



THE UNIVERSITY *of*
NEW ORLEANS

2022 Annual Security & Fire Safety Report



In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the University of New Orleans is required to distribute the following information to all current and potential students and employees. Please take a moment to read the following information.

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JEANNE CLERY DISCLOSURE OF CAMPUS POLICY AND CAMPUS CRIME STATISTICS ACT

In 1990, Congress passed the Crime Awareness and Campus Security Act (CACSA) amendments to the Higher Education Act of 1965 (HEA). Amendments to CACSA in 1998 renamed the law the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act) in memory of a student who was murdered in her dorm room. In 2013, Congress passed the Violence Against Women Reauthorization Act (VAWA), which included additional amendments to the Clery Act.

The Clery Act requires that all postsecondary institutions participating in title IV student financial assistance programs disclose campus crime statistics and other security information to students and the public. The VAWA amendments added requirements that institutions disclose statistics, policies and programs related to dating violence, domestic violence, sexual assault, and stalking among other changes.

The Campus Security Act requires colleges and universities to:

- Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. The statistics gathered from campus police or security, local law enforcement, and other university officials who have significant responsibility for student and campus activities. This information can be found on the “Campus Crime Statistics” section of the UNO Department of Public Safety website, <http://www.uno.edu/upd/>.
- Provide “timely warning” notices of those crimes that occurred on campus, or within the patrol jurisdiction of campus police or campus security department. This information can be found on the “Crime Log” at the UNO Department of Public Safety website, <http://www.uno.edu/upd/>.
- The University of New Orleans Department of Public Safety is responsible for preparing and distributing this report. The Department worked closely with a variety of university departments and organizations to develop and compile the information contained within this annual report.
- Publish an annual report every year by October 1st that contains three years of campus crime statistics and certain campus security policy statements.

The UNO community is encouraged to use this report as a guide for safe practices on and off campus. In accordance with the United States Code of Federal Regulations Title 34, Part 668.46(c) (1), this 2022 Annual Security and Fire Safety Guide is available online at the UNO Department of Public Safety website, <http://www.uno.edu/upd/>.

To request a paper copy of this Annual Report:

In Person – UNODPS office, 234 Computer Center, Monday-Friday, 8:00am-4:30pm

By Mail – UNODPS office, 234 Computer Center, 2000 Lakeshore Drive, New Orleans, Louisiana, 70148

By Email – unopd@uno.edu

By Phone – 504.280.6371

UNO DEPARTMENT OF PUBLIC SAFETY

Mission

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

Authority of the UNO Department of Public Safety

Revised Statute 17:1805

§1805. Authority of university or college police officer

- A. (1) Those persons who are university or college police officers responsible for maintaining general order and exercising police power on the campus of a state-supported or a private college or university shall be designated as university or college police officers.
- (2) Each such person named as a police officer by the president of the college or university shall be commissioned as a university or college police officer by the Department of Public Safety and Corrections or as provided in Subsection E of this Section. Such commission shall remain in force and in effect at the pleasure of the employing college or university.
- (3) While in or out of uniform, these police officers shall have the right to carry concealed weapons and to exercise the power of arrest when discharging their duties on their respective campuses and on all streets, roads, and rights-of-way to the extent they are within or contiguous to the perimeter of such campuses. In the discharge of their duties on campus and while in hot pursuit on or off the campus, each university or college police officer may exercise the power of arrest. For purposes of R.S. 14:40.8, the right of university or college police officers to carry a concealed weapon and to exercise the power of arrest when discharging their duties shall extend to alleged acts of hazing committed by members of an organization that is organized and operating at the university or college for which the police officer is commissioned regardless of the location where the alleged acts occurred.
- (4) Each such police officer shall execute a bond in the amount of ten thousand dollars in favor of the state for the faithful performance of his duties. The premium on the bond shall be paid by the employing institution.
- B. Any person arrested by a college or university police officer, in the exercise of the power granted pursuant to Paragraph (A)(3) of this Section, shall be immediately transferred by such officer to the custody of the sheriff or city police wherein the arrest occurs.
- C. On and after January 1, 1975, no person shall be commissioned as a college or university police officer, unless prior to such commissioning the person has, as a minimum requirement, completed and graduated from the six-weeks program of the Basic Law Enforcement Training Academy of Louisiana State University and Agricultural and Mechanical College or possesses equivalent training or experience.
- D. Upon authorization by the chief administrative officer of the educational institution, a college or university police officer shall have authority to discharge his duties off campus as follows:
- (1) If engaging in intelligence gathering activity.
 - (2) When investigating a crime committed on campus or when investigating the crime of criminal hazing

committed off campus by members of an organization that is organized and operating at the college or university for which the police officer is commissioned.

- (3) When transporting prisoners in furtherance of duties as set forth in this Section.
 - (4) When transporting money, securities, or other valuables on behalf of the college or university.
 - (5) While providing security or protective services for visiting dignitaries to the college or university both on and off the campus.
 - (6) If specifically requested by the chief law enforcement officer of the parish or city.
- E. Notwithstanding any of the provisions of this Section to the contrary, any state supported or private college or university situated within the territorial limits of the city of New Orleans may, at the option of the college or university, have its campus police officers commissioned as university or college police officers by the city's police department, rather than the Department of Public Safety and Corrections, upon complying with the requirements and regulations as may be prescribed by the city's police department for the commissioning of special officers. Such commissions issued by the city's police department shall confer upon such campus police officers all rights and privileges as are enumerated in this Section with respect to officers commissioned through and by the Department of Public Safety and Corrections; provided, however, that such officers shall not be entitled to supplemental pay for municipal police officers.
- F. Notwithstanding any provision of this Section to the contrary, on July 1, 1991, and thereafter, no person shall be commissioned as a university or college police officer by the Department of Public Safety and Corrections or as otherwise provided in Subsection E of this Section until there has been a determination made by the commissioning authority that the particular public or private college or university naming the police officer is in compliance with the provisions of R.S. 17:3351(C), or, in the case of a private college or university, is in compliance with substantially similar requirements adopted by the particular institution, relative to reporting certain statistics on reported criminal offenses, adopting certain written security policies and procedures, and publishing certain such policies and procedures.
- G. Each person who is employed as a full-time college or university police officer may carry a concealed handgun, whether in uniform or not and whether on or off duty, provided the person meets the requirements for college and university police officers set forth in this Section and is certified by the Council on Peace Officer Standards and Training.
- H. On and after January 1, 2016, each person who is employed as a full-time college or university police officer shall complete a sexual assault awareness training program as provided by the Council on Peace Officer Standards and Training pursuant to R.S. 40:2405.8.

Acts 1968, No. 529, §§1, 2; Acts 1974, No. 269, §1; Acts 1978, No. 754, §1; Acts 1979, No. 594, §1; Acts 1981, No. 874, §1; Acts 1984, No. 478, §1; Acts 1990, No. 916, §1, eff. July 25, 1990; Acts 1991, No. 289, §8; Acts 1995, No. 1192, §1; Acts 1997, No. 508, §2; Acts 2011, 1st Ex. Sess., No. 41, §1, eff. June 12, 2011; Acts 2015, No. 152, §1, eff. June 23, 2015; Acts 2019, No. 382, §2.

Reporting a Crime

It is the responsibility of each member of the UNO community and his/her guests to contact the UNO Department of Public Safety 504.280.6666 in a timely fashion to report any criminal or questionable activities on campus. University Police Officers take an active role in ensuring a safe campus by providing both foot and vehicular patrols. University Police Officers respond to calls for service via radio communications to ensure a timely response. With each reported incident, an appropriate investigation will take place. Other law enforcement agencies, such as the New Orleans Police Department, the Orleans Levee District Police Department, the FBI, and other university police departments, may be consulted for specific case resolution.

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

Call the UNO Department of Public Safety at 504.280.6666 or from one of the blue light Emergency phones located on the main campus. Stay on the line so we can get the information we need to respond to your call so an officer will be dispatched more quickly. You may also come by the Department of Public Safety office location at 234 Computer Center Building on campus. We are staffed 24 hours a day.

Releasing Crime Information

Under special circumstances, the University Department of Public Safety shall release information involving serious incidents to the University community without delay. Information on recurring crimes shall be issued by special release whenever it is deemed appropriate. Reports of open and/or active cases will not be released if it could prejudice or compromise the investigation of a crime or incident. In these cases, a brief oral or written gist of the incident may be furnished to the appropriate representatives.

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

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

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

Off-Campus Student Organizations

The UNO Department of Public Safety does not provide law enforcement services to the recognized student organizations whose residence is off campus. Law enforcement services, such as responding to calls for service at the location, are provided by the New Orleans Police Department. The UNO Department of Public Safety

maintains a working relationship with the New Orleans Police Department and other law enforcement agencies and will assist with notifications in the event law enforcement services are needed.

Where to Get Up-To-Date Crime Data

From the UNO Department of Public Safety website at <http://www.uno.edu/upd/> This site has links to the Crime Statistics, and the Daily Crime Log.

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

Timely Warnings

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

Some of these alerts are posted on the UNO Department of Public Safety website, <http://new.uno.edu/upd>.

Timely Warnings include:

- the Privateer Alerts System
- the Daily Crime Log
- the Daily Fire Log

Timely Warnings may also be broadcasted through the UNO Public Relations email announcements.

Privateer Emergency Alerts System

- To sign up for the Privateer Alerts students, faculty and staff with a uno.edu email address can log- in to: <http://myapps.uno.edu> and click on the “Privateer Alerts” icon.  Privateer Alerts
- Non UNO users can sign up at: <https://uno.omnilert.net/subscriber.php>

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

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

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

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

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

The Rave Guardian Mobile App and Anonymous Reporting

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

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

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

How does the Rave Guardian App work?

Register and set up an account: Users can add their name, campus address, medical notes and other pertinent information for campus safety in case of emergency. Download the app from the App Store or Google Play by clicking: www.ravemobilesafety.com/rave-guardian-app/. Then follow the instructions in the app for setting up your account.



Easy Emergency Communication: In an emergency, a one button call to the UNO Department of Public Safety will display the user's Guardian profile and current location.



Add & Message Guardians: By adding roommates, friends, and family to their network, users can feel safer when walking alone, on or off campus. Guardians can also be messaged directly through the app. **Set a Safety Timer:** In the event a student feels unsafe, they can set a timer with their current location, indicating where they are going and when they should arrive. In the Event they do not make it there and de-active the timer, Guardians and/or the UNO Department of Public Safety will be immediately alerted.



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

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

You can learn more at www.ravemobilesafety.com/rave-guardian-app/

SECURITY AWARENESS AND ACCESS TO CAMPUS FACILITIES

Access to Administrative and Academic Buildings

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

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

necessary, the University Department of Public Safety provides access for approved scheduled activities during these periods.

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

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

Pontchartrain Hall Dormitory Access

The suite doors at Pontchartrain Hall are card only Saflok locks; the students residing in the suite must have their ID card programmed for the door to gain access to the suite. Throughout the lifespan of the lock, the lights on the lock may flash as a signal to the person presenting their card to the lock. Submit a maintenance request if you are experiencing trouble with your suite door lock.

Should a maintenance issue arise in your unit, please report the issue within the Residential Life app at myapps.uno.edu.

- Select Residential Life app.
- Select "RCR/Damages" in the left-hand menu and select "Maintenance Requests." From here you can enter requests for your suite.

For an after-hours maintenance emergency, please contact the front desk of your hall and submit a maintenance request. Pontchartrain Hall North-504.280.7777 or Pontchartrain Hall South-504-280-7739.

Common Lock Issues:

- **Slow blinking of the lights:** Battery is Low.
- **Red and green lights flash alternately:** Replace Battery
- **Simultaneous red and green flashing:** clock Needs to be Reset
- **Flashing yellow 1-2 times:** Incorrect Card.
- **Quick red light:** Improper Use of Card.
- **Quick Red and Yellow Light:** Cannot Read Code; Lock is Damaged/ Needs Cleaning.

Lafitte Village Access

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

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

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

Privateer Place Access

Access to Privateer Place is by the use of a issued fob/key which contains the resident's personal electronic code. Residents' acceptance and use of the access fob/key is subject to compliance with the following guidelines:

- A. Immediately report lost or stolen fob/key to us. Your number can then be programmed out of the computer
- B. to prevent unauthorized use of the fob/key. Lost, stolen or damaged fob/key will be replaced for a \$50.00 charge. This charge offsets the cost of the fob/key and the cost of reprogramming the computer.
- C. Your right to use the access fob/key ends when your lease ends or is terminated. You must return all fobs/keys at that time. If you fail to return the fob/key when your lease ends or is terminated, you will be charged \$50.00.
- D. Do not let other people use your fob/key. Do not duplicate any fob/keys.
- E. Mere possession of a fob/key does not necessarily confirm right of entry. Therefore, please do not assist someone who appears to be having difficulty gaining entry. Please do not let someone whose access privileges have been revoked, or guests of others, enter the property with your fob/key.

SAFETY AWARENESS AND EDUCATIONAL PROGRAMS

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

Student Orientation Programs – At the beginning of school semesters, safety educational programs may be offered for such groups as international students, housing students, and new and transfer students.

Coffee with a COP Program – This event was implemented by the UNO Department of Public Safety in 2013. The Coffee with Cop Program is held at various times each semester and affords UNO students, potential students, and parents time to spend with the UNO officers who patrol the campus. It is an informal gathering where coffee and other refreshments are served in a friendly atmosphere, and the UNO community can interact one-on-one with its police officers.

RAD Classes (Rape Aggression Defense) – The UNO Department of Public Safety periodically holds RAD (Rape Aggression Defense) classes during the school semesters. The Rape Aggression Defense System is a program of realistic, self-defense tactics and techniques. The RAD System is a comprehensive course for women that begins with awareness, prevention, risk reduction and avoidance, while progressing to the basics of hands-on defense training. RAD is not a Martial Arts program. Our courses are taught by certified RAD Instructors and provide you with a workbook/reference manual. This manual outlines the entire Physical Defense Program for reference and continuous personal growth. For more information and scheduling contact any of the following UNO Department of Public Safety certified trainers at 504.280.6371.

2022 ANNUAL SECURITY AND FIRE SAFETY REPORT

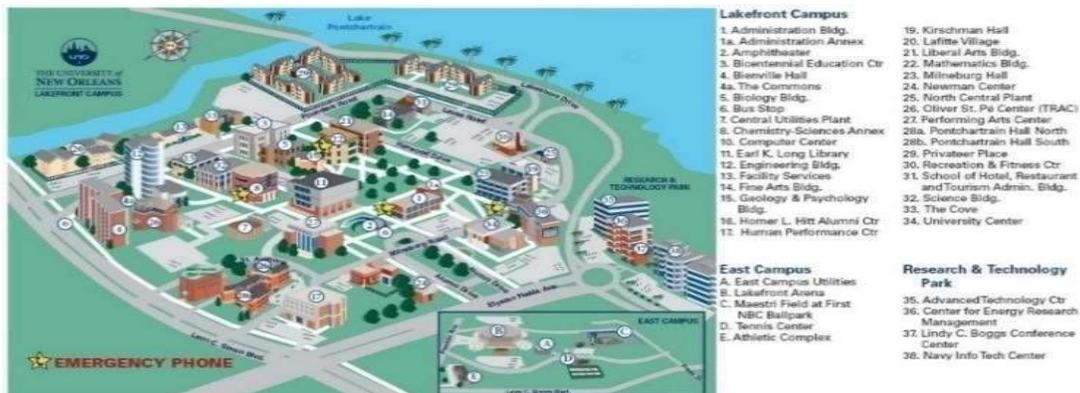
Campus Emergency (Blue Light) Phone System – Emergency phones with an attached blue light allow any person direct campus police access by pressing the call button on the phone poles located throughout the campus. The blue light signals the location of the person for easy identification. The campus map below contains the emergency phone locations.

There are four (4) emergency blue light phones located on campus (see map) which are directly linked to the UNO Department of Public Safety.

- East side of Science Building across from Engineering Building parking lot
- Friendship Circle Courtyard near Biology Building
- Between Library and Administration Building
- In front of Milneburg Hall

When the call button is pushed, the blue light will be activated alerting those in the immediate area that a potential problem exists. The phone will automatically dial the UNO Department of Public Safety, and a Public Safety dispatcher will answer immediately. The blue light phones can be used to report a crime in progress, a suspicious person, a medical emergency, or a fire.

How to use: At all blue light phones simply press the call button. The phone will be immediately connected to the UNO Department of Public Safety dispatcher. Once on the line with the dispatcher, be prepared to answer questions concerning the nature of your emergency. A police officer will be immediately dispatched to your location. If possible, please stay on the line with the dispatcher until an officer arrives.



Student Housing Security and Precautions

UNO Department of Public Safety Programs

- 24-hour full-service police department responding to emergency calls (police, fire, rescue, ambulance)
- Security escorts by uniformed police officers (24 hours)
- Outdoor emergency phones to call escorts or summon police

- Surveillance cameras that monitor selected on-campus locations Text and Alerts to provide emergency notifications. To register for Privateer Emergency Alerts students, faculty and staff with a uno.edu email address can log- in by clicking: [My Apps Login](#) and click on the “Privateer Alerts” icon.
- Non UNO users can sign up at: <https://uno.omnilert.net/subscriber.php>
- Crime prevention programs
- Crime statistics reported annually in compliance with federal regulations

Bicycle Security Precautions

- Register your bicycle with the office of Residential Life. Bring your bike serial number and University ID.
- Do not store bicycles in your room, on landings, or in stairwells.
- Secure your bicycle outdoors with a high-quality bicycle lock, securing both the wheel and frame.
- Use outdoor bicycle racks; don't lock bicycle to railings, lamp posts, ramps, handrails, etc.

Bomb Threats

All bomb threats reported to the University are taken seriously.

If a bomb threat is received:

- Notify the Department of Public Safety to report the emergency
- Notify Office of Residential Life staff

The University Department of Public Safety will respond to your location and assess the bomb threat. Once the officers have assessed the situation, then the officers will initiate appropriate action. The University officials will decide if an evacuation needs to occur, when it will occur, and how the evacuation will be announced, and residents notified to evacuate. The notification to evacuate may be accomplished by activating the building fire alarm system or University officials may decide to choose an alternate method of evacuation notification, such as University Siren System, phone, door-to-door, based on the circumstances and after assessing the situation of the particular bomb threat incident.

Inclement Weather

Emerging Inclement weather conditions are monitored by University Safety Personnel. Students are encouraged to plan ahead for their evacuation plans in the event of a hurricane nearing New Orleans. While limited spaces are available within the University evacuation protocols, students who do have available resources to evacuate with family and friends are encouraged to do so. Campus evacuations and closures will be communicated thru the university email and text alert services.

Early Warning System

The campus Early Warning System is designed to provide instant notification to students, faculty, and staff of imminent dangerous conditions.

In an emergency, sirens around campus will sound continuously for at least three minutes.

If you ever hear the Early Warning siren:

- If in your residence hall or apartment, stay inside/in your room, and seek information from university alerts.

- If outdoors, seek shelter inside the closest building.
- When danger has passed, an “ALL CLEAR” will be given through the University’s Privateer Alert System

Text and Email Alerts

Another means of notification is available to those who subscribe to Privateer Alerts that sends text messages, in an emergency, to your email, mobile phone, or other text enabled device.

Wellness Concern

When residents’ family/friends report concerns about student welfare to Office of Residential Life staff, our staff will take steps to respond to the report that include attempting to contact the student and notifying the University of New Orleans University Department of Public Safety to assist with contacting the student. Per federal law, you have the right to confidentially register the name and contact information of an individual who you would like to have contacted (within 24 hours) if it is determined that you have been missing from the campus and your whereabouts unknown for a period of 24 hours or more. You can register the name and phone number of this contact person visiting the Office of Residential Life and updating your emergency contact card. For students under the age of 18 (who are not emancipated individuals), the Office of Residential Life is required to notify your custodial parent or guardian (within 24 hours) if it is determined that you have been missing from the campus and your whereabouts unknown for a period of 24 hours or more.

Public Health Concern

The Office of Residential Life follows the University of New Orleans Communicable Disease Emergency Plan in the event of a public health concern arising in the Greater New Orleans area. The department may update published policies as needed in response to such an event such as restricting guest policies, minimizing occupancy in public spaces within the halls, requiring the use of facial coverings and more. Students will be notified of updates to the policies via email and within the handbook published to the Office of Residential Life website.

Prohibited Activities in Student Housing

- Possession or use of any weapon including but not limited to: firearms, BB guns, air guns, paint guns, toy weapons, switchblades, of knives with a blade longer than 5 inches.
- Causing physical harm or a reasonable expectation of physical harm to any person.
- Harassing or threatening any person so as to interfere with that person’s ability to sleep, study, or be present in one’s own room or residence hall.
- Possession, use, sale, or provision of any controlled substance, illegal drug, or related paraphernalia.
- Theft of property or services; knowing possession of stolen property; unauthorized removal or possession of property or furnishings from common areas or other suites.
- Possession or use of alcohol by anyone under 21 years of age; sale or provision of alcohol to anyone under 21 years of age; possession of alcohol in public areas or common sources of alcohol.
- Interference with or obstruction of Residential Life or University officials in the performance of their duties; provision of false information to officials; failure to comply with directives from officials.

- Engaging in noisy, disorderly, or disruptive behavior, which interferes with others' abilities to sleep, study, or be present in one's own room or residence hall; or creates an avoidable urgent situation to which University officials are required to respond.
- Destroying, damaging, or defacing University property or private property of others (including installation of unauthorized appliances, equipment, locks, chains, and modifications of room walls, furniture, paint, etc.)
- Misuse of identification; possession, presentation, sale, distribution, or manufacture of false identification.
- Failure to comply with guest policies.
- Failure to monitor guests' behavior in order to assure adherence to the *guest policy*.
- Unauthorized entry into any secured, or restricted residence hall space.
- Misuse or unauthorized possession of room keys, building keys, or access cards.
- Misuse of University-owned and/or personal computers, phones, telecommunications or network systems.
- Violation of a written agreement with roommates, apartment/suitemates or other residents developed under the supervision of Student Housing.
- Bringing or housing an animal inside a residence hall (excluding authorized Emotional Support Animals approved through the Office of Disability Services and Service animals which do not need approval).
- Using, possessing, charging, and/or storing of electronic skateboards, including self-balancing hover boards/scooters and other similar equipment is prohibited in all University residence halls
- Obstructing or impeding entrance to or egress from a residence hall.
- Renting, subleasing, or loaning of a residence hall space.
- Violations of Office of Residential Life policies and procedures published in the Terms and Conditions of the Housing Agreement, the Resident Handbook, and/or policies posted within the residence halls.

ALCOHOL AND DRUG POLICY

The University is committed to providing a workplace free from the misuse of drugs or alcohol and seeks to make its employees aware of the dangers of drug and alcohol abuse as well as the availability of drug counseling, rehabilitation, and employee assistance through various communications media available to it. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the workplace is prohibited as is the illegal or unauthorized possession and/or consumption of alcohol. Workplace shall include any location on university property in addition to any location from which an individual conducts University business while such business is being conducted.

The University recognizes that employees may have difficulties with drug abuse, which are not immediately obvious in their job performance, but which they wish to find help in controlling. Employees in this situation may approach their supervisor, the Employee Assistance Program (EAP) Coordinator or the Office of Human Resource Management in confidence for help in obtaining a referral to an independent, professional drug and alcohol counselor.

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited at the University. Violation of this policy is subject to disciplinary action or termination of employment.

Federal law requires that employees working on certain projects who are convicted of any federal drug statute violation on campus must inform the University no later than five days after the conviction, and that the University must take appropriate action as a result of the information, up to and including termination of employment.

Any employee who may be subject to this reporting requirement should provide any potentially pertinent information to the Office of Human Resource Management so that coverage and appropriate actions may be determined.

Substance and Alcohol Abuse (Employees): “It is the policy of the University of New Orleans that the unlawful manufacture, distribution, dispensation, use, possession, trade, or transfer of illegal drugs, the improper use of legal drugs, intoxication, or impairment from consumption of alcoholic beverages, or consumption of alcoholic beverages by employees while on duty or being under the influence of alcohol while on duty is strictly prohibited. This policy applies: during all working hours; whenever conducting business or representing the university; while on call; while on paid standby; while on university property; and at university-sponsored events. Violations of this policy shall result in disciplinary action against an employee, up to and including termination. As a condition of receiving federal funds, each employee to be engaged in the performance of such a contract shall be given a copy of this policy. Additionally, as a condition of employment, all employees are required to abide by this policy and to notify their department head of any criminal drug statute conviction no later than five days after such a conviction”.

Drug Free Campus - The University prohibits the possession, use, distribution, transportation or being under the influence of illicit drugs on campus. If a student is found on campus with illegal drugs, that student is liable for sanctions, ranging from probation to expulsion from the University. Other sanctions that may accompany disciplinary status include attending educational seminars, substance use/abuse assessments, and/or community service. The University policy for students on the possession, use, distribution, transportation or being under the influence of illicit drugs on campus is ground in the Student Handbook and the Student Code of Conduct, the Registered Student Organization Handbook.

The following are considered to be evidence of drug policy violations and sufficient grounds for disciplinary action based on the Student Handbook and the Student Code of Conduct, the Registered Student Organization Handbook, and the Employee Handbook:

- Illegal manufacture, sale, distribution, possession, being in the presence of, or use of narcotics, barbiturates, central nervous system stimulants, marijuana, sedatives, tranquilizers, hallucinogens, any other controlled substances/derivative without a legitimate prescription, and/or other similarly known drugs and/or chemicals. Having drugs in your personal vehicle and residence constitutes possession, regardless of ownership;
- In the presence of illegal drug use;
- Exchange/sale/barter of illegal drugs;

- Deceptive distribution of drugs (doping).

University of New Orleans fully supports the federal and state statutes prohibiting the possession, use, and distribution of illicit drugs on or off campus. Violators of these laws are subject to criminal prosecution, and to disciplinary action by University of New Orleans.

Louisiana Drug Laws

GHB and Ecstasy/MDMA – Louisiana Criminal Code, Revised Statute Title 40, Section 966 The possession of GHB or ecstasy/MDMA is punishable by up to 10 years imprisonment and fine up to \$5,000 for possession and between 5-30 years imprisonment (at least five without parole) and up to \$50,000 fine for the manufacture or distribution of GHB or ecstasy/MDMA.

Marijuana and Synthetic Marijuana – Louisiana Criminal Code, Revised Statute Title 40, Section 966 First offense possession of marijuana or synthetic marijuana is punishable by up to six months imprisonment and fine up to \$500. Second offense is punishable by imprisonment up to five years and fine up to \$2,000. The manufacture or distribution of marijuana or synthetic marijuana is punishable by imprisonment for between 5-30 years and fine up to \$50,000.

Heroin - Louisiana Criminal Code, Revised Statute Title 40, Section 966 The possession of heroin is punishable by imprisonment between for 4-10 years without parole and a fine up to \$5,000. The manufacture or distribution of heroin is punishable by between 10-50 years imprisonment (five without parole) and a fine up to \$50,000.

Illegal Use of Prescription ADHD Medications (e.g. Ritalin, Adderall) – Louisiana Criminal Code, Revised Statute Title 40, Section 967 The possession of prescription stimulants for nonmedical use is punishable by imprisonment up to five years and a fine up to \$5,000. Manufacture or distribution is punishable by imprisonment for up to ten years and a fine up to \$15,000.

Illegal Use of Prescription Pain Medications (e.g. Codeine, Hydrocodone, Oxycodone) – Louisiana Criminal Code, Revised Statute Title 40, Section 967 The possession of prescription pain killers for nonmedical use is punishable by imprisonment up to five years and a fine up to \$5,000. Manufacture or distribution is punishable by imprisonment for up to ten years and a fine up to \$15,000.

Cocaine – Louisiana Criminal Code, Revised Statute Title 40, Section 967 The possession of less than 28 grams of cocaine is punishable by imprisonment up to five years and a fine up to \$5,000. Manufacture or distribution is punishable by imprisonment for up to ten years and a fine up to \$15,000.

Illegal Use of Prescription Anti-Anxiety Medications (e.g. Xanax, Valium) – Louisiana Criminal Code, Revised Statute Title 40, Section 969 The possession of prescription anti-anxiety medications for nonmedical use is punishable by imprisonment up to five years and a fine up to \$5,000. Manufacture or distribution is punishable by imprisonment for up to ten years and a fine up to \$15,000.

New Orleans Municipal Code Drug Law

Simple Possession of Marijuana and/or Synthetic Cannabinoids (New Orleans Municipal Code Section 54-505)

a) It shall be unlawful for any person knowingly or intentionally to possess, tetrahydrocannabinol or chemical derivatives thereof, or synthetic cannabinoids, as defined in La. R.S. 40:964, Schedule I, in an amount that

would constitute a misdemeanor under state law, unless such substance was obtained directly or pursuant to a valid recommendation or order from a practitioner, or as provided in La. R.S. 40:1046.1, while acting in the course of his professional practice, or as otherwise authorized by law.

- b) Upon a first conviction of a violation of subsection (a) of this section with regard to marijuana, tetrahydrocannabinol, or chemical derivatives thereof, except as provided in La. R.S. 40:966(F), upon conviction the offender shall be fined not more than \$40.00.
 - (1) A conviction for a violation of subsection (a) with regard to marijuana, tetrahydrocannabinol, or chemical derivatives thereof, except as provided in La. R.S. 40:966(F), which occurred more than two years prior to a violation of this section shall not be considered a predicate conviction for purposes of determining a "first" conviction under this section.
- c) Upon a second conviction of a violation of subsection (a) of this section with regard to marijuana, tetrahydrocannabinol, or chemical derivatives thereof, except as provided in La. R.S. 40:966(F), upon conviction the offender shall be fined not more than \$60.00 for each violation.
- d) Upon a third conviction of a violation of subsection (a) of this section with regard to marijuana, tetrahydrocannabinol, or chemical derivatives thereof, except as provided in La. R.S. 40:966(F), upon conviction the offender shall be fined not more the \$80.00.
- e) Upon a fourth of subsequent conviction of a violation of subsection (a) of this section with regard to marijuana, tetrahydrocannabinol, or chemical derivatives thereof, except as provided in La. R.S. 40:966(F), upon conviction the offender shall be fined not more than \$100.00 for each violation.
- f) Upon conviction for a violation of subsection (a) with regard to synthetic cannabinoids, the offender shall be punished, except as provided for in La. R.S. 40:966(F), as follows:
 - (1) Upon a first conviction, the offender shall be fined not more than \$500.00, confined in the parish jail for not more than six months, or both.
 - (2) Upon a second conviction the offender shall be fined not more than \$750.00, confined in the parish jail for not more than six months, or both.
 - (3) Upon a third or subsequent conviction, the offender shall be fined not more than \$1000.00, confined in the parish jail for not more than six months, or both.
- g) This section shall be enforced by use of summons in lieu of custodial arrest, in accordance with [New Orleans Municipal Code, section 54-28](#). Without limiting the mandatory duty imposed by the preceding sentence, an officer shall have the discretion not to issue a summons for violations of this section if he or she reasonably believes that the issuance thereof would not result in a conviction.
- h) If a defendant upon whom a fine has been imposed under this section alleges indigency, or otherwise fails to pay the imposed fine, the court must first determine whether the defendant has willfully refused to pay or make bona fide efforts to legally acquire resources to pay; if the defendant has not willfully refused to pay and has made bona fide efforts to attempt to pay the fine, the court shall use its discretion to fashion alternative penalties other than imprisonment, including installment payments or community service.

Imprisonment, and/or any other alternative penalties that impose restrictive treatment on defendants greater than they otherwise would have received under this section if not for their inability to pay, are prohibited.

- i) In the event that any one or more provisions of this section shall, for any reason, be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision of this section. Rather, this section shall be construed and enforced as if such invalid, illegal or unenforceable provision had never been contained therein.

Alcohol and Events

The University of New Orleans is committed to the health, safety, and well-being of each member of the University community. In order to further student learning and promote the University's academic mission, UNO fosters an environment of personal responsibility and respectful citizenship. This means that all members of the University community – students, faculty, and staff - in addition to visitors – have a shared responsibility in safeguarding a healthy learning environment in which inappropriate behaviors and the associated negative consequences of alcohol misuse are addressed in a manner appropriate to the circumstance. The University, as outlined in the following policy, strives to create a culture that supports UNO community members who have made the decision to not use alcohol, as well as encourage, through education, those who choose to drink alcohol to do so in a safe, legal, and responsible manner.

The possession, use, sale, distribution, or manufacture of alcohol may be done only in accordance with the provisions of federal and state laws, local laws ordinances, and University regulations, including this policy. Louisiana state law prohibits the purchase, public possession or consumption of any alcoholic beverage by persons under the age of 21. This policy outlines the specific expectations for serving of alcohol at university events or events that take place on campus.

Definitions

Alcoholic beverage - beer, wine, or distilled spirits (liquor) as defined by state law.

Alcohol Event Authorization Permit - Student organizations must obtain written permission to serve alcohol at events. The form to request authorization is available in the Office of Student Involvement and Leadership and must be submitted at least two weeks before the proposed organization event. Employee: Any person having an employment relationship with the University, including but not limited to classified and unclassified staff, faculty, graduate assistants, and student employees.

Authorized Vendors/Servers - Caterers who have been licensed by the University to engage in the sale and service of alcoholic beverages on the UNO campus under applicable law and University policy.

Requirements for Authorized Vendors/Servers include but are not limited to:

- (1) any required governmental permits or licenses;
- (2) completion of Responsible Alcohol Service Training as required by state law;
- (3) agreement to adhere to University policies and regulations, city ordinances and state laws;

(4) UNO required insurance; and

(5) that Third Party Vendors/ Servers performing such services on the UNO campus must be 21 years or older and may not be members or affiliates of the host/ sponsor organization.

Public possession of alcohol - The possession of any alcoholic beverage for any reason, including consumption, on any street or highway or in any public place or any place open to the public, including a club, which is de facto open to the public.

Purchase - Acquisition by the payment of money or other consideration.

Responsible Parties - The organizational leaders and advisors hosting/sponsoring the event at which alcohol is served.

Student - For the purposes of policy enforcement, the University considers an individual to be a “student” when an offer of admission has been extended and thereafter as long as the student has a continuing educational interest in the University. The term “student” includes individuals who are dually enrolled, visiting, online, and/or non-degree seeking. See AP-AA 38 for more details.

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

General Policy

Alcohol

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

The following University policies shall apply:

1. No alcoholic beverages may be possessed, distributed, served, or consumed on campus by persons under the age of 21.
2. Persons age 21 or older may possess and consume alcohol at campus events only when the following conditions are met:
 - a. when the alcohol is served by a University Authorized Vendor/Server; and
 - b. when alcoholic beverages are served and consumed at a University approved site or at an event granted with an Alcohol Event Authorization Permit.
3. The sponsoring organization is responsible for ensuring that members and invited guests display responsible behavior. To that end:
 - a. It is prohibited to encourage behavior/activity where there is explicit or implicit pressure or an expectation for anyone to consume alcohol, or where there is no diversion from drinking alcohol, or where lewd, abusive or sexually degrading behavior occurs in conjunction with alcohol consumption.

- b. Activities or events which encourage rapid drinking, drinking games, or drunkenness are prohibited.
 - c. Obviously intoxicated persons shall not be admitted or served alcohol at activities or social events.
4. The university cannot take responsibility for monitoring the off-campus environment. The university does, however, expect that all members of its campus community involved in off campus events where alcohol is present take it upon themselves to use this policy as a guide in planning and conducting their events. Student Organizations are expected to be in compliance with their national guidelines and risk management policies. The University may take action against individuals who engage in off-campus consumption of alcohol when it has negatively impacted or threatened to negatively impact the University mission or activities or the health, safety, or welfare of the University community.
5. Tailgating is allowed on campus before and after the game in a manner and in areas deemed acceptable by the University.

Registered Student Organizations Events

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

An event may be considered a student organization event if one or more of the following occur:

- The event was pre-planned or premeditated (flyers, emails, organization's social media)
- The event was discussed or planned during the organization's meeting
- The majority of the organization's members knew of and/or attended the event
- Organizational resources were used in any way (i.e. entertainment, transportation, food, beverages, advertisement, etc.)
- A significant portion of attendees were invited by members of the organization

In addition, an event could be considered a student organization's event if a non-member perceives the event as being sponsored by an organization.

1. Student leaders of the student organization requesting an alcohol event must submit the Alcohol Policy Acknowledgement form.
2. A contract with the UNO Department of Public Safety (DPS) must be signed for any on-campus event where alcohol will be served. Security must be present for the duration of the event, including 30 minutes before the start of the event and 30 minutes following the event. UNODPS requires at least two weeks' advance notice. The University reserves the right to determine the number of officers/security personnel required for the activity.
3. For off-campus events at which alcohol will be served, local law enforcement or private security agencies must be contracted and a copy of the signed contract must be filed with the Office of Student Involvement and Leadership.
4. Advisors must be present for the duration of the event when alcohol is served.
5. Organizations must provide five non-drinking monitors for the event. The Dean of Students (or designee) may require more non-drinking monitors if deemed necessary. The organization president and other designated officers must be non-drinking monitors.

6. Alcohol may not be purchased with University funds.
7. No organization may co-sponsor an event with an alcohol distributor, tavern, or other business where alcohol is given away, sold, or otherwise provided to those present.
8. A reasonable portion of the budget for the event shall be designated for the purchase of food items. Soft drinks and other non-alcoholic beverages must be available and featured as prominently as the alcoholic beverages.
9. The cost of alcoholic beverages may not be included in the cost of admission ticket or cover charge, or any other assessment required of members or guests. All alcoholic beverages must be individually purchased. Alcohol may not be distributed free of charge by an alcohol company or distributor at any student organization event under any circumstances on campus.
10. Alcohol should not be used as an incentive to participate in a campus event. Advertisement for a party may mention alcohol only in the following manner: "Cash bar available". Advertisement shall mention the availability of food and non-alcoholic beverages as prominently as the alcohol.
11. Alcohol, bar tabs, coupons for free or reduced-priced drinks, etc., may not be awarded as prizes for any raffles or other events.
12. BYOAB (Bring your own alcoholic beverage) events are not allowed.
13. No alcoholic beverages in bulk form (keg, etc.) may be purchased or used. Kegs of beer will not be allowed. Providing a common source of any alcoholic beverage—be it beer, alcoholic punch, or an open bar—implies that it is provided by or on behalf of the organization, regardless of who actually purchased it.
14. All registered student organization events at which alcohol will be served must be registered with the Office of Student Involvement and Leadership in accord with the established policy, procedures and deadlines.
15. Student organizations are only allowed to register/sponsor a total of three (3) alcohol events Sunday through Thursday during each semester. Events on Fridays and Saturdays are not subject to this limitation but are subject to the requirement that they be registered with the Office of Student Involvement and Leadership. No events involving alcohol will be approved for the fourteen (14) calendar days prior to and including finals; this includes the weekend between the two weeks. No events involving alcohol will be approved during any University closure (including but not limited to Fall Break, Spring Break, Thanksgiving, Mardi Gras, semester breaks, etc.)
16. Organizations must use University Dining Services as the Authorized Third-Party Vendor for on-campus events on the main campus. Organizations may use servers at the UNO Lakefront Arena if their organizational event is authorized for facilities located at the Lakefront Arena. (In either of these instances if members of the organization are employed by Dining Services or the UNO Lakefront Arena, these members may not function as a server for the event.)
17. Open parties (those with unrestricted access by non-organizational members, without a specific invitation) shall be prohibited. An exemption to this will be the University – produced entertainment or social events sponsored by the student programming board and tailgating.
18. The sale or serving of alcoholic beverages will end no later than one half hour prior to the scheduled end of the event.

19. Students are governed by the university's Student Code of Conduct and by all other policies that outline student rights and responsibilities. Violations of the Alcohol and Events policy may be referred to the Office of Student Accountability for review and follow up.

Alcohol and Athletic Events

Events should be conducted in an environment that is safe and enjoyable for all. As public events have great potential to attract a variety of spectators, the following policy has been developed for these events.

General

1. Although tailgating will be permitted on campus, before and after the game, in a manner and in areas deemed acceptable by the University.
2. Consumption of alcohol will be limited to persons of legal age (21 or older).
3. Tailgating will be limited to home game days unless otherwise approved by the Vice President for Athletics and Recreation.
4. For home games that occur during a regular school day, tailgating activities will be allowed after 5:00 p.m. For home games that occur on days when school is not session, tailgating will be allowed starting 4 (four) hours before the scheduled game.
5. Glass containers of any kind are prohibited.
6. No oversized or common source containers of any sort (including but not limited to kegs, punchbowls, beer balls, party balls) will be allowed.
7. Alcohol drinking games, funneling or any other activity deemed by the University as inappropriate, are prohibited.
8. Individuals(s) or groups engaging in inappropriate or disruptive behavior will be directed by the UNO Department of Public Safety or event management staff to cease and desist from doing so and are subject to University, local or state action.
9. At home games, alcohol cannot be brought into the venue. All persons entering the venue are subject to a reasonable check/search of personal bags, purses, coats, etc. Anyone found in possession of alcoholic beverages (other than those sold in the venue) and/or other items deemed dangerous or inappropriate by the University will be refused admission to the game. Any individual found in possession of said items will be evicted from the venue and will not be allowed to reenter the venue for the remainder of the calendar day on which the game is held. Alcohol may be purchased inside the venue by those of legal age with valid identification.
10. Cups, containers, ice chests, etc. may not be brought into the venue.
11. Failure to follow these rules and regulations may result in eviction from campus with possible University, local, or state action to follow.

Faculty, Staff, or Departmental Campus Events at Which Alcohol Will be Served

Events serving alcohol must be held at one of the following established university event venues:

- University Center
- The Cove/Sandbar
- Homer L. Hitt Alumni Center
- Library 407

- UNO Athletics venues

Events not held in one of the above established venues may seek permission from the Office of Events and Protocol to serve alcohol. Events must be in compliance with this policy and other venue specific regulations.

Events Hosted by External Groups

Events hosted by external groups must work with Campus Booking to ensure their events adhere to policy requirements. When alcohol is served at events hosted by external groups, a contract with the UNO Department of Public Safety (DPS) must be created. Security must be present for the duration of the event, including 30 minutes before the start of the event and 30 minutes following the event. UNODPS requires at least two weeks' advance notice. These events require at least one officer for every fifty (50) people in attendance.

Violations of the Alcohol and Drug Policies and Sanctions

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

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

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

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

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

Legal Sanctions for Drugs

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

Louisiana Revised Statutes of Criminal Code 40:967 states the penalty for violating Louisiana laws concerning cocaine, cocaine derivatives, and amphetamines with an aggregate weight of less than twenty-eight grams, shall be imprisonment, with or without hard labor, for not less than one year nor more than ten years and may, in addition, be fined not more than fifty thousand dollars. An aggregate weight of twenty-eight grams or more, the offender shall be imprisoned at hard labor for not less than one year nor more than twenty years and may, in addition, be fined not more than fifty thousand dollars.

The Louisiana Revised Statutes of criminal code carries specific penalties for possession of marijuana. On a first conviction, wherein the offender possesses fourteen grams or less, the offender shall be fined not more than one hundred dollars. On a first conviction, wherein the offender possesses more than fourteen grams, the

offender shall be fined not more than five hundred dollars, imprisoned in the parish jail for not more than six months, or both. On a second conviction for violation of marijuana, tetrahydrocannabinol, or chemical derivatives thereof, the offender shall be fined not more than one thousand dollars, imprisoned in the parish jail for not more than six months, or both. On a third conviction for violation of marijuana, tetrahydrocannabinol, or chemical derivatives thereof, the offender shall be sentenced to imprisonment with or without hard labor for not more than two years, shall be fined not more than two thousand five hundred dollars, or both.

SEXUAL MISCONDUCT

Prohibiting Power-Based Violence and Sexual Misconduct addresses the requirements of Title IX of the Education Amendments of 1972 (“Title IX”), the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), the Violence Against Women Reauthorization Act of 2013 (“VAWA”), as well as Louisiana Legislature Act 472 of 2021.

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

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

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

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

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Consistent with these, other applicable state and federal laws, as well as both student and employee standards of conduct, UNO prohibits discrimination on the basis of sex, sexual orientation, and/or gender in any University program or activity. “Sexual misconduct,” including sexual harassment, sexual assault, sexual violence, and sexual exploitation, is a form of sex discrimination and is prohibited by this Policy. “Interpersonal violence,” including, dating violence, domestic violence, and stalking, is also prohibited by this Policy.

In addition, and in compliance with federal law and USDOE federal guidance, UNO prohibits discrimination on the basis of race, sex, sexual orientation, gender identity, gender expression, religion, color, national or ethnic origin, age, disability, military service, covered veteran’s status, or genetic information in its administration of education policies, programs, or activities; admissions policies; scholarship and loan programs; athletic or other institution-administered programs; or employment.

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

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

Applicability

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

Authority

The Louisiana Campus Accountability and Safety Act (R.S. 17:399.11 et seq.), Title IX of the Education Amendments of 1972 (Title IX) and Title VII of the Civil Rights Act of 1964 (Title VII), the Violence Against Women Act (VAWA), the Jeanne Clery Act, and other applicable laws.

Definitions

Power-based Violence (Sexual Misconduct) - Any form of interpersonal violence intended to control or intimidate another person through the assertion of power over the person.

Prohibited Conduct - The University prohibits discrimination on the basis of sex, sexual orientation, and/or gender in any University program or activity. "Power-based Violence (sexual misconduct)" including sexual harassment, sexual assault, sexual violence, and sexual exploitation, is a form of sex discrimination and is prohibited by this Policy. "Interpersonal violence," including dating violence, domestic violence, and stalking, is also prohibited by this Policy.

Power-based Violence (Sexual Misconduct) - Any form of interpersonal violence intended to control or intimidate another person through the assertion of power over the person, to include the following:

- a) **Dating violence:** "Dating violence" includes, but is not limited to, physical or sexual abuse and any offense against the person as defined in the Criminal Code of Louisiana, except negligent injury and defamation, committed by one dating partner against the other. La. RS § 46.2151. For purposes of this Section, "dating partner" means any person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - 1) The length of the relationship.
 - 2) The type of relationship.
 - 3) The frequency of interaction between the persons involved in the relationship.

b) **Domestic abuse:**

- Includes, but is not limited to, physical or sexual abuse and any offense against the person as defined in the Criminal Code of Louisiana, except negligent injury and defamation, committed by one family or household member against another. La. RS 46:2132
- Domestic Violence definition in the Clery Act: Violence, including but not limited to, sexual or physical abuse or the threat of such abuse committed by a current or former spouse or intimate partner or any other person from whom the Alleged Victim is protected under federal or Louisiana law. Felony or misdemeanor crime of violence committed:
 - By a current or former spouse or intimate partner of the victim;
 - By a person with whom the victim shares a child in common;
 - By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
 - By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
 - By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

c) **Family violence:** Any assault, battery, or other physical abuse, which occurs between family or household members who reside together or who formerly resided together. La. RS § 46.2121.1

d) **Nonconsensual observation** of another person's sexuality without the other person's consent, including voyeurism, video voyeurism, nonconsensual disclosure of a private image, and peeping tom activities.

e) **Sexual assault:** Includes any act or offense under the provisions of LSA R.S. 14:41, 42 through 43.5, 89, 89.1, and 106: sexual battery, misdemeanor sexual battery, second degree sexual battery, female genital mutilation, intentional exposure to HIV, crime against nature, aggravated crime against nature, and obscenity.

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

f) **Sexual exploitation:** an act attempted or committed by a person for sexual gratification, financial gain, or other advancement through the abuse of another person's sexuality, including prostituting another person (LSA R.S. 14:46.2 and 82 through 86). Sexual exploitation includes: human trafficking, prostitution, prostitution of a person under 18, purchase of commercial sexual activity, solicitation for prostitutes, inciting prostitution, promoting prostitution, prostitution by massage, pandering (sexual), letting premises for prostitution, and enticing person into prostitution.

g) **Sexual harassment:** unwelcome sexual advances, requests for sexual favors, another verbal, physical,

or inappropriate conduct of a sexual nature when the conduct explicitly or implicitly affects an individual's employment or education, unreasonably interferes with an individual's work or educational performance, or creates an intimidating, hostile, or offensive work or educational

environment and has no legitimate relationship to the subject matter of a course of academic research.

- h) **Stalking and cyberstalking:** 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, kidnaping, or any other statutory criminal act to himself or any member of his family or any person with whom he is acquainted. La. RS § 14:40.2(A) "Harassing" means the repeated pattern of verbal communications or nonverbal behavior without invitation which includes, but is not limited to, making telephone calls, transmitting electronic mail, sending messages via a third party, or sending letters or pictures. "Pattern of conduct" means a series of acts over a period of time, however short, evidencing an intent to inflict a continuity of emotional distress upon the person. Constitutionally protected activity is not included within the meaning of pattern of conduct. La. RS § 14:40.2(C) and R.S. 14:40.3 (Cyberstalking).
- Stalking as defined by Clery Act - Intentional and repeated following OR harassing that would cause a reasonable person to feel alarmed OR that would cause a reasonable person to suffer emotional distress OR intentional and repeated uninvited presence at another person's home, workplace, school, or any other place which would cause a reasonable person to be alarmed OR would cause a reasonable person to suffer emotional distress as a result of verbal or behaviorally implied threats of death, bodily injury, sexual assault, kidnapping, or any other statutory criminal act to the victim OR any member of the victim's family OR any person with whom the victim is acquainted. 34 CFR 668.46(a)(ii)
- i) **Unlawful communications** (R.S. 14.285)
- j) **Unwelcome sexual or sex- or gender-based** conduct that is objectively offensive and has a discriminatory intent.

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

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

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

Sexual Harassment - Sexual harassment means conduct on the basis of sex that satisfies one or more of the following: (1) An employee of the University conditioning the provision of an aid, benefit, or service of the University on an individual's participation in unwelcome conduct of a sexual nature, whether verbal or physical;

(2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's education program or activity; or (3) "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30). Sexual harassment also includes sexual assault, dating violence, domestic violence, and stalking. For purposes of this Policy, the various forms of prohibited Sexual Harassment are sometimes referred to as "Sexual Misconduct."

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

Sexual Oriented Criminal Offense - Any sexual assault offense as defined in La. R.S. 14:41 to 14:43.1

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

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

General Policy

The University of New Orleans (UNO) is committed to providing a learning, working and living environment that promotes personal integrity, civility and mutual respect. It is a violation of UNO policy to discriminate against any employee, student, or applicant on the basis of race, sex, color, national origin, religion, citizenship, sexual

orientation, age, veteran status, disability, genetic information, gender identity, or any other protected characteristic or status.

Rationale for Policy

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

Applicable Scope

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

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

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

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

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

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

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

Title IX Coordinator

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

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

Independence and Conflict of Interest

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

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

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

Administrative Contact Information

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

Ann James - Title IX Coordinator

Office Location - University Center, Room 248

Phone – 504.280.4689

Email - titleix@uno.edu

Mailing Address - 2000 Lakeshore Drive, University Center, Room 248, New Orleans, LA 70148

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

The University strongly encourages individuals, including third party bystanders, to report incidents of sex discrimination, sexual misconduct, and interpersonal violence prohibited under this Policy to the Title IX Coordinator. With the exception of the Confidential Advisors, all other University employees as well as students working as Resident Assistants and Graduate Assistants, who receive a report of sex discrimination, sexual misconduct, or interpersonal violence in the context of their employment are required to report all the details of the incident (including the identities of both the reporting party and alleged responding party) to the Title IX Coordinator. All employees with the exception of Confidential Advisors are considered Mandated Reporters.

Deputy Title IX Coordinators

The Deputy Title IX Coordinators aid the Title IX Coordinator with coordination of training, education, communications, and administration of grievance procedures for the handling of suspected or alleged violations of this Policy. The Deputy Title IX Coordinators can receive reports of alleged violations of the policy and will in turn inform the Title IX Coordinator.

Confidential Advisors

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

Ms. Portia Gordon - UNO Counseling Services 504.280.6683

Ms. Emily McAweeney – UNO Counseling Services 504.280.6683

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

Ms. Tiffany Courseault – Student Involvement and Leadership – tmbrown9@uno.edu

Confidential Advisors are trained and available to discuss incidents of sexual misconduct or interpersonal violence in confidence, and only are required report to the University that an incident occurred without revealing any personally identifying information. Disclosures to these trained confidential advisors **will not** trigger the University’s investigation into an incident. In addition to providing confidential counseling, confidential advisors also provide emergency and ongoing support to individuals who have experienced sexual misconduct or power-based violence, including:

- The provision of information regarding the individual's reporting options and possible outcomes, including without limitation, reporting to the University pursuant to this Policy and notifying local law enforcement;
- The provision of resources and services, including, but not limited to, services available on campus and through community-based resources, such as, sexual assault crisis centers, medical treatment facilities, counseling services, legal resources, medical forensic services and mental health services;
- The provision of information regarding orders of protection, no contact orders or similar lawful orders issued by the University or a criminal or civil court;
- An explanation of the individual's right to have privileged, confidential communications with the confidential advisor consistent with state and federal law;
- Assistance in contacting campus officials, community-based sexual assault crisis centers and/or local law enforcement upon requested; and/or
- Assistance with securing supportive measures and accommodations upon request.

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

Exemptions from Reporting for Professional Counselors and Pastoral Counselors

- Professional Counselor – An employee of an institution whose official responsibilities include providing psychological counseling to members of the UNO community and who is functioning within the scope of his or her license or certificate.
- Pastoral Counselor- an employee who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

Confidential Resources

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

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

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

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

Orleans Parish:

[University Medical Center](#)

504.702.3000

2000 Canal St. New Orleans (Emergency Room 2nd Floor)

Nurses with special training in sexual assault (SANE) provide exams and care for victims.

[Hope Clinic at the Family Justice Center](#)

Forensic 504.355.0857

Monday-Friday 9am-5pm

701 Loyola Ave, Suite 108, New Orleans

Jefferson Parish:

[Tulane Lakeside Hospital](#)

4700 South I-10 Service Rd W

Metairie, LA 70001

Phone: 504.780.8282

Has a forensic nurse on staff to conduct exams for sexual assault victims.

St. Tammany Parish:

[St. Tammany Parish Hospital Emergency Room](#)

1202 S Tyler St Covington, LA 985.898.4000

[Lakeview Regional Medical Center Emergency Room](#)

95 Judge Tanner Blvd Covington, LA 985.867.3800

[Louisiana Heart Hospital Emergency Room](#)

64030 Highway 434, Lacombe, LA 985.690.7500

[Slidell Memorial Hospital Emergency Room](#)

1001 Gause Blvd. Slidell, LA 985.280.2200

[Ochsner Medical Center Emergency Room](#)

100 Medical Center Dr, Slidell, LA 985.649.7070

[If under 17:](#)

[Care Center Children's Hospital in New Orleans](#)

200 Henry Clay Ave, New Orleans, LA 504.899.9511

Other Assistance/Resources

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

[UNO Department of Public Safety](#)

University Computing Center, 2nd Floor

504.280.6666 emergency on campus

2022 ANNUAL SECURITY AND FIRE SAFETY REPORT

[24-Hour Rape Helpline](#) 504.267.7020

Provides anonymous support and information

[CHOICES](#) (24 Hour Domestic Violence Hotline) 504.224.4663

[Metropolitan Center for Women and Children](#) (Jefferson Parish)

24/7 504.837.5400 or 1.888.411.1333

Provides help for victims in Jefferson Parish

[New Orleans Family Justice Center](#)

504.592.4005

24/7 crisis line 504.866.9554

Assists individuals affected by family violence, dating violence, sexual assault, and stalking.

[STAR \(Sexual Trauma Awareness & Response\)](#)

123 N. Genois St.

New Orleans, LA 70119

24/7 HOTLINE: 1.855.435.STAR

[24-Hour Rape Helpline](#) – Trained volunteer advocates provide emotional support, crisis intervention and community referral information over the telephone to survivors of sexual violence, co-survivors and the community. 1.800.656.HOPE

[Stalking Resource Center](#)

1.800.FYI.CALL (M-F 8:30 AM - 8:30 PM EST)

[LaFASA \(Louisiana Foundation Against Sexual Assault\)](#)

Help line 1.888.995.7273

24/7 confidential and free

[National Domestic Violence Hotline](#)

1.800.799.SAFE (7233) (24 hours, 7 days a week)

1.800.787.3224

[Sexual Assault Hotline](#)

1.800.656.4673

[Stop It Now! \(Sexual Abuse\)](#)

1.888.PREVENT

<http://www.stopitnow.com/>

[United Way Crisis Helpline](#)

1.800.233.HELP (1.800.233.4357)

Inquiries may be made externally to:

[Office for Civil Rights \(OCR\) U.S. Department of Education](#)

400 Maryland Avenue, SW, Washington, D.C. 20202-1100

(Office of Civil Rights – continuation)

Customer Service Hotline #: (800) 421-3481, Facsimile: (202) 453-6012

TDD#: (877) 521-2172

Email: OCR@ed.gov

Web: <http://www.ed.gov/ocr>

Reporting Sexual Harassment, Power-Based Violence, Sexual Misconduct or Retaliation

Reports may be submitted in person, by phone, in writing, electronically, or anonymously and may be submitted by complainants, third parties, or bystanders to the Title IX Coordinator or Deputy Title IX Coordinators.

[Title IX Coordinator](#)

Ann James

University of New Orleans

University Center, Room 248

New Orleans, LA 70148

Email: titleix@uno.edu

Phone: 504.280.4689

Individuals may submit a report of sex discrimination, sexual misconduct, sexual harassment, sexual assault, sexual exploitation, dating violence, domestic violence, stalking (on the basis of sex) and retaliation 24 hours a day by accessing UNO's on-line "Reporting Sex Discrimination, Sexual Misconduct and Interpersonal Violence Form" for this purpose. This form may be accessed on UNO's website using the following link: <https://uno.guardianconduct.com/incident-reporting> The completed report form goes to the UNO Title IX Coordinator. The form can be submitted anonymously if desired. Anonymous reports are accepted but can give rise to a need to investigate.

The University tries to provide supportive measures to all Complainants, which is impossible with an anonymous report. Because reporting carries no obligation to initiate a formal response, and as the University respects Complainant requests to dismiss complaints unless there is a compelling threat to health and/or safety, the Complainant is largely in control and should not fear a loss of privacy by making a report that allows the University to discuss and/or provide supportive measures.

Employees at all public postsecondary Institutions are **“responsible employees”** and must report allegations of sexual misconduct to the Title IX Coordinator. In addition, an employee who receives information regarding retaliation against a person for reporting sexual misconduct shall promptly report such information to the Title IX Coordinator.

Employees must report the following:

1. The identity of the alleged victim.
2. The identity of the alleged perpetrator.
3. The type of sexual misconduct or retaliation alleged to have been committed.

4. Any other information about witnesses, location, date, and time that the incident occurred.
5. Any other relevant information.

However, according to state law an employee is not required to make a report if information involving sexual misconduct was received in the following circumstances:

1. During a public forum or awareness event in which an individual discloses an incident of sexual misconduct
2. as part of educating others;
3. in the course of academic work consistent with the assignment; or
4. indirectly, such as in the course of overhearing a conversation.

If an individual chooses to make an initial report to an employee other than the Title IX Coordinator, that employee must refer the information to the Title IX Coordinator because the Title IX Office bears responsibility for responding to reports of sexual misconduct. Once the information is received by the Title IX Coordinator, it will constitute a Report.

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

Supportive Measures

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

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

The Title IX Coordinator promptly makes supportive measures available to the parties upon receiving notice of a complaint. At the time that supportive measures are offered, the University will inform the Complainant, in writing, that they may file a formal complaint with the University either at that time or in the future, if they have not done so already. The Title IX Coordinator works with the Complainant to ensure that their wishes are taken into account with respect to the supportive measures that are planned and implemented.

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

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

Promptness to Resolve

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

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

Time Limits on Reporting

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

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

Retaliation

Acts of alleged retaliation should be reported immediately to the Title IX Coordinator and will be promptly investigated. Retaliation may result in disciplinary action independent of the sanctions or remedial measures

imposed in response to the underlying allegations of sexual misconduct. The University is prepared to take appropriate steps to protect individuals who fear that they may be subjected to retaliation.

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

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

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

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

University Student Code of Conduct

The basic philosophy of the policies and procedures in this section is one of education. The focus is on growth and development of the individual student by encouraging self-discipline, by publishing clear behavioral guidelines (rules and regulations), and by fostering the rights and privileges of others.

There exists a fundamental difference between the nature of the Student Code of Conduct and that of criminal law. The Student Code of Conduct is not intended to resemble the policies or procedures of the criminal justice system. The rules of criminal law are neither required nor necessary to achieve the educational goals of the university Student Code of Conduct.

The University of New Orleans (UNO) is a multicultural community composed of diverse students, faculty, and staff. UNO will not tolerate discrimination or harassment of any person or group of persons based on race, color, gender, age, religion, national origin, citizenship, disability, sexual orientation, genetic information, retirement, veteran status, or gender identity. Each member of the university is held accountable to this standard which is strongly reflected in this code.

Statement of Purpose

The university has the legal right and moral obligation to establish reasonable rules for academic and personal conduct, to sanction accordingly, and to deny admission to applicants or continued enrollment to students who

do not meet or maintain these standards. The university reserves the right to review any action taken by civil or student accountability authorities regarding UNO students or student organizations.

Reporting Alleged Violations of University Policy

Complaints alleging violation of the Code or other policies by student(s) and/or student organization(s) should be handled at the lowest possible level. The reporting party should first attempt to resolve the conflict with the student directly.

In the case of a student's disruptive behavior in or out of the classroom, a faculty or staff member may issue a verbal or written admonition, and/or ask the student to leave the classroom or location for that period. The faculty or staff member may not permanently ban the student from the class or location without due process.

If a student does not agree that a violation occurred or does not agree with the faculty or departmental action, the student may request to have the case heard through the student accountability process outlined in the code.

Alleged violation(s) that are considered more severe should be directly addressed through the Student Code of Conduct. Documentation of the alleged violations should be submitted to the Office of Student Accountability and Disability Services via the online incident reporting system as soon as possible after the alleged violation occurs, but preferably no more than thirty (30) business days after the alleged violation(s) or knowledge of the alleged violations/incident. Reports filed later than 30 days after the alleged incident may be dismissed at the discretion of the Director, depending on the circumstances. The attending record will be maintained with all other procedural files in the Student Accountability and Disability Services' Office. Other operating units of the University, including, but not limited to, academic colleges, academic departments, University Housing, University Center, the Library, dining services, intramural and intercollegiate athletics, and fraternity or sorority governing structures also may have rules and policies that students and student organizations must follow, as long as they are consistent with the provisions of this code. If questions arise over a violation, a sanction or a policy, this Student Code of Conduct shall supersede.

Procedure for Reporting All Other Offenses

Any member of the University community can file a report about any student or student organization believed to be in violation of this code. All reports should be made to the Office of Student Accountability and Disability Services as soon as possible after the alleged violation occurs. There is no time limit on reporting violations of the Student Code of Conduct; however, the longer someone waits to report an offense, the harder it becomes for University officials to obtain information and witness statements and to make determinations regarding alleged violations.

Reports can be submitted using this link: <https://uno.guardianconduct.com/incident-reporting>

The report should include: the name of the person making the complaint; the full name of the student being accused (or the student organization's name) of a violation; the alleged violation(s); all information supporting the alleged violation or violations (i.e., exam papers, pictures, statement of reasons which support the complaint); date and time of the alleged violation; names of any witnesses (include information on how to contact witnesses); and a description of the alleged violation in a logical and clear manner.

Though anonymous complaints are permitted, doing so may limit the University's ability to investigate and respond to a complaint.

When the Office of Student Accountability and Disability Services receives information that a student has allegedly violated any rule or regulation of the Board of Supervisors, the University or its various divisions, the Director or designee shall investigate the alleged violation. After completing the preliminary investigation, the investigator may:

- a. Dismiss the allegation as unfounded.
- b. Summon the student for a conference, and after conferring with the student, dismiss the allegation.
- c. Proceed with an Administrative Conference for cases in which the outcome would be less than suspension or expulsion, if the student is found responsible,
- d. Prepare a notice of charges and proceed to a University Board of Review.

If the report does not involve a policy or code violation, but needs attention, the Director or designee will then refer it to the proper University process.

Any person filing a complaint may be required to appear at a University Board of Review. A case may still be considered should the Respondent fail to appear at the Administrative Conference or at a Board of Review.

Supportive or Other Measures/Actions

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

This following action may allow parties involved to each feel safe from sources of conflict, potential or perceived conflict:

Administrative Separation Directive: Prohibits named students from contacting, emailing, telephoning, or otherwise disturbing each other in situations where there is reason to believe that an alleged violation of harassment policies, a physical altercation, and/or Sexual Harassment may have occurred. An Administrative Separation Directive can be issued to one/all parties involved. The Administrative Separation Directive will not prohibit students from attending classes or any other campus activity (even though students may be enrolled in the same class(es)). The Administrative Separation Directive may not be construed as a finding of responsibility on the part of any student when issued during an investigation or as an interim action. (This Directive can also be implemented as a sanction when there is a finding of responsibility for Code violations.)

Amnesty for Victims and Witness

The University community encourages the reporting of misconduct and crimes by victims and witnesses. At times, victims or witnesses are hesitant to report to University officials or participate in resolution processes because they fear that they themselves may become a Respondent to policy violations such as underage drinking at the time of the incident. It is in the best interest of this community that as many victims as possible choose to report to University officials, and that witnesses come forward to share what they know. To encourage

reporting, the University pursues a policy of offering victims of misconduct and witnesses amnesty from most policy violations related to the incident.

Sometimes, students are hesitant to offer assistance to others for fear that they may get themselves in trouble (for example, a student who has been drinking underage might be hesitant to call for help for someone in medical crisis due to their own illegal or overconsumption of alcohol to the UNO Office of Public Safety and Security, to another campus reporting office or 911. The University pursues a policy of amnesty for students who offer help to others in need. While policy violations cannot be overlooked, the University may provide educational options to those who offer their assistance to others in need.

The amnesty provision aims to remove the barriers that may prevent any student from seeking emergency medical attention by providing an opportunity for the University to intervene in a caring and non-punitive manner. The goal is to reduce the potential risk of alcohol and/or drug-related injuries or deaths and increase the likelihood that students will seek medical attention in crisis situations.

A student who seeks emergency medical attention (or who has emergency medical attention sought on their behalf) for drug or alcohol related consumption, will not be sanctioned for violating drug and alcohol policy violations found in the Student Code of Conduct related to that incident, as long as the student completes the following requirements:

1. Participates in an initial meeting with staff from the Office of Student Accountability, and
2. Completes all recommendations from the Office of Student Accountability staff, or designee, and
3. Submits proof of completion of all recommendations, within the period designated by the Office of Student Accountability at the initial meeting.

A bystander student who has engaged in drug or alcohol consumption and who seeks emergency medical attention for someone else or tries to actively engage in assistance for someone else for that person's drug or alcohol related consumption will not be sanctioned for violating drug and alcohol consumption prohibitions found in the Student Code of Conduct related to their own consumption but may be required to meet with staff from the Office of Student Accountability.

The University will not pursue any disciplinary action related to any drug or alcohol consumption against any student who has been sexually assaulted or sexually harassed for their use of drugs or alcohol at the time of the sexual assault or sexual harassment.

The amnesty policy will only apply to a student who seeks emergency medical attention before police or University employees or agents take any official action or intervention related to the drug or alcohol consumption.

The amnesty policy does not preclude action regarding other violations of the Student Code of Conduct. The amnesty policy only applies to the University's student disciplinary system for violations of the Student Code of Conduct. This policy does not apply to any criminal, civil or other legal consequence for violations under Federal, State or local law.

If a student is involved in **repeat** alcohol and/or drug abuse incidents, the following will occur:

1. The situation will be evaluated to determine if the student qualifies for amnesty.
2. The availability of amnesty for students with repetitive violations will be determined on a case-by-case basis.
3. Situations will be handled through the regular conduct process and will be considered for sanctioning purposes if a student does not demonstrate a commitment to the recommended steps and is involved in repetitive alcohol and/or drug abuse incidents.
4. For students who reside in on-campus Residential Life will determine the impact the incident(s) has on their housing contract, if any.

Types of Conduct Meetings

Administrative Conference - The purpose of an Administrative Conference is to resolve alleged violations in an informal setting. Administrative Conferences can be held to resolve violations of the Student Code of Conduct that would not result in suspension or expulsion (those cases will be heard by the University Board of Review). After a written complaint has been submitted, the Respondent will be notified in writing (via UNO email) of the complaint within a reasonable time. In addition, the Respondent will be emailed or otherwise provided with the Student Code of Conduct.

A pre-conference meeting may be held with the Respondent and a Student Affairs staff member at the request of the Respondent. This meeting is held to allow for an explanation of the procedures and to allow the Respondent to view the documentation supporting the complaint. This meeting will take place prior to the Administrative Conference or a Board of Review so that the Respondent has adequate time in which to prepare.

An Administrative Conference may consist only of the Respondent (and support person, if applicable) and the Director or designee, but in some cases, the Complainant may be called to participate. Based on a preponderance of the evidence, the Director or designee will determine whether the student violated policy. After determining responsibility, the Director or designee will decide the appropriate sanction(s) if there is a finding of responsibility. A written outcome letter, including the findings and sanction(s), if any, will be prepared and sent to the Respondent via email.

If the Respondent does not attend the scheduled Administrative Conference and does not provide a satisfactory explanation of their absence due to circumstances beyond their control at least 24 hours in advance, or if the respondent leaves the Conference prior to the end of the meeting, the Conference will proceed and a finding will be made based on the information available at that time.

University Board of Review - The University Board of Review will be convened in cases in which, if the student is found responsible, may likely result in suspension or expulsion.

Composition of Board Members

The minimum number of Board members required to hear a case shall be no less than four Board members, with at least one member being a student, unless the case involves allegations of Sexual Misconduct. The Director or designee shall serve as a non-voting member and Chair of the Board.

Faculty, staff, and student members are chosen from a pool of names submitted by Academic Deans, University departments, and by the Student Government. Faculty members may also be drawn from the University Senate Subcommittee on Academics. To be eligible, students may not be on academic probation or under any University disciplinary sanction.

University Sanctions

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

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

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

Restitution: The student or student organization is required to replace (at replacement cost) or restore damaged, stolen, or misappropriated University property. In cases involving damage, theft or misappropriated property of another individual, a student may be required to demonstrate proof of restitution.

Fine: A fine assessed by the University for a finding of responsibility or a fine paid by the student/student organization for participation in an online course or workshop as part of a sanction.

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

Grade of 'F' or Zero on an Assignment: When a student is found responsible for an act of academic misconduct on an academic exercise. This grade cannot be dropped in the calculation of the final grade.

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

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

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

Administrative Separation Directive: Prohibits named students from contacting, emailing, telephoning, or otherwise disturbing each other in situations where there is reason to believe that an alleged violation of harassment policies, a physical altercation, and/or Sexual Harassment may have occurred. An Administrative Separation Directive can be issued to one/all parties involved. The Administrative Separation Directive will not prohibit students from attending classes or any other campus activity (even though students may be enrolled in

the same class(es). It may require moving the student(s) to another residence hall or removing the student(s) from the residence hall environment. Violation of the term or conditions of the on-campus Administrative Separation Directive may subject the student to disciplinary action without regard to the outcome of the case that led to the issuance of the administrative action.

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

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

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

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

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

Disciplinary Suspension: A separation of the student from the University for a specified period of time after which the student is eligible to return assuming no intervening serious misconduct has occurred and any prerequisite conditions for readmission have been met. During the period of suspension, the student is prohibited from receiving credit at a component of the University system for scholastic work done in residence or by correspondence or extension. Conditions for readmission may be specified. In accord with University of Louisiana System Policy Number: S-II.I.B.-1, the notation, "*Student is eligible to return (semester) (year)*" will be placed on the student's transcript. This notation will be removed from the transcript when the student is eligible to return. The student is placed on Disciplinary Probation for the first semester following the return to the University.

Interim Disciplinary Suspension: A student may be temporarily and immediately suspended prior to a University Board of Review when it is reasonable to determine that the student's behavior is disruptive to the normal educational process at the University and/or cause has been found that danger or harm may result to others if the student is allowed to remain on campus pending a decision.

Voluntary Withdrawal: During a Board of Review, the University officer/Board of Review Board in conjunction with the student might determine this to be the best course of action. This action shall result in assignment of

W's for the student's courses. During the Board of Review, any findings and sanctions will become part of the student's educational record.

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

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

Disciplinary Expulsion: The student is permanently separated from the University, including access to the University and its resources. The notation "*Student is ineligible to enroll*" will be made on the student's transcript when a student is permanently dismissed from the University for disciplinary reasons.

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

CAMPUS SAVE (SEXUAL VIOLENCE ELIMINATION) ACT: RESPONSE AND GUIDELINES TO DOMESTIC VIOLENCE, SEXUAL ASSAULT, DATING VIOLENCE, AND STALKING

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

- Domestic Violence
- Sexual Assault
- Dating Violence
- Stalking

Introduction

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

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

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

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

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

Definitions

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

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

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

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

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

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

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

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

- The length of the relationship.
- The type of relationship.
- The frequency of interaction between the persons involved in the relationship.

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

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

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;

- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Medical Options - Medical Care/Treatment & Evidence Collection

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

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

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

If an individual is uncertain about whether or not they want to report what has occurred, they can still get evidence collected. In cases of sexual assault or severe injuries, the police will be called by the hospital. The survivor can decide if they want to speak with the police at that time to officially report what has happened.

While evidence may be collected anonymously (i.e. without the survivor's name attached to it) and/or when there is no report made to police, these cases are handled differently. A discussion about the merit of collecting evidence "anonymously" and in instances where the survivor does not want to report, should be discussed with medical personnel and/or an advocate.

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

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

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

Campus Health Services

As of January 2019, the UNO Campus Health Center has partnered with Ochsner Health System and will now be serving our entire campus community including faculty and staff.

Ochsner is Louisiana's largest non-profit, academic, healthcare system, providing care across the region at 40 owned, managed, and affiliated hospitals and specialty hospitals, and more than 200 health centers and urgent care centers.

Our health center provides comprehensive services including, but not limited to:

- Wellness examinations
- School and work physical exams
- Immunizations
- Routine lab tests
- Screening and management of sexually transmitted diseases

Need an appointment? All physician visits require an appointment. Call 504.280.6387. For more information visit the website <https://uno.edu/campus-health>.

Reporting Sexual Violence

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

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

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

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

Sexual Assault Victim's Bill of Rights

The UNO Department of Public Safety is committed to helping victims of sexual assault, including date/acquaintance rape. These very serious crimes are a high priority.

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

- We will meet with you privately, at a time and place of your choice to take your report.
- We cannot and will not notify your parents without your consent.
- Our officers will not prejudge you, and you will not be blamed for what occurred.
- We will treat you and your case with professionalism, courtesy, sensitivity and dignity.
- We will assist you in arranging for any necessary hospital treatment or other medical needs. We will also assist in emergency housing, if needed.
- If you would feel more comfortable talking with a friend or advocate of your choice present, we will do our best to accommodate your request.
- We recommend you allow us to contact the New Orleans Police Department; however, we will respect your decision whatever you elect to do.
- We will assist you in privately contacting the Rape Crisis Counselling Line, other counseling, and other available services.
- We will continue to be available to answer your questions, to explain the system and process involved and to be a listening ear if you wish.
- We will consider your case seriously, regardless of your gender or the gender or status of the suspect. Please do not hesitate to call the Department of Public Safety at 504.280.6666, if you have been a victim of sexual assault.

Reporting to the Title IX Coordinator

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

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

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

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

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

The University cannot promise complete confidentiality. Each situation is resolved as discreetly as possible. UNO is obligated to follow up on all allegations. There are times that a one-on-one conversation with the alleged harasser can resolve the situation without revealing the complainant's identity (e.g. investigating an anonymous report).

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

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

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

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

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

UNO Counseling Services

Counseling Services collaborates with UNO students to achieve their goals around mental health, holistic wellness, and healing. We acknowledge the systemic failures in the mental health community to live up to this

mission for marginalized communities. Rooted in the complex history and culture of New Orleans, we support everyone's right to live with dignity, joy, and purpose, and believe that promoting equity, empathy, and a just society lights the path towards that collective aim. We do this by reducing barriers to mental health services, challenging stigma, fostering growth, and responding to the evolving needs of our campus community.

Confidentiality

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

Scope of Services

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

The UNO Counseling Services strives to create an environment that fosters student growth, development, and psychological well-being through education, awareness programs, and direct clinical services. The number of sessions is determined by clinical need, as defined by the clinician but is short term in nature. For those individuals who need more than brief individual therapy, our staff can help coordinate referrals to outside resources when longer-term or more intense individual therapy is required.

All currently enrolled students seeking services will receive an initial appointment for assessment. The initial assessment is sometimes extended to additional appointments to determine the appropriateness of UNOCS services. There is no charge for UNOCS services. After the assessment is concluded, a decision will be made about whether or not the needs of the student fall within the role and scope of the UNOCS or if the student would be better served by another organization.

Services provided include:

- Facilitation of student adjustment and personal growth through counseling as they make decisions and assume responsibility for life on a college campus.
- Assisting students in the development of new strategies to resolve problems and to develop more effective behaviors to cope with life stresses.
- Provision of preventative and educational programs in areas which impact students' mental health, such as interpersonal communication skills, self-esteem, and relationship issues.
- Provision of career testing, interpretation, and counseling to assist the student in identifying potential careers that would be a good match for their personal styles, values, and interests.
- Assisting students with more intensive psychological concerns through supportive counseling, maintenance or referral.

- Provision of consultation, support and training to faculty and staff who may encounter students in psychological distress.

Students whose mental health needs cannot be accommodated within a short-term counseling model are provided with referrals to community resources. Similarly, students whose needs require a particular type of expertise that is not found in UNOCS are also referred to outside resources that can better address their mental health needs. UNO Counseling Services provides referral services either after the initial assessment or as these factors become more apparent during the course of services. The Counselor can provide sliding scale referral options, help the student identify mental health providers that accept their insurance, and assist the student in getting connected with these outside resources. The Counselor will offer additional assistance in finding resources as necessary.

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

- Students who need medical detoxification
- Indication that short-term therapy may be detrimental or non-beneficial
- Students who are unable to identify a focus of counseling and/or take ownership and responsibility for identified concerns
- Students who are unable or unwilling to provide the necessary information to thoroughly assess symptoms
- Treatment noncompliance, including repeated missed sessions
- Students exhibiting inappropriate, harassing, menacing, threatening or violent behaviors toward UNOCS staff
- Students presenting with concerns that fall outside staff expertise and/or UNOCS' mission, including but not limited to court ordered, forensically oriented or mandated treatment
- A desire to be seen more than once a week or for long-term therapy

Students with a need for more on-going treatment as indicated by:

- History of treatment that is beyond the resources of the UNOCS and evidence that the need for the previous level of care continues or is likely to be needed from time to time
- History of multiple hospitalizations
- Chronic suicidality and/or self-injury behaviors; history of repeated suicide attempts
- Students whose behavior is indicative of progressive deterioration requiring intensive intervention
- Manifestations of psychotic symptoms without willingness to remain on medication for stabilization of symptoms

Students who need specialized services not available through UNOCS as indicated by:

- Presence of significant drug and/or alcohol problems such substance dependence, primary substance abuse, and/or past failed treatments
- Presence of significant or long-standing eating disorder, lack of prior treatment for it, or the presence of eating disorders that may pose a medical danger

- Request for psychological evaluation for attention deficit disorder, employment clearance, or any other reason
- Request for services to fulfill students' court-mandated assessment or treatment requirements

Students are asked to cancel any appointments 24 hours in advance of missing an appointment.

Personal Counseling

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

Examples of situations and concerns which may warrant a referral:

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

Office of Residential Life

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

Hotlines/Helplines

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

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

Resources

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

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

Planned Parenthood:

[New Orleans Health Center](#)

4636 S. Claiborne Ave Suite 1, New Orleans, LA
504.897.9200

[Delgado Personal Health Clinic](#)

517 N Rampart St. New Orleans, LA
504.658.2540

[24-Hour Rape Helpline](#) – Trained volunteer advocates provide emotional support, crisis intervention and community referral information over the telephone to survivors of sexual violence, co-survivors and the community. 1.800.656.HOPE

[New Orleans Police Department](#)

NOPD Special Victim's Section
504.658.5800

NOPD Victim/Witness Assistance Unit
504.658.6795

Stalking Resource Center

1.800.FYI.CALL (M-F 8:30 AM - 8:30 PM (est))

email: gethelp@ncvc.org

Suicide Prevention Services 24-Hour Hotline

504.267.7020

Provides anonymous support and information

National Domestic Violence Hotline

1-800-799-SAFE (7233) (24 hours, 7 days a week)

1-800-787-3224

Sexual Assault Hotline

1.800.656.4673

Stop It Now! (Sexual Abuse)

1.888.PREVENT

<http://www.stopitnow.com/>

United Way Crisis Helpline

1.800.233.HELP (1.800.233.4357)

If Someone you know has Experienced Sexual Violence

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

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

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

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

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

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

Be willing to say nothing. Just being there is often the biggest help.

Do not feel intimidated by the intense emotions of survivors. Remember: you don’t have to fix the situation, just be supportive. There are many people at our university who can help provide support.

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

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

Bystander Intervention

The prevention of sexual assault, domestic violence, dating violence and stalking is a community effort.

In addition, students who wish to be active bystanders may reference the following guidelines:

- **Be Educated** – Get educated about sexual assault, domestic violence, dating violence and stalking and know the signs.
- **Be Responsible** – Violence prevention is a community effort. Everyone can help prevent sexual assault, domestic violence, dating violence and stalking.
- **Be Engaged** – Never assume that someone will step in to prevent sexual assault, domestic violence, dating violence and stalking. Don’t wait for someone else to do something – you have a responsibility to act.
- **Be Deliberative** – Weigh the costs and benefits of intervening in a risky situation. These include threats to one's own safety, negative consequences on one's relationships with others, and the potential to change the outcome of a risk situation or to help a victim.
- **Be Confident** – Use appropriately assertive verbal and non-verbal techniques when intervening.
- **Be Skilled** – Are you unsure of how to intervene during a situation or what to say to a survivor after an assault? Become educated about how to step in and how best to respond to a survivor.
- **Be Self-Aware** – Bystanders also need safety nets for themselves – resources to call upon and community policies that support intervention.

CAMPUS SECURITY AUTHORITIES (CSA)

Definition

- A campus police department or a campus security department of an institution.
- Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department under paragraph (i) of this definition, such as an individual who is responsible for monitoring entrance into institutional property.
- Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- An official of an institution who has “significant responsibility” for student and campus activities”, including, but not limited to, student housing, student discipline, and campus judicial proceedings. If such an official is a pastoral or professional counselor, the official is not considered a campus security authority when acting as a pastoral or professional counselor.

In addition to the UNO Department of Public Safety, individuals on campus may also report crimes to a designated Campus Security Authority (CSA) in any of the following UNO departments:

- Office of Student Affairs, 248 University Center, 504.280.6222
- Office of Student Accountability and Disability Services, Earl K. Long Library, 504.280.7327
- Director of Athletics, including all coaches
- Title IX Coordinator and Deputy Coordinators, 248 University Center, 504.280.4689
- Office of Residential Life, Pontchartrain Hall North, 504.280.6402
- Counseling Services, 226 University Center, 504.280.6683

Responding to a Report of an Incident

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

CSAs are required by UNO policy to abide by certain guidelines when responding to a report of sexual assault. This checklist is designed to help CSAs follow the University Protocol for responding to reports of sexual assault. In the event that a student, colleague, or other member of the campus community discloses to you as having survived a sexual assault, you can print this checklist and share the information with the survivor as you cover these steps together.

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

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

Assure the survivor that you will protect their anonymity if the survivor wishes to remain anonymous.

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

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

Ask the student if they need medical attention

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

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

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

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

A printout of the Campus Security Authority (CSA) Checklist for responding to a Report of Sexual Assault can be accessed by clicking: [Campus Reporting | The University of New Orleans \(uno.edu\)](#)

File an anonymous report by calling the UNO Department of Public Safety at 504.280.6371 or using the RAVE Guardian APP.

UNO COMMUNITY SAFETY

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

- When working late, make sure doors are locked.
- Avoid using stairs in remote areas of the building.
- Never prop doors open.
- Keep belongings in an area that can be locked up, such as a desk or cabinet.
- Do not hold doors open for strangers when the building is closed for the evening.
- Let others know where you are when working late.
- Use the Safe Escort Services provided by the University Department of Public Safety to walk you to your vehicle.

- Think of the “what ifs” and have a plan in mind.
- Do not be distracted while walking or jogging.
- Office personnel should have a plan in place for emergencies such as angry or volatile persons or domestic violation situations.
- Always roll your windows up and lock your car.
- Don’t leave valuables in plain view. Items left in the open attract thieves. Store them in the trunk if necessary.
- Engrave expensive accessories, such as car stereos and speaker systems, with your driver’s license number. This aids the police in tracing the stolen items.
- Record all serial numbers in a safe place.
- Never leave your vehicle running and unattended.
- Install an antitheft device that is highly visible, hard to defeat and renders the car inoperable.
- Drop a business card or address label in the map pockets of your doors.
- Don’t hide a spare key.
- Don’t leave important papers such as bank statements, credit card statements, and other important documents in your car.
- Photocopy your registration and insurance information and keep it in a safe place other than your vehicle.
- Most importantly, be crime wise. Think of what you can do to protect your belongings ahead of time before you become a victim. Don’t become complacent.
- If you find your car has been burglarized, contact the UNO Department of Public Safety immediately and try not to touch the vehicle. The more you touch your vehicle, the more you contaminate the crime scene.

If you are confronted by an armed robber:

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

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

- Always lock your door when taking a nap, shower, retiring for the evening, or leaving your residence.
- Never hold or prop open the door to the residence hall or apartment.
- Secure valuables when leaving your residence.

Protecting yourself against sexual assault:

- If you are being victimized by a person who is attempting to sexually assault you, take the following steps to stop the assault from progressing. Remember that the goal is survival.

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

Protecting yourself against stalking:

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

Protecting yourself from date rape drugs:

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

The Impact of Crime

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

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

Louisiana's Crime Victim Bill of Rights

As a victim or designated family member of a victim, you may have the right of notification of certain proceedings in the criminal justice system that may affect you. For this registration you must file a Victim Notice and Registration Form with the arresting law enforcement agency, the clerk of court or the prosecuting agency that has jurisdiction over the case. By registering as a victim, you are also entitled to do a Victim Impact Statement. For you to have these Statutory Rights, the defendant must be charged with any homicide, felony crime of violence, vehicular negligent injuring, first degree vehicular negligent injuring, sexual offense, or an attempt thereof.

Crime Victims Bill of Rights

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

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

If you have been a victim or a witness of a crime and need assistance, contact the Louisiana Department of Justice, Attorney General's Office: 300 Capital Drive, Baton Rouge, Louisiana 70802, Phone – 225.326.6705, email – admininfo@ag.state.la.us.

Support and Resources

UNO Resources

Office of Student Affairs

248 University Center
504.280.6620

UNO Department of Public Safety

234 Computer Center
504.280.6666

Student Accountability and Disability

126E Library
504.280.7327

Counseling Services

226 University Center
504.280.6683

Off-Campus Resources

New Orleans Police Department

911 (for emergencies)

Jefferson Parish Sheriff's Office

504.363.5500

Metropolitan Center for Women and Children

504.837.5400

Crisis Intervention Hotline

504.269.6273

Rape Crisis Counseling Line

504.837.5400

National Sexual Assault Hotline

800.656.HOPE

Louisiana Domestic Violence Hotline

1.800.411.1333

Louisiana Foundation Against Sexual Assault

Toll Free 888.995.7273

Louisiana State Police

504.471.2775

Bureau of Alcohol, Tobacco and Firearms

888.ATF.BOMB

U.S. Drug Enforcement Administration

504.840.1100

U.S. Postal Inspector

504.589.1200

U.S. Coast Guard

504.589.6225

National Suicide Prevention Hotline

1.800.273.8255

Narcotics Anonymous

504.899.6262

Alcoholics Anonymous

504.838.3399

SEXUAL OFFENDER REGISTRATION POLICY

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

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

EMERGENCY SITUATIONS

Preparing for a Hurricane

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

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

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

Individuals who have their own transportation are encouraged to take other people with them to assist in the evacuation process. Students, faculty, and staff should develop a plan to leave, including securing rides with other students who have personal transportation. Should any student decide to leave prior to the official cancellation of classes, the student is responsible for making provisions for missed classes and assignments with their professors directly.

To access the Public Emergency Preparedness page visit: <http://www.uno.edu/> and at the very bottom of the page click on the link titled "Emergency Preparedness".

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

- [AP-OP-09.3 UNO Disaster Emergency Plans \(pdf\)](#)
- [Shelter In Place](#)

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

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

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

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

University Closures

Any announcements as to whether the University will close because of emergency conditions will be made by the President through the Chief Communications Officer for release to the public media. The Chief Communications Officer will initiate Privateer Alert messages, update the UNO website and the message on the UNO main switchboard (504.280.6000). Special instructions to Critical Emergency Personnel, Essential Personnel – LEVEL 1 and Essential Personnel – LEVEL 2 will be included.

When University offices are to be closed and other operations suspended along with the suspension of classes, the announcement shall state; “All classes, public events, and related activities at UNO are suspended and all offices and departments except those previously designated as required for essential operations will be closed today (or until further notice). Faculty and Staff are not to report to work unless previously and specifically told to do so.”

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

University Reopening

Any announcements pertaining to the re-opening of the University and resuming operations after a period of official closure will be made by the President through the Chief Communications Officer for release to the public media. The Chief Communications Officer will initiate E2Campus text messages, update the UNO website and the message on the UNO main switchboard (504.280.6000).

Administrative Instruction

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

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

COMMUNITY LIVING

Living on Campus at UNO

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



Privateer Place

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



Pontchartrain Hall

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



Affinity Housing in Pontchartrain Halls

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



Lafitte Village

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

Pontchartrain Hall Safety

Pontchartrain Hall is a state-of-the-art residence hall located on the main campus of the University of New Orleans. This residence facility consists of two separate and complete residence halls, Pontchartrain Hall North and Pontchartrain Hall South. They are located adjacent to each other on the corner of Milneburg Street and Leon C. Simon Boulevard.

Safety in and around Pontchartrain Hall is first and foremost. The UNO Department of Public Safety provides 24-hour patrols around both Pontchartrain Hall North and South. There is also a state-of-the-art surveillance system covering the common areas within the hall as well as the exterior and parking areas. Entrance to Pontchartrain Halls is controlled by a front desk attendant and by security card access.

Lafitte Village Safety

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

Privateer Place Safety

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

The Privateer Place property management personnel are committed to ensuring the residents of Privateer Place, who are mostly students of UNO, are safe while they are here on campus. One of the security features at Privateer Place is the eight-foot perimeter fencing surrounding the complex. The University Department of Public Safety provides police services to Privateer Place and are available on a 24-hours/7 days a week basis. The Management believes in the effectiveness of neighbors looking out for each other and encourage residents to get to know their neighbors. It is the responsibly of the residents to promptly report any incident criminal in nature to the University Department of Public Safety at 504.280.6666 and to the complex office. Whenever possible furnish a detailed description of the offender, date and time, make and color of vehicle, license plate number, etc.

Emergencies

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

General Safety

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

The following situations may indicate criminal activity and should be reported to your Residence Hall Staff and University Department of Public Safety:

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

- Trying to break or pry open a car window

Personal Security – While Inside Your Apartment

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

Personal Security – While Outside Your Apartment

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

- Carry your door key in your hand, whether it is daylight or dark, when walking to your entry door. You are more vulnerable when you are looking for your keys at the door.

Personal Security – While Using Your Car

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

UNIVERSITY ALERT SYSTEM

Shelter in Place

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

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

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

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

1. **Warning Siren:** When you hear the official shelter-in-place warning siren, you should:
 - Direct any non-threatening individuals into your area;
 - Lock or barricade your area door and windows, if possible;
 - If you are outside on campus, exit the campus. Entering a building is dangerous as the danger may be in the building.
2. **Text Message:** If you hear the siren and you are registered for the Privateer Alerts text messaging service you should:

- Check your text messaging service immediately; silence the ringer on your mobile device;
 - You will receive a text message indicating the nature of the emergency and what steps to take to protect yourself.
3. **Email Message:** An email message will be sent to all UNO email addresses indicating the nature of the emergency and what steps to take to protect yourself.
4. **Move Away from Doors & Windows:**
- Direct others in your area to move away from doors and windows and stay silent;
 - Do not open your door for any reason;
 - Building Coordinators and University Police will have keys to open doors.
5. **Cover Windows/Turn Off Lights:** Cover area windows/close blinds (if possible); Turn off lights.
6. **If You Hear Gunfire:**
- Lie flat on the floor and direct those around you to do the same;
 - Remind everyone to stay silent and silence their ringer on their mobile devices.
7. **Take Roll of Those Present:**
- Someone should take roll of everyone present;
 - Be prepared to provide this information to University Department of Public Safety
8. **Stay Where You Are:**
- Until an "all clear" email is received or an "all clear" text message is received;
 - Until you are given face-to-face instructions by University Department of Public Safety officers or a University administrator that the emergency is over.
9. **Do NOT Call the University Police:**
- Once the siren has sounded, University Police are aware of the emergency;
 - Only call University Department of Public Safety if you have a life-threatening emergency or specific information on an immediate dangerous situation to report.

For more information visit: <http://www.uno.edu/upd/> and click the *University Alert System* link

MISSING STUDENT POLICY

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

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

Reporting a Missing Student

A student may be considered to be missing if the student's absence is contrary to his or her usual pattern of behavior and unusual circumstances may have caused the absence.

Such circumstances could include, but are not limited to:

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

The UNO Department of Public Safety suggests to all members of the UNO community that, if there is a possibility that a student is missing, please consult with the University Department of Public Safety as soon as possible, by calling 504.280.6666.

Any university employee who receives information indicating that a student may be missing must report this information to the University Department of Public Safety immediately whether the student is a resident or nonresident student.

Any student, who believes that another student is missing, is encouraged to notify the University Department of Public Safety as soon as possible. **YOU DO NOT HAVE TO WAIT 24 HOURS.**

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

Emergency Contact Information

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

1. The student will have the opportunity to identify a contact person or persons whom will be notified within 24 hours of the determination by law enforcement that the student is missing;
2. This contact information will be confidential and will be accessible only to authorized university officials and it will not be disclosed except to law enforcement personnel involved in a missing persons investigation;
3. For students who are **18 years of age or older**, this notification to the designated emergency contact person will be notified within but no later than 24 hours after the student is determined to be missing. A student who is above the **age of 18 or is an emancipated minor**, the local law enforcement agency that has jurisdiction will be notified within 24 hours of the student being determined to be missing.
4. Students who are **under 18 years of age and not emancipated**, the Division of Student Affairs or the UNO Department of Public Safety must notify the student's custodial parent or guardian within 24 hours of the determination that the student is missing and will also notify any of the student's additional designated emergency contact persons.

Procedures for Registering Confidential Contact Information

1. To register your Confidential Contact Information, in "[WebSTAR](#)", click "Students" link
2. Enter your student "User ID" and "Password"
3. This will bring you to the Student Self Services page
4. Click on the " Personal Information" link
5. Under Contact Information, click on the "Emergency Contacts" link
6. On the Emergency Contacts List page;
 - a. If the student does not wish to provide confidential contact information, please check the box which states "*I do not wish to provide this information*" and the information will be automatically saved.
 - b. If the student elects to enter confidential contact information, please follow the instructions provided to enter the data.

CAMPUS CRIME STATISTICS

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

Clery Geography Definitions

Campus - Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and any building or property that is within or reasonably

contiguous to the area, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

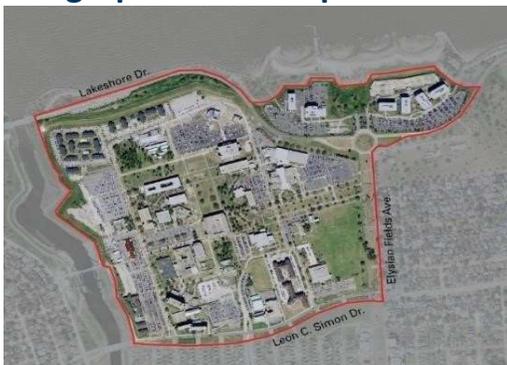
- Lakefront Main Campus (including student housing)
 - Pontchartrain Halls (North and South)
 - Lafitte Village
 - Privateer Place Apartments

Non-Campus Building or Property - Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

- East Campus – Lakefront Arena
- Shea Penlend Coastal Education and Research Facility, 21000 Chef Mentuer Hwy., New Orleans, La.
- St. Claude Gallery, 2429 St. Claude Avenue, New Orleans, La.
- Lamda Chi Alpha Fraternity House, 2305 Gentilly Blvd., New Orleans, La.

Public Property - All public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution's educational purposes.

Geographic Area Maps



Lakefront Main Campus



East Campus – Lakefront Area

Crime Information

Types of Criminal Offenses

1. **Criminal Homicide** - These offenses are separated into two categories: Murder and Nonnegligent Manslaughter, and Negligent Manslaughter.
 - a) **Murder and Non-negligent Manslaughter** is defined as the willful (non-negligent) killing of one human being by another.
 - b) **Negligent Manslaughter** is defined as the killing of another person through gross negligence.

2. **Sexual Assaults (Sex Offenses)** – is defined as any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.
 - a) **Rape** – is the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.
 - b) **Fondling** – is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
 - c) **Incest** – is sexual intercourse between persons who are related to each other with the degrees wherein marriage is prohibited by law.
 - d) **Statutory Rape** – is sexual intercourse with a person who is under the statutory age of consent.
3. **Aggravated Assault** – is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
4. **Burglary** – is the unlawful entry of a structure to commit a felony or a theft.
5. **Motor Vehicle Theft** – is the theft or attempted theft of a motor vehicle.
6. **Arson** – is any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Hate Crime Definitions

Hate Crimes - is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.

1. **Race** - persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.
2. **Religion** - A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.
3. **Sexual Orientation** - A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation.
4. **Gender** - A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.

5. **Identity** - A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender nonconforming individuals.
6. **Ethnicity** - A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry.
7. **National Origin** - A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.
8. **Disability** - A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

Violence Against Women Act (VAWA)

Definitions

Domestic Violence (42 U.S.C. 13925 (a)(6)) - includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Domestic Violence (New Orleans Municipal Code Section 54-525) - means the occurrence of one or more of the following acts by a family or household member, but does not include acts of self-defense:

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

Family or household members means as follows:

1. Adults or minors who are current or former spouses;
2. Adults or minors who live together or who have lived together;
3. Adults or minors who are dating or who have dated;
4. Adults or minors who are engaged in or who have engaged in any type of sex act;
5. Adults or minors who are related by blood or adoption;
6. Adults or minors who are related or formerly related by marriage; or
7. Persons who have a child in common; and, minor children of a person with whom the offender has been or is in a relationship that is described in subsections (1) through (6) of this definition.

Dating violence (42 U.S.C. 13925 (a)(8)) - 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. 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

Dating Violence (34 CFR 668.46) - Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

1. The existence of such a relationship shall be determined 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.
2. For the purposes of this definition –
 - a. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - b. Dating violence does not include acts covered under the definition of domestic violence.

Dating partner (42 U.S.C. 13925 (a)(7)) - refers to a person who is or has been in a social relationship of a romantic or intimate nature with the abuser, and where the existence of such a relationship shall be determined based on a consideration of –

1. the length of the relationship;
2. the type of relationship; and
3. the frequency of interaction between the persons involved in the relationship.

Stalking (42 U.S.C. 13925 (a)(24)) - means engaging in a course of conduct directed at a specific person that would cause a reasonable person to -

1. fear for his or her safety or the safety of others; or
2. suffer substantial emotional distress.

Stalking (34 CFR 668.46) – For the purposes of the stalking definition above –

1. **Course of conduct** means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

2. **Reasonable person** means a reasonable person under similar circumstances and with similar identities to the victim.
3. **Substantial emotional distress** means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Stalking Behaviors

- making unwanted phone calls, voice or text messages, hang-ups;
- unwanted emails, instant messages, messages through social media;
- unwanted cards, letters, flowers, or presents;
- watching or following from a distance, spying with a listening device, camera, or global positioning system (GPS);
- approaching or showing up in places, such as victim's home, workplace, or school without a legitimate reason;
- waiting at places for the victim;
- leaving strange or potentially threatening item for the victim to find; or
- sneaking into the victim's home or car and doing things to scare the victim or let the victim know the perpetrator had been there.

Cyber Stalking (Louisiana R.S. 14:40.3)

- A. For the purposes of this Section, the following words shall have the following meanings:
 1. "Electronic communication" means any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature, transmitted in whole or in part by wire, radio, computer, electromagnetic, photoelectric, or photo-optical system.
 2. "Electronic mail" means the transmission of information or communication by the use of the Internet, computer, a facsimile machine, a pager, a cellular telephone, a video recorder, or other electronic means sent of a person identified by a unique address or address number and received by that person.
- B. Cyberstalking is action of any person to accomplish any of the following:
 1. Use in electronic mail or electronic communication of any words or language threatening to inflict bodily harm to any person or to such person's child, sibling, spouse, or dependent, or physical injury to the property of any person, or for the purpose of extorting money or other things of value from any person.
 2. Electronically mail or electronically communicate to another repeatedly, whether or not conversation ensues, for the purpose of threatening, terrifying, or harassing any person.
 3. Electronically mail or electronically communicate to another and to knowingly make any false statement concerning death, injury, illness, disfigurement, indecent conduct, or criminal conduct of the person electronically mailed or of any member of the person's family or household with the intent to threaten, terrify, or harass.
 4. Knowingly permit an electronic communication device under the person's control to be used for the taking of an action in Paragraph (1), (2), or (3) of this Subsection.
- C. 1. Whoever commits the crime of cyberstalking shall be fined not more than two thousand dollars,

or imprisoned for not more than one year, or both.

2. Upon a second conviction occurring within seven years of the prior conviction for cyberstalking, the offender shall be imprisoned for not less than one hundred and eighty days and not more than three years and may be fined not more than five thousand dollars, or both.
 3. Upon a third or subsequent conviction occurring within seven years of a prior conviction for stalking, the offender shall be imprisoned for not less than two years and not more than five years and may be fined not more than five thousand dollars, or both.
 4. Repealed by Acts 2020, No. 352, §2.
- D. Any offense under this Section committed by the use of electronic mail or electronic communication may be deemed to have been committed where the electronic mail or electronic communication was originally sent, originally received, or originally viewed by any person.
- E. This Section does not apply to any peaceable, nonviolent, or nonthreatening activity intended to express political views or to provide lawful information to others.

CRIME STATISTICS FOR THE PAST THREE YEARS

Criminal Offenses	Year	On- Campus	On-Campus Student Housing (Subset of On-Campus)	Non-Campus	Public Property
Murder/ Non-Negligent	2021	0	0	0	0
	2020	0	0	0	0
	2019	0	0	0	0
Manslaughter by Negligence	2021	0	0	0	0
	2020	0	0	0	0
	2019	0	0	0	0
Rape	2021	2	1	0	0
	2020	3	3	0	0
	2019	0	0	0	0
Fondling	2021	0	0	0	0
	2020	0	0	1	2
	2019	1	0	1	0
Incest	2021	0	0	0	0
	2020	0	0	0	0
	2019	0	0	0	0
Statutory Rape	2021	0	0	0	0
	2020	0	0	0	0
	2019	0	0	1	0
Robbery	2021	0	0	0	0
	2020	1	0	0	2
	2019	0	0	1	0
Aggravated Assault	2021	1	0	0	0
	2020	0	0	0	2
	2019	0	0	0	0
Burglary	2021	3	0	0	0
	2020	13	5	0	0
	2019	8	4	1	0
Motor Vehicle Theft	2021	1	0	0	0
	2020	0	0	0	0
	2019	2	0	2	0
Arson	2021	0	0	0	0
	2020	0	0	0	0
	2019	0	0	0	0

Unfounded Investigations	2021	1
	2020	1
	2019	0

Hate Crimes - There were no reported hate crimes in any of the Clery Crime Offense categories for the years 2021, 2020, or 2019.

Violence Against Women Act (VAWA), Arrests, and Judicial Referrals

VAWA Offenses	Year	On- Campus	On-Campus Student Housing (Subset of On Campus)	Non-Campus	Public Property
Domestic Violence	2021	1	1	0	0
	2020	5	5	1	0
	2019	1	0	0	0
Dating Violence	2021	3	3	0	0
	2020	4	4	0	0
	2019	8	3	1	3
Stalking	2021	0	0	0	0
	2020	5	4	0	1
	2019	5	1	3	0

Arrests	Year	On- Campus	On-Campus Student Housing (Subset of On Campus)	Non-Campus	Public Property
Weapons: Carrying, Possessing, etc.	2021	0	0	0	0
	2020	0	0	0	0
	2019	0	0	0	0
Drug Abuse Violations	2021	2	1	0	0
	2020	1	1	1	3
	2019	8	6	0	0
Liquor Law Violations	2021	0	0	0	0
	2020	0	0	0	0
	2019	2	0	0	0

Disciplinary Actions/ Judicial Referrals	Year	On- Campus	On-Campus Student Housing (Subset of On Campus)	Non-Campus	Public Property
Weapons: Carrying, Possessing, etc.	2021	1	1	0	0
	2020	0	0	0	0
	2019	0	0	0	0
Drug Abuse Violations	2021	1	1	0	0
	2020	0	0	0	0
	2019	6	6	0	0
Liquor Law Violations	2021	3	3	0	0
	2020	0	0	0	0
	2019	1	0	0	0

ANNUAL FIRE SAFETY REPORT

Safety Policies and Precautions

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

Student Housing Fire Prevention

- Know every regular and emergency exit from the building you are in. Know how to activate the alarm system and what it sounds like.
- Know the locations of fire extinguishers and how to operate them.
- Arrange room contents with fire safety in mind. Maintain clear and unobstructed access to your room door, from both the outside and inside at all times.
- Do not allow access clutter or flammable materials to accumulate.
- You may not use halogen lamps, candles, incense, or any open flame in your residential unit. If the power goes out, use flashlights only for light. Do not store flammable liquids in or around your residential unit.
- Cook only in designated kitchen spaces. Do not leave stove, oven, or microwave unattended when in use.
- Do not have open heating elements in your room.
- Do not use or possess fireworks, lighted candles, flammable fuels, space heaters, halogen lamps/bulbs, or firearms.
- Do not smoke or allow others to smoke in your room or anywhere else on campus. The University is a Smoke-Free Campus.
- Do not cover over, or tamper with, your room’s smoke detector.
- Never drape clothes or any paper, wood, cloth, or plastic material over a lamp, smoke detector, sprinkler head, or pipes.
- Only use grills for outdoor cooking in approved areas.
- Do not use, possess, charge, and/or store electronic skateboards including self-balancing hover boards/scooters and other similar equipment in all university residence hall.

Prohibited Activities in Student Housing

- Setting or fueling a fire of any size, using any device that creates an open flame (including candles), has an exposed heating element or a torchiere lamp with a halogen bulb; using any substance/device which can smolder and/ or create smoke (including toasters, toaster ovens, hot plates or appliances which contain an open element, or careless activity which could create a fire emergency.
- Tampering with or removing fire equipment.

- False report of any emergency; damage or misuse of fire safety equipment.
- Possession, use, or manufacture of explosive, flammable, or harmful materials.

Surge Protector and Power Strip Safety

Every year, thousands of fires result from surge protectors, power strips and electrical cords. Listed below are some suggestions to help prevent a possible fire from beginning.

- Use only surge protectors or power strips that have an internal circuit breaker. These units will trip the breaker if the power strip is overloaded or shorted to prevent overheating.
- Surge protectors, power strips, or extension cords are not a substitute for permanent wiring.
- If at any time the surge protector or plug strip is hot to the touch remove and replace the unit. The electrical load for this strip should be evaluated for overloading.
- At no time should a surge protector or plug strip be placed in a situation that will allow it to be exposed to a moist environment.
- Any surge protector or power strip that does not have an internal circuit breaker, has frayed wires, or has a unit that is not working properly, should be replaced immediately.
- Do not plug a surge protector or power strip into an existing surge protector or power strip. This practice is called "daisy chaining" or "piggy backing" and can lead to serious problems.
- All surge protectors or power strips need to be UL (Underwriters Laboratory) or ETL (Electrical Testing Laboratories) approved. The UL or ETL label must never be removed from the unit. On the underside of the casing, there should be the manufacturer's name and the name of the testing lab where the unit was tested.
- There should only be one surge protector or power strip plugged into a single duplex electrical outlet.
- Do not locate a surge protector or power strip in any area where the unit would be covered with carpet, furniture, or any other item that will limit or prevent air circulation.
- Do not staple, tack, or tape a surge protector or power strip.
- Visually inspect all surge protectors or power strips on a regular basis to ensure that they are not damaged or showing signs of degradation. During the visual inspection, ensure that the plug is fully engaged in their respective outlets.
- When the surge protector or plug strip is not in use, unplug the unit.
- The surge protector or power strips should always have either a polarized plug with one of the blades being larger than the other one or a three-prong grounded plug. Never use a three to two prong adapter to power the unit.
- Surge protectors or power strips should have a cord of no more than 6 feet in length.
- Never plug medical equipment into a surge protector or power strip unless it is approved for this purpose.

Evacuation Procedures for Fire Alarms/Fire Drills

You must leave the building immediately when a fire alarm is sounding.

- If safe to do so, close your window, room/suite/apartment doors and immediately exit the building. Use stairs, not elevators.
- Always assume each alarm is an emergency; never assume a false alarm.

- Do not open door if knob is warm to the touch; stay in room and call 911 or the UNO Department of Public Safety and Security at 504.280.6666.
- Crawl on floor (where air is fresher) if you encounter smoke.
- Don't panic – move quickly outside the building to at least 50 feet away from the structure and to the designated assembly point, and check with university staff.

If you smell smoke or see smoke or fire:

- Pull the nearest building alarm.
- Close your room door.
- Safely exit the building.
- Call the UNO Department of Public Safety at 504.280.6666. Tell UNODPS the exact location of fire or smoke.
- Never attempt to fight or put out a fire.

If you get trapped by fire or smoke:

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

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

Reporting Procedures

Fires should be reported to:

- UNO Department of Public Safety, 504.280.6666
- Residential Life Professional Staff (Pontchartrain Halls, Lafitte Village), 504.280-6402
 - Director of Residential Life
 - Assistant Director of Residential Life
 - Area Coordinators
 - Assistant Hall Director

Fire Safety Education

Student housing provides fire safety education to its students through the Resident Assistants at the start of each semester. During this student housing orientation, Resident Assistants provide valuable information to students regarding preventing fires in their dorm rooms. Also provided to students are evacuation procedures and routes out of the building in the event of a fire or fire drill. The Resident Assistants receive an in-depth fire

safety training class provided by the UNO Environmental, Health, and Safety Office. This training includes fire prevention, evacuation procedures, and the proper use of portable fire extinguishers.

General Guidelines

Please take every alarm seriously and evacuate the building every time the alarm rings (unless you know ahead of time that the alarm will be ringing for some sort of test). At the time of a fire or explosion, your decision not to evacuate will be very costly for you and your family.

1. Keep all exit corridors and hallways clear of obstructions and/or debris.
2. Turn off electric or heat producing equipment such as automatic coffee pots when not in use.
3. Be familiar with an alternate exit route (fire exit stairwell) in case your normal entrance / exit route is blocked by the fire.

Fire Emergency

1. Preplan your response to a fire emergency. Know where the nearest fire alarm pull station, fire extinguisher, and alternate emergency exit / stairwell are located.
2. If you discover a fire...
 - Evaluate the situation.
 - Secure the immediate area by removing personnel.
 - Close door(s) to the room or area. (this will temporarily contain the fire).
 - Activate the building fire alarm by pulling a "pull station" on your way out of the building.
 - Call 504.280.6666 (UNO Department of Public Safety) to inform them of the emergency.

3. Fire extinguishers are strategically placed in all campus buildings however there is NO REQUIREMENT for any employee to attempt to put out a fire. If you decide that you want to attempt to put out a small fire and you have a portable fire extinguisher handy...

Remember P.A.S.S:

- Pull the pin — break the seal and test the extinguisher
- Aim nozzle at base of the fire — ensure you have an escape route
- Squeeze the handle — to discharge the extinguishing agent
- Sweep from side to side — completely extinguish the fire

Be sure to use the properly rated extinguisher for the type of fire involved.

- Type A - for use on wood, paper, cloth, and trash fires. **DO NOT** use on electrical or burning liquid fires.
- Type B - for use on paint, oil, grease, and flammable liquids.
- Type C - for use on electrical fires.
- Type ABC (Dry powder) — for any of the above (these are the most common on campus)
- Type K — for use on kitchen fires

Fire Extinguishers

A portable fire extinguisher can save lives and property by putting out a small fire or containing it until the fire department arrives. Fire extinguishers are strategically placed in all buildings on campus,

however there is no requirement for any employee to attempt to put out a fire. Employees are encouraged to evacuate the building and notify the appropriate personnel.

Should you choose to try an extinguish a fire there are a few steps to take first:

1. Sound the fire alarm and call the fire department, also notifying the University Department of Public Safety at 504.280.6666
2. Identify a safe evacuation path before approaching the fire. Do not allow the fire, heat, or smoke to come between you and your evacuation path.
3. Select the appropriate type of fire extinguisher.
4. Discharge the fire extinguisher within the effect range — 6 to 8 feet.
5. Back away from the extinguished fire in the event it flares up again.
6. Evacuate immediately if the fire extinguisher is empty and the fire is not out.
7. Evacuate immediately if the fire progress beyond the incipient stage — it has just started.

Fire Safety Systems

Student Housing Fire Safety Systems							
Building	Smoke Detectors	Audible Alarms	Strobes	Pull Stations	Sprinklers	Portable Fire Extinguishers	# Fire Drills (2021)
Pontchartrain Hall - North	Yes	Yes	Yes	Yes	Yes	Yes	2
Pontchartrain Hall - South	Yes	Yes	Yes	Yes	Yes	Yes	2
Lafitte Village	Yes	Yes	Yes	Yes	Yes	Yes	1
Privateer Place	Yes	Yes	Yes	Yes	Yes	Yes	2

Fire Statistics on Campus

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

1. **Fire Log** - Institutions must keep a fire log that states the nature of the fire, date, time, and general location of each fire in on-campus student housing facilities.
2. **Annual Fire Safety Report** - Institutions with on-campus student housing facilities must publish annually a fire safety report that provides information on campus fire safety practices and standards.

**Reported Fires
On-Campus**

Case #	Date	Time	General Location	Nature

There were no reported fires on-campus for the year 2021

On-Campus Student Housing

Pontchartrain Hall (North and South)			
	2021	2020	2019
Fires	0	0	0
Injuries	0	0	0
Deaths	0	0	0

Lafitte Village			
	2021	2020	2019
Fires	0	0	0
Injuries	0	0	0
Deaths	0	0	0

Privateer Place Apartments			
	2021	2020	2019
Fires	0	1	0
Injuries	0	0	0
Deaths	0	0	0



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