of Student Conduct, the Provost's Office or the Director of Human Resources if such review has not been initiated;
- Whether system-wide or local changes to policies, practices, or training should be considered or implemented.

Determination of Undertaking an Investigation

If, after assessing a concern as provided in the "Purposes of Investigation" section above, the Title IX Coordinator determines there is sufficient basis to initiate a Title IX investigation, the Title IX Coordinator or designee will meet with the impacted party, when possible, to provide information about a Title IX investigation. A copy of this policy will be provided to the impacted party. Before beginning an investigation, the Title IX Coordinator will contact the impacted party and request consent from them to proceed with an investigation. An investigation may still go forward even if the impacted party declines to consent, if appropriate, subject to the balancing test provided by the Department of Education, Office for Civil Rights' April 4, 2011 Dear Colleague Letter. That letter states that, in such cases, institutions should balance factors including:

- The seriousness of the alleged harassment;
- The impacted party's age;
- Whether there have been other harassment complaints about the same individual; and
- The respondent's right to receive information about the allegations if the information is maintained by the school as an "education record" under FERPA, 20 US>C 1232g; 34C.F.F. Part 99.

In some instances of domestic violence, dating violence, or stalking that are not forms of gender-based or sexual misconduct, the Title IX Coordinator may refer the matter to another process (such as the student disciplinary process or the Human Resources Office to manage a concern on behalf of the Title IX Coordinator and in lieu of an investigation under this process.

Time Frame of a Title IX Investigation

A Title IX Investigation should normally be completed within 60 calendar days after the College has notice of an allegation of prohibited conduct. The Title IX Coordinator or designee may extend this time frame for good cause, including College breaks.

Investigation Process

- **Assigning an Investigator:** When a determination is made to proceed with a Title IX investigation, the Title IX Coordinator will investigate or will assign an investigator or investigators. The Title IX Coordinator can delegate all or part of his/her responsibilities under this process.
- **Standard of Review:** This Title IX investigation procedure will determine findings of fact using the “preponderance of the evidence” standard (i.e., it is more likely than not that the prohibited conduct occurred).
- **Cooperation:** All Centenary faculty, staff, students, and community members are expected to cooperate in the investigation process, although students have the right not to incriminate themselves.
- **Notice of Investigation:** At the outset of an investigation, the investigator will advise the respondent of the allegations against him or her in writing and will also notify the impacted party in writing regarding the investigation.
- **Opportunity to Participate:** Both the respondent and the impacted party will have an opportunity to respond to the investigation in writing and in a meeting with the investigator. Both parties have the right to request that the investigator meet with relevant witnesses and evaluate relevant documentary or other evidence.
- **Support Persons:** Students or employees may have a support person of their choice to accompany them through the process. A support person may not speak for the student or employee.
- **Evidentiary Determinations:** The investigator has broad discretion in determining whether an offered witness or documentary evidence would be relevant or helpful to a determination.
- **Review of Title IX Coordinator:** In the event the investigator is not the Title IX Coordinator, the investigator may provide a written report to the Title IX Coordinator, as appropriate to assist the decision –maker. In such cases, the Title IX Coordinator will review the report and may request further review from the investigator, or may ask for additional information directly from the parties or witnesses.
- **Investigation Outcome:** Upon completion of the investigation and review of all materials, the Title IX Coordinator or designee will notify each party.

Disciplinary Procedures

Cases involving respondents who are students will be addressed following processes outlined in the Student Handbook. Cases involving respondents who are employees will be addressed following processes determined by the Human Resources Office.

Once the disciplinary process is complete, the parties will be informed, in writing, of the outcome, including the findings, conclusions, sanctions (if any) and the rationale for these decisions. Delivery of this outcome will not be delayed to either party, and should occur as nearly simultaneously as possible, without unnecessarily bringing those in conflict to into close proximity to each other. All parties will be informed of Centenary’s appeal processes, and their rights to either exercise a request

for appeal or comment upon the findings, conclusions, and sanctions (if any). Should any changes in outcome occur prior to finalization, all parties will be timely informed in writing, and they will be notified when the result of the student and/or employee disciplinary process becomes final.

For offenses including domestic violence, dating violence, stalking, and sexual harassment, sanctions range from warnings up to expulsion or termination of employment. Serious and violent incidents and acts of sexual assault usually result in suspension, expulsion, or termination of employment from Centenary College.

Training

Training is provided annually for all Centenary entities responsible for addressing Title IX or VAWA offenses under the Clery Act. Training will focus on domestic violence, dating violence, stalking, sexual assault, sexual harassment, retaliation, and other behaviors that can be forms of discrimination covered by Title IX or the Clery Act. In addition to Centenary College processes to address those behaviors, training will help those decision-makers associated with the process to protect the safety of impacted parties and to promote accountability for those who commit offenses.

Protection for Whistleblowers

Both Title IX and the Clery Act provide protections for whistleblowers who bring allegations of non-compliance with Clery Act and /or Title IX to the attention of appropriate campus administrators. Centenary College does not retaliate against those who raise concerns of non-compliance. Any concerns should be brought to the immediate attention of the Title IX Coordinator and/or to officials of the U.S. Department of Education.

Reviews for VAWA Crimes

The College will provide for a prompt, fair, and impartial disciplinary proceeding from the initial investigation to the final result in cases of alleged dating violence, domestic violence, sexual assault, or stalking. This includes a proceeding that is completed within reasonably prompt timeframes, including a process that allows for the extension of timeframes for good cause with written notice to the accuser and the accused of the delay and the reason for the delay. The reviews will be conducted in a manner that is consistent with the College's policies and is transparent to the accuser and the accused. This will include timely notice of meetings at which the accuser or accused, or both, may be present. It also provides timely and equal access to the accuser, the accused, and appropriate officials of any information that will be used during informal and formal disciplinary meetings and hearings. The reviews will be conducted by officials who do not have a conflict of interest or bias for or against the accuser or accused and who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

Cases Involving Faculty, Staff, or Vendors as Accused

Any behavior deemed to be sexual harassment, domestic violence, dating violence, sexual assault, or stalking by a member of the staff or faculty should be reported the director of Human Resources, directly to the aggrieved party's supervisor (immediate or higher, in cases where the supervisor is the alleged harasser, or to the Provost or College President); students should make a report to the Dean of Students or the Director of Student Conduct.

The Accused will be subject to the investigation authority of the Provost and Dean of the College and the Director of Human Resources under the applicable policies and procedures of the College. Nothing will prevent the Provost and Dean of the College or the Director of Human Resources from conducting or commissioning a prompt, fair, and thorough investigation into allegations against the Accused of a violation of this policy, including, but not limited to Sex/Gender Discrimination and Sexual Misconduct, or from taking interim measures during an ongoing investigation, sanctions, or appeals process. In all cases involving a potential violation of this policy, a preponderance of evidence standard will be applied in determining whether the Accused is responsible for the alleged violation.

Sanctions may include one or a combination of the following disciplinary actions: Verbal Counseling, Written Warning, Suspension without pay, Disciplinary Discharge, Immediate Termination, and/or other sanctions may be imposed instead of, or in addition to those previously specified.

Centenary College does not have an appeal process for the decisions made by the investigating authority.

Cases Involving Students as Accused

Reports of sexual assault, dating violence, domestic violence, and stalking involving only students or where the accused is a student, will be presided over by the Director of Student Conduct or a designee thereof. They will determine, with the evidence at hand, whether to proceed with a review and will likely serve as the sole hearing official, unless a conflict of interest exists or they are unavailable to perform the role in a timely manner.

Any officials presiding over these proceedings will be appropriately trained and will not have a conflict of interest or bias for or against the accuser or the accused. Both the accuser and accused will be given timely notice of meetings at which one or the other or both may be present and the accuser, the accused, and appropriate officials will be given timely and equal access to information that will be used during informal and formal disciplinary meetings and hearings.

A preponderance of evidence will be used to determine whether the accused is held responsible or not responsible. The anticipated timeline from the initial reported allegation of sexual assault, domestic violence, dating violence, and/or stalking to the final written results of the proceedings being made available is approximately sixty days. This time frame allows possible extensions of timeframes for good cause, with written notice to the accuser and the accused of the delay and the reason for the delay.

In all student conduct cases in which the hearing body deems it appropriate to include a sanction of suspension or expulsion, an automatic appeal to review that case follows. Upon completion of deliberations, the hearing body will provide written notification to both the accused and the accuser. Both parties will have one week in which to file a written, final, appeal with the Dean of Students.

Both the accuser and the accused will receive simultaneous notification, in writing, of any change to the result of a review, including if sanctions are delayed until an appeal is completed.

Both the accuser and the accused will receive simultaneous notification, in writing, of when any results

of a review become final.

Advisors

The accuser and the accused will have equal opportunities to have others present, including an advisor of their choice. Advisor means any individual who provides the accuser or accused support, guidance, or advice. Advisors can attend and observe meetings as well as advise the student, but cannot speak for the student. Centenary College is not required to cancel or delay meetings simply because any person could not be present after notification. No party, witness, or advisor is permitted to address or question witnesses or other parties. Any person, including advisors, may be removed or dismissed if they become disruptive or do not abide by the restrictions on their participation. Advisors are not permitted to act as a proxy for students and attend meeting in their absence.

Results of Review

Both accuser and accused will be notified in writing of results from a review simultaneously. Results are defined as any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the College. The results will include any sanctions imposed by the College. At the conclusion of the proceedings, the accuser and the accused will receive simultaneous notification, in writing, of the final result of the proceeding and any available appeal procedures. The written notification will include a rationale for the result and any sanctions imposed, an explanation of how evidence and information presented during the proceedings was weighted, and how the evidence and information support the result and sanctions. The proceedings will be completed in a reasonably prompt time frame.

Sanctions

Sanctions include, but are not limited to, the following: informal warning, formal warning with a letter placed in the student or employee's file, probation, fines/restitution, educational/discretionary sanctions such as writing a paper, loss of privileges, no contact orders, removal from or change to on-campus housing assignment, exclusion or restriction from certain activities and/or certain areas or locations on campus, mandated counseling, conduct probation, interim suspension, conduct suspension, expulsion, and, for employees, or termination of employment.

Administrative Withdrawals

In cases in which a student engages in behavior that poses a danger of causing harm to self or others, or disrupts the learning environment, Centenary College may execute an administrative withdrawal. Students are responsible for conducting themselves in a manner that is not violent or disruptive. When, in the judgment of the College, a student's behavior constitutes a disruption or danger to the living/learning environment which the College seeks to create, or presents a threat to the health or safety of the student or others, the College may intervene.

Administrative withdrawals may be used for, but are not limited to, the following: suicide attempts or statements of suicidal intent; self-mutilation or injury; assault or the threatened assault of students, faculty, or staff; excessive use of alcohol; misuse or excessive use of prescribed medications; criminal activity. Such dangerous and disruptive behavior may be in the form of a single behavioral incident or somewhat less severe but persistent dangerousness or disruptive over an extended period.

The dean of students or a designee will notify the student that an administrative withdrawal is under consideration unless the College, in its sole discretion, determines that the execution of an immediate administrative withdrawal is necessary, should circumstances warrant.

The Student Resource Center or a faculty advisor will discuss the implications of and the procedures relating to an administrative withdrawal and a copy of the policy will be provided to the student.

The dean of students or designee will convene a committee made up of representatives from at least two of the following departments: Athletics, Health and Counseling Services, Human Resources, Public Safety, and/or Student Conduct. The committee must also include either the faculty advisor or a representative from the Student Resource Center. Whenever possible, the student will be permitted to provide additional information regarding the situation.

This committee will review the situation and make a recommendation to the dean of students or designee. The dean of students or designee will meet with the provost, or his/her designee, to make a final decision and the student will be provided with written notice of this decision.

In lieu of an Administrative Withdrawal, the College may impose other conditions and/or requirements under which the student is allowed to remain at the College.

The student may appeal the final decision by delivering a written request for an appeal to the president of the College within ten days of the date of receipt of the decision.

Compliance with this process does not constitute a violation of section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

Protective Measures for Victims

The College will provide written notification of victims about options for available assistance in and how to request changes to academic, living, transportation, and working situations or protective measures. The College will provide such accommodations or provide such protective measures if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

The following range of protective measures is available from the College after an allegation of sexual assault, domestic violence, dating violence, or stalking is made:

- A campus no contact order
- Relocation of housing for the complainant and/or accused
- Reassignment of work study schedule or job location for the complainant and/or accused
- The creation of specified routes and times for complainant and/or the accused regarding accessing specific campus facilities, including the cafeteria, fitness center, library, etc.

- Making personal directory information confidential
- Academic situation changes

Each of these protective measures can be requested from the director of student conduct by students or Human Resources by faculty or staff. These requests may be made on behalf of victim by the Centenary Police Department, if requested to do so. The College is obligated to comply with a victim's reasonable request for a living and/or academic situation change following an alleged sex offense. These decisions are made on a case-by-case basis and, depending on the situation, may or may not require supporting documentation or evidence. Factors that might be considered during this process include but are not limited to the following:

- The specific need expressed by the complainant
- The ages of the those involved
- The severity or pervasiveness of the allegations
- Any continuing effects on the complainant
- Whether the complainant and alleged perpetrator share the same residence hall, class, or campus job location
- Whether other measures have been taken to protect the complainant

The director of student conduct, or designee, possibly in conjunction with the Department of Public Safety and/or the Provost's office, will determine whether the complainant or alleged perpetrator will need their housing to be relocated or have their academic schedules adjusted.

No Contact, Restraining, and Similar Lawful Orders

Centenary College also recognizes and enforces all criminal, civil, and tribal no contact, restraining orders, and other similar lawful orders, as well as those created by the College. A copy of the lawful order will need to be provided to the Centenary College Police Department and the complainant should maintain a copy on them at all times. The Centenary police chief, or designee, may share the protective order with other departments or personnel on campus in order to ensure the lawful order is met. The person protected by the lawful order will be informed of who this information will be shared with and why before it is shared.

Anyone with a no contact, restraining order, or other similar lawful order should not initiate any contact with the individual or individuals listed on the order, in person or through electronic means.

In Caddo Parish, Protective Orders may be applied for from the Caddo Parish Clerk of Court's Office. Forms may be downloaded from <http://www.caddoclerk.com/protective.htm>.

Supportive Measures for Victims

The following range of supportive measures is available after an allegation of sexual assault, domestic violence, dating violence, or stalking is made:

- Confidential counseling and support
- Assistance with general medical services and/or access to confidential medical services
- Academic Support
- Leave of Absence Requests
- Assisting with Title IX

Resources for Victims

The College will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services available, both within the institution and in the community, for victims of dating violence, domestic violence, sexual assault, and/or stalking. Please see the information below and for additional resources and information about complainant's right go to the following site:

<https://www.centenary.edu/files/resources/notice-of-complainants-rights.pdf>

On-Campus

Health and Counseling Center	Rotary Hall, Lower Level	318.869.5466
Centenary Dept. of Public Safety and Centenary Police Department	Centenary Square, Suite 214A dps@centenary.edu	318.869.5116 318.869.5000 (Text) 318.207.0007
Offices of the Title IX Co- Coordinators	David Orr dorr@centenary.edu Fitness Center, Office 103 Caroline Carlton ccarlton@centenary.edu Gold Dome, Office 121	318.869.5080 318.869.5717
Chaplain's Office	Smith Bldg, Rm 206	318.869.5029
Student Conduct	SUB, Basement	318.869.5110
Residence Life (Changes to living area)	SUB, Basement	318.869.5110
Financial Aid (Changes to work situation)	Hamilton Hall, Rm 132	318.869.5137
Provost's Office (Changes to academics)	Hamilton Hall, Rm 217	318.869.5142
Intercultural Engagement (Visa/Immigration assistance)	2910, Rm 16	318.869.5059
Legal Assistance	Centenary College does not offer legal assistance.	

Community Resources

Crisis Center / Advocate	www.projectcelebration.com saccpci@gmail.com	318.227.7900
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Shreveport City Police	1234 Texas Ave., Rm 100	318.675.2150
Caddo Parish Sheriff's Office	501 Texas Street Room 101	318.675.2170
Caddo Crime Victim Advocate		378.681.0870
Caddo Parish Coroner's Office (Sexual Assault Advocate's Office)	2900 Hearne Avenue	318.226.6881
Caddo Parish District Attorney Victim Assistance Program	501 Texas St.	318.226.5908
Child Protective Services		318.676.7622
Elderly Protective Services		318.676.5200
University Health	1501 Kings Hwy.	318.675.6881
Christus Schumpert Highland	1453 E. Bert Kouns Ind. Loop	318.681.5543
Willis Knighton Medical Center	2600 Greenwood Rd.	318.212.4000 Emergency Rm 318.212.4500
Willis Knighton Bossier	2400 Hospital Dr. Bossier City	318.212.7000 Emergency Rm 318.212.7500
Willis Knighton Pierremont	8001 Youree Dr.	318.212.3000 Emergency Rm 318.212.3500
Willis Knighton South	2530 Bert Kouns Ind. Loop	318.212.5000 Emergency Rm 318.212.5500
Louisiana Rape Crisis Center		1.800.656.HOPE (4673)
Louisiana Victim Assistance	www.ojp.usdo.gov/ovc/help/map.la.htm	
Louisiana Rape Crisis Hotline	www.aardvarc.org/rape/states/larp.shtml	
Louisiana Foundation Against Sexual Assault	www.lafasa.org	
U.S Citizenship and Immigration Services	https://www.uscis.gov/ USCIS Application Support	

	Center 1100 East Pleasant Run Road Suite 190 Desoto, TX 75115	
Federal Student Aid	https://studentaid.ed.gov/sa/	

* All addresses listed are for Shreveport unless otherwise noted.

Confidentiality of Victims and Other Parties

Centenary College will protect the confidentiality of all victims of violent crimes, including dating violence, domestic violence, sexual assault, and/or stalking. Personally identifying information about the victim will not be included in the daily crime logs or CLERY statistics. The College will maintain as confidential any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the College to provide the accommodations or protective measures.

Personally identifying information is defined in detail in Section 50002(a) of the Violence against Women Act of 1994 as individually identifying information for or about an individual, including information likely to disclose the location of a victim of DV, DV, SA, or, S regardless of whether the information is encoded, encrypted, hashed, or otherwise protected, including:

- First or last name
- Home or other physical address
- Contact information – postal, email, IP address, telephone, or facsimile number
- Social security number, driver’s license number, passport number, or student identification number
- Date of birth
- Racial or ethnic background, or religious affiliation that would serve to identify any individual

In some cases, the College may need to disclose some information about a victim to a third party to provide necessary accommodation or protective measures. The chief of police, or designee, and /or the director of student conduct, will determine what the minimum amount and type of information about a victim should be disclosed and to whom. The College will only disclose information that is necessary to provide accommodations or protective measures in a timely manner. When it is determined that personally identifying information needs to be shared in order to provide accommodations or protective measures, the victim will be informed prior to doing so. The victim will be informed of what information will be shared, who it will be shared with, and why it is necessary to share that information.

Bystander Intervention

Centenary College encourages everyone to take responsibility for the safety of themselves as well as

others on campus. One way of doing this is through bystander intervention; the safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is the risk of violence, including dating violence, domestic violence, sexual assault, or stalking.

Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options and taking action to intervene.

The main components of bystander intervention are Notice the Incident, Interpret the Incident as an Emergency, Assume Responsibility, and Attempt to Help.

Notice the Incident: In order to intervene in an incident or perceived incident, the bystander must first notice the incident occurring. Centenary asks that all community members keep a watchful eye out for any instances of violence, including dating violence, domestic violence, sexual assault, or stalking.

Interpret the Incident as an Emergency: Bystanders will need to evaluate the situation and determine whether it is an emergency, or at least one in which someone needs assistance.

Assume Responsibility: Bystanders will need to then assume responsibility for taking an action to help. One repeated finding in research studies on helping is that a bystander is less likely to help if there are other bystanders present. When other bystanders are present, responsibility for helping is diffused. If a lone bystander is present, he or she is more likely to assume responsibility. This means that although more people might be present, it will likely be up to you to seize the responsibility to intervene.

Attempt to Help: This help can come in many forms; whether to help the victim leave the situation, confront a behavior, diffuse a situation, or call for support from authorities.

In a situation potentially involving dating violence, domestic violence, sexual assault, or stalking

- Do not be antagonistic
- Avoid using violence
- Be honest and direct whenever possible
- Keep yourself safe
- Keep your phone handy, call for help or document when you can safely do so.
- If things get out of hand or become too serious, contact the police.

Risk Reduction

Risk reduction options are designed to decrease the perpetration of crimes and bystander inaction, and to increase empowerment for victims in order to promote safety and can help individuals and our community address the conditions that facilitate violence, including dating violence, domestic violence, sexual assault, and stalking. Only by actively taking a stance against these issues, stopping

them as or before they occur, and demonstrating that these types of behaviors will not be tolerated can our campus begin to prevent these crimes from occurring.

The Centenary Department of Public safety provides programing for bystander intervention and risk reduction training in conjunction with sexual assault awareness and crime prevention programs throughout the year, including emails, formal and informal meetings with sporting teams, fraternities and sororities, and campus groups, booths at campus fairs, and social media posts. The Department of Public Safety also coordinates with other departments to offer additional outreach programming, including for convocations subjects and speakers.

Sex Offender Registration Information

Incarceration may remove a sex offender from the streets but it does nothing to prevent the offender from committing another crime when released.

The federal Campus Crimes Prevention Act, enacted on October 28, 2000, went into effect on October 28, 2002. The law requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by the State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice, as required, under state law, of each institution of higher education in that state at which a person is employed, carries on a vocation, volunteers services or is a student.

In Shreveport, convicted sex offenders must register with the Caddo Parish Sheriff's Department. This information can be located at <http://www.icrimewatch.net/index.php?AgencyID=54078>.

The Adam Walsh Child Protection and Safety Act of 2006 organizes sex offenders into three tiers according to the crime committed. Tier 3 offenders must update their whereabouts every three months with lifetime registration requirements; Tier 2 offenders must update their whereabouts every six months with 25 years of registration; Tier 1 offenders must update their whereabouts every year with 15 years or registration.

Removal/Non-inclusion of Reports

The College may remove or not include reports in the Annual Security Report's crime statistics for reports of crimes that have been deemed unfounded by law enforcement officials. A crime is considered unfounded for Clery Act Purposes only if sworn or commissioned law enforcement personnel make a formal determination that the report is false or baseless. Only a sworn officer may classify a report as being "unfounded." The number of unfounded crimes, if any, will be disclosed in the Annual Security Report as a separate statistic.

Crime reports can be properly determined to be false only if the evidence from a complete and thorough investigation establishes that the crime reported was not, in fact, completed or attempted in any manner. Crime reports can be determined to be baseless only if the allegations reported did not meet the elements of the offense or were improperly classified as crimes in the first place. A reported crime cannot be designated "unfounded" if no investigation was conducted or the investigation was not completed. Nor can a crime report be designated unfounded merely because the investigation failed to

prove that the crime occurred; this would be an inconclusive or unsubstantiated investigation. As such, for Clery Act purposes, the determination to unfound a crime can be made only when the totality of available information specifically indicates that the report was false or baseless.

A reported crime may not be classified as unfounded because of an investigator's inability to solve a case due to a lack of sufficient evidence, to apprehend a suspect, or to obtain a conviction in court, a victim's unwillingness to cooperate, the fact that the value of property loss involved might be minimal, or the subsequent recovery of stolen property would not result in a case being classified as unfounded.

Definitions of VAWA Terminology

There are numerous terms used by Centenary College in our policy and procedures.

Consent:

Louisiana Definition: the Louisiana Criminal Code book does not define Consent. Statutory age of consent in Louisiana is 17.

Centenary Definition: agreement, approval, or permission as to some act or purpose, esp. given voluntarily by a competent person. Express consent is clearly and unmistakably stated while implied consent is inferred from a person's conduct rather than from his/her direct expression.

Sexual Assault:

Louisiana Definition: Louisiana does not define Sexual Assault, but rather Sexual Battery.

A. 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.

FBI Uniform Crime Reporting Definition: "Sexual assault" means an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting system. A sex offense is any act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

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

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

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

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

Centenary Definition: Centenary does not define these terms. For the purposes of complying with the requirements of this section and section 668.41, any incident meeting the definition is considered a crime for the purposes of Clery Act reporting.

Domestic Violence:

Louisiana Definition: Louisiana does not define Domestic Violence, but rather Domestic Abuse Battery. This is defined as one household member intentionally using force or violence against another household member.

FBI Uniform Crime Reporting Definition: The term “domestic violence” means 1) Felony or misdemeanor crimes of violence committed—

- (i) By a current or former spouse or intimate partner of the victim;
- (ii) By a person with whom the victim shares a child in common;
- (iii) By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
- (iv) 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
- (v) 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.

Centenary Definition: Centenary does not define this term. For the purposes of complying with the requirements of this section and section 668.41, any incident meeting the FBI Uniform Crime Reporting definition is considered a crime for the purposes of Clery Act reporting.

Dating Violence:

Louisiana Definition: Battery of a Dating Partner:

- A) Is the intentional use of force or violence committed by one dating partner upon the person of another dating partner.
- B) 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.
 - c. The frequency of interaction between the persons involved in the relationship.

FBI Uniform Crime Reporting Definition: The term "dating violence" means violence committed by a person

- 1) Who is or has been in a social relationship of a romantic or intimate nature with the victim and
- 2) The existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

For the purposes of this definition-

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

Centenary Definition: Centenary does not define these terms. For the purposes of complying with the requirements of this section and section 668.41, any incident meeting the FBI Uniform Crime Reporting definition is considered a crime for the purposes of Clery Act reporting.

Stalking:

Louisiana Definition: Stalking is the intentional and repeated following or harassing of another person that would cause a reasonable person to feel alarmed or to suffer emotional distress.

Stalking shall include but not be limited to the intentional and repeated uninvited presence of the perpetrator at another person's home, workplace, school, or any place which would cause a reasonable person to be alarmed, or to suffer emotional distress as a result of verbal or behaviorally implied threats of death, bodily injury, sexual assault, kidnapping, or any other statutory criminal act to himself or any member of his family or any person with whom he is acquainted.

FBI Uniform Crime Reporting Definition: The term "stalking" means 1) engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

- (i) fear for the person's safety or the safety of others; or
- (ii) suffer substantial emotional distress.

For the purposes of this definition—

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

Centenary Definition: Centenary does not define this term. For the purposes of complying with the requirements of this section and section 668.41, any incident meeting the FBI Uniform Crime Reporting definition is considered a crime for the purposes of Clery Act reporting.

CLERY Reportable Crimes

Murder

The willful (non-negligent) killing of a human being by another

Negligent Manslaughter

The killing of another person through gross negligence

Sex Offenses

Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent and attempts.

- A. Rape
- B. Sodomy
- C. Rape with a foreign object
- D. Fondling

Sex Offenses (non-forcible)

Any unlawful, but consensual sex act with another person, including attempts.

- A. Incest – consensual sexual intercourse between person who are related to one another within the degrees wherein marriage is prohibited.
- B. Statutory Rape – non-forcible sexual intercourse with a person who is under the statutory age of consent

Robbery

The taking of personal property in the possession of another, from his/her immediate presence, and against his/her will, accomplished by means of force or fear.

Aggravated Assault

An unlawful assault upon the person of another with a firearm, knife or cutting instrument, other dangerous weapon, or by hand, fist, and/or feet intended to cause or causing serious injury.

Burglary

The unlawful entry into a defined structure with the intent to commit a theft or any felony.

Motor Vehicle Theft

The theft or attempted theft of a motor vehicle, including automobiles, trucks and buses, or other motorized vehicles.

Arson

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

Liquor Offenses

The unlawful possession, sale, transportation, manufacturing, furnishing alcohol to a minor (under 21 years), or maintaining an unlawful drinking place. (Does not include public drunkenness or driving under the influence.)

Drug Offenses

The unlawful possession, sale, transportation, cultivation, manufacturing, or maintaining an unlawful place. (Does not include driving under the influence, and/or being under the influence of narcotics/illegal drugs.)

Weapons Offenses

With certain exceptions, the possession or control of any firearm, deadly weapon, illegal knife or explosive device while on Centenary property. (Our residential policy prohibits the possession or control of any fireworks, pellet or BB guns, switch blade knives, nunchakus, billy clubs, or any other deadly weapon.)

Hate Crimes

A criminal act motivated by bias against any person or group of persons, or the property of any person or group of persons because of the ethnicity, race, national origin, religion, gender, sexual orientation, gender identity, or disability of the person or group, or bias based upon the perception that the person or group has one or more of those characteristics

Domestic Violence

A felony or misdemeanor crime of violence committed by:

- A. 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

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, including but not limited to sexual or physical abuse or the threat thereof.

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

Hate Crimes

Larceny – 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.

Destruction/Damage/Vandalism of Property

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.

Primary Crime Statistics

Offense	Year	On Campus	Non Campus	Public Property	Total	Residential Facilities
Murder/Non Negligent Manslaughter	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
Negligent Manslaughter	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
Rape	2017	3	0	0	3	3
	2016	3	0	0	3	3
	2015	3	0	0	3	3
Fondling	2017	3	0	0	3	2
	2016	0	0	0	0	0
	2015	0	0	0	0	0
Incest	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
Statutory Rape	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
Robbery	2017	1	0	1	2	0
	2016	0	0	1	1	0
	2015	0	0	0	0	0
Aggravated Assault	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
Burglary	2017	11	1	0	12	4
	2016	11	0	0	11	8
	2015	1	1	0	2	1
Motor Vehicle Theft	2017	0	0	0	0	0
	2016	1	0	2	3	0
	2015	0	0	0	0	0
Arson	2017	0	0	0	0	0
	2016	1	0	0	0	1
	2015	0	0	0	0	0

*Residential Facility crime statistics are a subset of the "On Campus" category, i.e. they are counted in both categories.

**Not all law enforcement agencies responded to requests for statistics.

Liquor, Drug, Weapons Statistics

Offense	Year	On Campus	Non Campus	Public Property	Total	Residential Facilities
Liquor Law Arrest	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
Drug Law Arrest	2017	0	0	1	1	0
	2016	2	0	0	2	2
	2015	1	0	3	4	0
Weapons Law Arrest	2017	1	0	0	1	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Actions	2017	9	0	0	9	9
	2016	0	0	0	0	0
	2015	2	0	0	2	2
Drug Law Violations Referred for Disciplinary Actions	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	1	0	2	3	1
Weapons Law Violations Referred for Disciplinary Actions	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0

*Residential Facility crime statistics are a subset of the "On Campus" category, i.e. they are counted in both categories.

**Not all law enforcement agencies responded to requests for statistics.

VAWA Crime Statistics

Offense (Not Reported By Hierarchy)	Year	On Campus	Non Campus	Public Property	Total	Residential Facilities
Stalking	2017	4	0	0	4	3
	2016	0	0	0	0	0
	2015	1	0	0	1	1
Domestic Violence	2017	0	0	0	0	0
	2016	0	0	1	1	0
	2015	0	0	0	0	0
Dating Violence	2017	0	0	0	0	0
	2016	1	0	0	1	1
	2015	1	0	0	1	1

*Residential Facility crime statistics are a subset of the "On Campus" category, i.e. they are counted in both categories.

**Not all law enforcement agencies responded to requests for statistics.

Hate Crimes

There were no hate crimes reported for the years 2015, 2016, or 2017.

Unfounded Crimes

There were no unfounded crimes reported for the years 2015 or 2016.

Two crimes were determined by sworn law enforcement personnel to be unfounded in 2017.

Fire Safety Introduction

According to the National Fire Protection Association (NFPA), colleges and universities across the United States average more than 3,300 fires per year. The Campus Fire Safety Right to Know Act is a federal law that requires post-secondary institutions which have on-campus student housing to report fire safety information. This report must be published annually to outline the campus fire safety systems, statistics, policies, and procedures to enable parents and students to make informed decisions regarding fire safety and their choice of institution and/or residence hall.

The 2017 Fire Safety Report includes general information and fire statistics from the previous three calendar years for Centenary College's residence halls and college owned housing that is leased to students or student organizations.

Several statistics are required to be included in the report; the number of fires; fire-related deaths; fire injuries; the cause of these fires; as well as the amount of damage caused by fires. Additionally, Centenary Square is required to report the fire safety features of campus residence halls including sprinklers, fire alarms, and other fire/life safety systems with plans for future improvements to fire safety systems. Finally, Centenary College is required to list the type and amount of fire safety training provided to students and employees.

Any student or employee who gains knowledge of a fire occurring in a campus residence hall should report it immediately to Centenary Police at 318.207.0007.

Housing Fire Systems

Centenary College of Louisiana recognizes that fire safety/prevention systems are essential in all campus buildings but particularly in residence halls. The table below outlines the various systems which are in place in each residence hall and fraternity houses. Questions regarding these systems should be directed to the director of facilities services at 869-5286.

Residence Hall / Housing	Fire Alarm Monitored by Service	Partial Sprinkler System	Full Sprinkler System	Room Smoke Detectors	Fire Extinguishers	Evacuation Placards	Number of Annual Fire Drills
Cline 2911 Centenary Blvd.	X	X		X	X	X	2
Hardin Sexton St.	X	X		X	X	X	2
James Annex Sexton St.	X	X		X	X	X	2
James Proper Sexton St.	X	X		X	X	X	2
Rotary 2911 Centenary Blvd.	X		X	X	X	X	2
Sexton Sexton St.	X	X		X	X	X	2
TKE House 2925 Woodlawn Ave.				X			NA
Kappa Alpha House* 106 E. Washington							NA
Kappa Sigma House* 104 E. Washington							NA

*Although the Kappa Sigma and Kappa Alpha fraternity houses are both nonCampus property, we have included their fire statistics and information as they are used by students for housing and are located directly adjacent to campus.

Tampering with Fire Equipment

It is against the law and the regulations of the College to tamper with fire equipment of any kind. Falsely pulled fire alarms and other forms of tampering with fire equipment are a serious safety issue and each student should accept personal responsibility for reporting anyone who does so. Students found responsible for false alarms or other fire equipment tampering will face serious sanctions up to removal from housing or expulsion, and may also face criminal charges.

Proper Use of Fire Extinguishers

Know the location, type, and proper use of your fire extinguisher.

Location: Check for the locations of fire extinguishers in your residence hall, classrooms and workplace.

How to use:

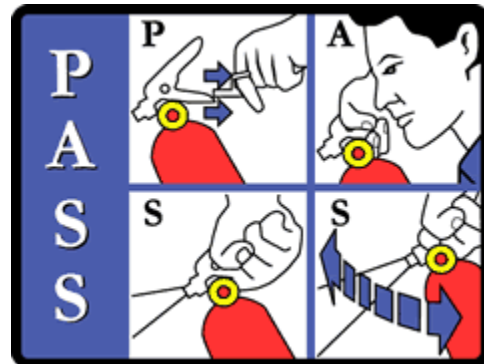
Pull, Aim, Squeeze and Sweep = PASS

P – PULL and twist the pin

A – AIM the Nozzle at the base of the fire, standing about eight feet away

Squeeze – SQUEEZE the handle or trigger to activate the extinguisher

Squeeze – SWEEP the fire from side to side



Fire Safety Education

Several of the Centenary police officers are also CERT (Campus Emergency Response Team) certified by the Office of Homeland Security and Emergency Preparedness. These employees provide hands on training to the Residence Life assistants each fall. At orientation the Department of Public safety conducts training with all incoming freshmen regarding emergency response and evacuation procedures. Residence Life, with the support of the Department of Public Safety, reinforces this training with fire drills for each residence hall in the fall and spring semesters. DPS personnel also provide hands-on training with fire extinguishers that is open to all students and employees multiple times each year.

In the event of a false alarm in a residence hall, an email message will be distributed to building residents, typically the next business day, informing them of the cause of the activation and the reason for the evacuation. The purpose of providing follow-up information is to use those instances as a teaching moment to point out the reason for the alarm activation, the evacuation route, and instructions and guidelines for evacuations.

Residence Life Fire Safety Regulations

General

- The burning of any substance (other than cigarettes in approved outdoor smoking areas) is not allowed in or around the residence halls.
- Multiple socket plugs without surge protectors are not allowed, and multiple-socket surge protectors should not have several high drain appliances in use simultaneously.
- Students in areas where circuit breakers need to be reset may be required to reduce their number of outlets or appliances in use to conform to the capacity of the electrical system.

Candles & Incense

- Candles and incense may not be burned.
- Partially burned candles and/or incense are not allowed in the residence halls.

Appliances

- Appliances with exposed heating elements or hot surfaces (including but not limited to toaster ovens, open electric grills or skillets, halogen lights, and fryers) are not allowed in the residence halls.
- Students may have one microwave (no more than 900 watts) and one refrigerator (under 1.8 amps) per residence hall room.

- Irons, crock pots, and coffee pots are allowed but may not be left plugged in or unattended.
- Space heaters are considered on a case by case basis.

Evacuation Procedures

The fire alarm alerts residents of potential hazards and students living in the residence halls are required to heed their warning and evacuate buildings immediately upon hearing a fire alarm in a facility. Use the nearest stairwell and/or exit to leave the building immediately. Students should familiarize themselves with the exits in the building and if there is a specific stairwell assigned for evacuation of their residence hall room, they should use that exit. The Fire Marshal and Centenary Department of Public Safety employees can levy fines and penalties to individuals who fail to evacuate a building promptly – but a more important reason for evacuating is for safety reasons.

When a fire alarm is activated the elevators in most buildings will stop automatically. Residents should use the stairs to evacuate the building. If you are caught in the elevator, call 318.869.5000 to alert the on duty officer. If the on-duty officer is unreachable, dial 911.

If you hear an alarm sound:

- **Evacuate** the building immediately.
- If smoke is present, keep low to the floor. **DO NOT** use elevators!
- **DO NOT REENTER** the building until told to do so by the Centenary College Police Department or Fire Department personnel.

If flames are observed:

- Sound the alarm by pulling the closest fire alarm. Immediately evacuate the building.
- Go to the nearest phone and call the Centenary College Police Department at 318.869.5000.

If you smell smoke or have any other indication of fire:

- Immediately call the Centenary College Police Department at 318.869.5000.
- Describe what you have observed. Give your name and location.
- Alert other building occupants to prepare for possible evacuation.

Report all fires, no matter how small, to the Centenary College Police Department at 318.869.5000. Some non-residential buildings' fire alarms ring only in the building, and are not monitored by an alarm company. Not all Centenary buildings have an alarm system.

- Give your name.
- Describe the location

Activating a Fire Alarm Station

- Know the locations of fire alarms and extinguishers in advance.
- Manual alarms are activated by pulling down a handle.

You may have to break or lift a piece of glass with the provided hammer prior to pulling the handle.

Emergency Assembly Points

Centenary College has designated a corresponding Emergency Assembly Point for each building on campus. Learn the Assembly Points for the buildings you frequent on a regular basis. Generally, the Assembly Point is the closest large building. Emergency Assembly Points are also noted on Evacuation Placards in the non-residential buildings. **In the event an emergency requires you to evacuate the building you are currently in, report to your designated Assembly Point. Stay there until an accurate head count has been taken and you have received any instructions/directions from campus administrators.** You can then leave the area; however, you may not reenter the evacuated building until the Department of Public Safety or the Shreveport Fire Department has reopened the building. The designated Emergency Assembly Points are listed below:

Residence Halls.....	Student Union	Sam Peters Bldg.....	Student Union
Brown Chapel.....	Magale Library	Smith Building.....	Student Union
Bynum Commons.....	Student Union	Hurley Music.....	Magale Library
Centenary Square.....	Kilpatrick	Anderson.....	Magale Library
Extended Learning.....	Peters Bldg.	Feazel.....	Magale Library
Facilities.....	Gold Dome	Jackson Hall.....	Student Union
Fitness Center.....	Student Union	Magale Library.....	Brown Chapel
Gold Dome.....	Baseball parking lot	Marjorie Lyons	Anderson Aud.
Hamilton Hall.....	Student Union	Meadows.....	Student Union
Student Union.....	Magale Library	Mickle Hall.....	Brown Chapel
		Fraternity Houses.....	Magale Library

If an emergency requires the evacuation of the entire campus, the designated assembly point will be the Wyndham Garden Shreveport located at 1419 E. 70th St., Shreveport, LA 71105.

Fire Log

The Department of Public Safety maintains a daily fire log that records, by the date the incident was reported, all fires reported in residential halls and other on campus on buildings. The logs outline the logistics of the fire (date, time, and location), the nature of the fire, and how the fire was handled.

The Fire Log is open for public inspection at the Department of Public Safety located in Centenary Square, Suite 214A. Our process for maintaining and posting the fire log complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (as amended in October 1998).

To Whom Should a Fire Be Reported?

If a fire occurs in a College building, community members should immediately notify the Centenary Police Department at 318.869.5000. The Centenary Police Department will initiate a response, as the department has a direct contact with the City of Shreveport dispatch and can summon the fire department quickly through this communication link. If a member of the Centenary community finds evidence of a fire that has been extinguished, and the person is not sure whether the Centenary Police Department has already responded, the community member should immediately notify the Centenary Police Department to investigate and document the incident.

Fire Statistics

2017

Residence Hall / Housing	Total Fires	Fire Number	Date	Time	Cause of Fire	Number of Injuries	Number of Deaths	Estimated Value of Property Damage
Cline Kings Hwy.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Hardin Sexton St.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
James Sexton St.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Rotary 2911 Centenary Blvd.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Sexton Sexton St.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
TKE House 2525 Woodlawn Ave.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Kappa Sigma House* 144 E. Washington	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Kappa Alpha House* 106 E. Washington St.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A

*Although the Kappa Sigma and Kappa Alpha fraternity houses are both nonCampus property, we have included their fire statistics and information as they are used by students for housing and are located directly adjacent to campus.

2016

Residence Hall / Housing	Total Fires	Fire Number	Date	Time	Cause of Fire	Number of Injuries	Number of Deaths	Estimated Value of Property Damage
Cline Kings Hwy.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Hardin Sexton St.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
James Sexton St.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Rotary 2911 Centenary Blvd.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Sexton Sexton St.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
TKE House 2925 Woodlawn Ave.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Theta Chi House 2821 Woodlawn Ave.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Kappa Sigma House* 144 E. Washington	1	1	2/20/2016	2321	Bonfire	0	0	\$0-99
Kappa Alpha* 106 E. Washington	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A

*Although the Kappa Sigma and Kappa Alpha fraternity houses are both nonCampus property, we have included their fire statistics and information as they are used by students for housing and are located directly adjacent to campus.

2015

Residence Hall / Housing	Total Fires	Fire Number	Date	Time	Cause of Fire	Number of Injuries	Number of Deaths	Estimated Value of Property Damage
Cline Kings Hwy.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Hardin Sexton St.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
James Proper Sexton St.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Rotary 2911 Centenary Blvd.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Sexton Sexton St.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
TKE House 2925 Woodlawn Ave.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Theta Chi House 2821 Woodlawn Ave.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Kappa Sigma House* 144 E. Washington	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Kappa Alpha House* 106 E. Washington St.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A

*Although the Kappa Sigma and Kappa Alpha fraternity houses are both nonCampus property, we have included their fire statistics and information as they are used by students for housing and are located directly adjacent to campus.

Conclusion:

During the coming year, Centenary College will continue to show its commitment to fire safety by adding additional or improving current auditory alarms to residence halls in order to ensure that alarms can be heard in every restroom, including when in the shower.

We will also have the Louisiana State Fire Marshal's Office continue to perform inspections of our campus in order to address any areas that may not be to code.

Your safety is paramount on our campus, so we ask that you report all Fire Safety concerns or mechanical issues immediately to the Centenary College Department of Public Safety at 318.869.5000 or to the Centenary College Department of Facility Services at 318.869.5286.

A copy of Centenary College of Louisiana's Annual Security and Fire report can be obtained online at <http://www.centenary.edu/dps/safety>. You can also request a hard copy in person at the Department of Public Safety in Centenary_Square Suite 214A or by calling 318.869.5759. The Annual Security Report includes statistics for the previous three years concerning crimes and residence hall fires that occurred on-campus; in certain off-campus buildings or property owned or controlled by Centenary College; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters.