

# ANNUAL SECURITY AND FIRE SAFETY REPORT 2017



**GRAMBLING STATE UNIVERSITY POLICE DEPARTMENT  
100 MAIN STREET /PO BOX 4286  
GRAMBLING, LA 71245**

**DISPATCH-(318) 274-2222**

**[www.gram.edu/police](http://www.gram.edu/police)**

**Dr. Richard Gallot**  
**Grambling State University President**



Campus safety is a top priority at Grambling State University. We are committed to maintaining a safe and secure environment for our students, faculty, staff, alumni and visitors. Crime prevention is a shared responsibility that involves all members of the university community, and a truly safe campus can only be achieved with everyone's cooperation.

To that end, the university has developed programs and formed partnerships within the community to foster a greater sense of campus safety and security, while providing the highest level of service to our various constituency groups.

**CONTENTS**

**Message from the President, Dr. Richard Gallot ----- 2**

**Timely Warning ----- 6**

**Preparation of Disclosure of Crime Statistics ----- 6**

**How to Report Criminal Offenses ----- 7**

**Security of and Access to Campus Facilities, including Campus Residences ----- 8**

**Policy Statement Addressing Disclosures to Alleged Victims of Crimes of Violence or  
Non-Forcible Offenses ----- 9**

**Definitions of Criminal Acts----- 9**

**Louisiana State Criminal Law Defines Sexual Assault in the following Ways -----9-11**

**Revised Statue 14:37.7 Domestic Abuse aggravated assault ----- 11**

**Sexual Offense Policy----- 12**

**Advising the community about Sex Offenders----- 13**

**Current Policies Concerning Campus Law Enforcement----- 14**

**Emergency Notification Policies ----- 15**

**Imminent Danger----- 15**

**After the threat is Eliminated ----- 16**

**Inclement Weather ----- 16**

**University Notification System ----- 17**

**Sources of Assistance during Emergencies ----- 17-18**

**Public Relations Policies Regarding Emergencies ----- 19**

**Disaster Preparedness for people with Disabilities----- 19-20**

**Evacuation Procedures/Campus Evacuation ----- 21**

**Programs to Inform Students and Employees Regarding Campus Security ----- 22-24**

<b>GSU Police Department Crime and Hate Crime Statistics</b> -----	<b>25</b>
<b>Policy and Procedures from Student Counseling &amp; Wellness Resource Center</b> -----	<b>26</b>
<b>Service for Victims of Sexual Assault</b> -----	<b>26</b>
<b>Responsibility of Confidentiality</b> -----	<b>26</b>
<b>Parental/Legal Guardian/Partner Notification</b> -----	<b>27</b>
<b>Privileged Communication Reporting vs Limited Confidential Reporting</b> -----	<b>27</b>
<b>Examples of Designated Limited Confidential Reporting Resources</b> -----	<b>28</b>
<b>Policy and Procedures From Athletic Department</b> -----	<b>29-31</b>
<b>Violence Against Women Reauthorization Act of 2013</b> -----	<b>31-32</b>
<b>Fire Report</b> -----	<b>33-35</b>
<b>Fire Statistical Data</b> -----	<b>36</b>
<b>Residential Life/ Housing Fire Drills</b> -----	<b>37</b>
<b>Sexual and Racial Harassment</b> - -----	<b>38</b>
<b>How to Report Sexual &amp; Racial Harassment</b> -----	<b>39</b>
<b>Awareness Programs</b> -----	<b>40</b>
<b>Judicial Affairs Code of Conduct</b> -----	<b>41</b>
<b>Student Conduct/Rules &amp; Regulations</b> -----	<b>42-45</b>
<b>Sexual Misconduct Policy</b> -----	<b>46-53</b>
<b>Retaliation and Related Misconduct</b> -----	<b>54</b>
<b>Criminal Proceedings</b> -----	<b>55</b>
<b>Romantic Relationship in Power Differentials</b> -----	<b>56</b>
<b>Amnesty For Students Who Report Sexual Misconduct</b> -----	<b>57-61</b>
<b>Sexual Misconduct Investigation Procedure</b> -----	<b>62-66</b>
<b>Statement Concerning Sexual Harassment</b> -----	<b>67</b>

**Zero Tolerance For Aggressive Behavior Policy -----68**

**Policy Regarding Possession, Use and Sale of Alcoholic Beverages and State Underage  
Drinking Law -----69**

**ASR and Online Data Collection -----70**

## **Annual Security Report**

### **Timely Warning Policy**

In the event that a situation arises, on or off campus, that in the judgment of the University Chief of Police constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the GSU e-mail system to students, faculty, staff, and the campus student newspaper, The Gramblinite.

Depending upon the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the University Police Department requests the Office of Media Relations to post a notice on the main GSU homepage, <http://www.gram.edu>, providing the GSU community with more immediate notification. In such instances, a copy of the notice is posted in each residence hall, the mailroom, and the Favrot Student Union. Anyone with information warranting a timely warning should report the circumstances to the University Police Crime Prevention Officer, at 274-6541 or in person at the communication center in the Police Department Building, located on campus at 403 Main Street.

### **Preparation of Disclosure of Crime Statistics**

The Grambling State University Police Department prepares the Combined Annual Security and Fire Safety Report to comply with the Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act. The full text of this report can be located on the University Police website at <http://www.gram.edu/campus/police>. This report is prepared with the cooperation of Housing and Residential Services, the Judicial Affairs Office, Administration, and the Division of Student Affairs. Each entity provides updated information on their policies and educational efforts and programs to comply with the Act.

Campus crime, arrest, and judicial referral statistics are those reported to the GSU Police. The local law enforcement agency, the City of Grambling, is not able to provide statistics for Grambling State University’s public property. Counseling Services staff informs their clients of the procedures to reports a crime to the GSU Police, should they feel it is in the best interest of the client. The crime reports to the GSU Police are not confidential.

Each year, an e-mail notification is made to all enrolled students, faculty, and staff that provide the web site address for this report. Paper copies of this report may also be obtained at the GSU Police Department located on campus at 403 Main Street or by calling (318) 274-2222.

## How to Report Criminal Offenses

To report a crime, contact the University Police at (318) 274-2222 or by using one of the 18 emergency telephones located across the campus near residence halls, academic buildings, and parking lots. The telephones connect directly to the Police Department, and the location is identified to the communications officer on duty. Any suspicious activity or persons seen in parking lots or loitering around vehicles, inside buildings, or around the residence halls should be reported to the Police Department.

Members of the Grambling State University community are encouraged to report all crime and public safety related incidents to the GSU Police Department in a timely manner. The GSU Police Department patrols and has jurisdictional authority for the entire GSU campus. Communication officers are available at (318) 274-2222 twenty four hours a day to answer your call. The GSU PD Communications will take the required actions, dispatching an officer or to ask a visitor to report to GSU PD to file an incident report. The GSU PD Investigator will investigate a report when it is deemed appropriate.

The GSU Police Department encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public under state law, the GSU Police Department cannot hold reports of crime in confidence. Confidential reports for inclusion in the annual disclosure of crime statistics can be made to the GSU Hotline. The GSU Hotline Number is (318) 274-3144.

Vice President of Student Affairs	(318) 274-6120 2 <sup>nd</sup> Floor Grambling Hall
Director, Office Of Student Conduct	(318) 274-3169/(318) 274-7782 4 Judicial Affairs Building
Director, Housing and Residence Life	(318) 274- 2504 210 Grambling Hall
Director, Human Resources	(318) 274-2237 148 Long Jones Hall

For off-campus crimes, call the Grambling City Police (318) 247-3771. Note: If you dial 911, you will be connected with the Lincoln Parish Sheriff Office, which will transfer your call to the Grambling City Police.

## **Security of and Access to Campus Facilities, including Campus Residences**

During business hours, GSU buildings (including housing facilities) are open to students, employees, contractors, and visitors. Some facilities may have individual hours that differ from the standard business hours. Academic and administrative buildings are unlocked in the morning and secured each evening by the University Police. During non-business hours, entrance into buildings by faculty or staff personnel is permitted by the GSU Police Department after the employee signs a sign in sheet. Admittance by the GSU Police Department is provided only to persons with GSU IDs whose assigned workspace is in the building for which access is requested.

Residence halls are secured 24 hours a day. Newer residence halls are accessed via card access device; six older residence halls are accessed with keys. If the key or access device is lost or misplaced, the Residence Assistant assigned to the building for which access is requested should be contacted for access. Over extended breaks, the doors of all halls are secured around the clock by a mechanism separate from the card access system. All students who are staying on the campus during the break are moved to one hall and provided temporary access to that hall.



## **POLICY STATEMENT ADDRESSING DISCLOSURES TO ALLEGED VICTIMS OF CRIMES OF VIOLENCE OR NON-FORCIBLE SEX OFFENSES**

Grambling State University through the Office of University Services will, upon written request, disclose to the alleged victim of a crime of violence or a non-forcible sex offense the results of any disciplinary hearing conducted by Grambling involving the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Grambling State University will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

### **Definitions of Criminal Acts**

There are numerous terms used by Grambling State University in our policy and procedures.

**Consent** is not defined in Louisiana state statutes. Consent relative to the Student Disciplinary Code has its use and common definition and is referenced in Black's Law Dictionary.

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

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

**Fondling** is defined as the touching of the private parts of another person for the

purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

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

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

### **LOUISIANA STATE CRIMINAL LAW DEFINES SEXUAL ASSAULT IN THE FOLLOWING WAYS**

#### **Revised Statute 14§41. Rape; defined**

A. Rape is the act of anal, oral, or vaginal sexual intercourse with a male or female person committed without the person's lawful consent.

B. Emission is not necessary, and any sexual penetration, when the rape involves vaginal or anal intercourse, however slight, is sufficient to complete the crime.

C. For purposes of this Subpart, "oral sexual intercourse" means the intentional engaging in any of the following acts with another person:

- (1) The touching of the anus or genitals of the victim by the offender using the mouth or tongue of the offender.
- (2) The touching of the anus or genitals of the offender by the victim using the mouth or tongue of the victim.

#### **Revised Statute 14§42. Aggravated rape**

A. Aggravated rape is a rape committed upon a person sixty-five years of age or older or where the anal, oral, or vaginal sexual intercourse is deemed to be without lawful consent of the victim because it is

committed under any one or more of the following circumstances:

(1) When the victim resists the act to the utmost, but whose resistance is overcome by force.

(2) When the victim is prevented from resisting the act by threats of great and immediate bodily harm, accompanied by apparent power of execution.

(3) When the victim is prevented from resisting the act because the offender is armed with a dangerous weapon.

balance of any sentence to be served for a prior conviction for any offense.

G. (1) For purposes of determining whether a defendant has a prior conviction for violation of this Section, a conviction under this Section, or a conviction under the laws of any state or an ordinance of a municipality, town, or similar political subdivision of another state which prohibits the intentional use of force or violence committed by one household member upon another household member of the opposite sex presently or formerly living in the same residence with the defendant as a spouse, whether married or not, shall constitute a prior conviction.

(2) For purposes of this Section, a prior conviction shall not include a conviction for an offense under this Section if the date of completion of sentence, probation, parole, or suspension of sentence is more than ten years prior to the commission of the crime with which the defendant is charged, and such conviction shall not be considered in the assessment of penalties hereunder.

However, periods of time during which the offender was incarcerated in a penal institution in this or any other state shall be excluded in computing the ten-year period.

H. An offender ordered to participate in a domestic abuse prevention program required by the provisions of this Section

shall pay the cost incurred in participation in the program. Failure to make such payment shall subject the offender to revocation of probation, unless the court determines that the offender is unable to pay.

I. This Subsection shall be cited as the "Domestic Abuse Child Endangerment Law". When the state proves, in addition to the elements of the crime as set forth in Subsection A of this Section, that a minor child thirteen years of age or younger was present at the residence or any other scene at the time of the commission of the offense, of the sentence imposed by the court, the execution of the minimum mandatory sentence provided by Subsection C or D of this Section, as appropriate, shall not be suspended, the minimum mandatory sentence imposed under Subsection E of this Section shall be two years without suspension of sentence, and the minimum mandatory sentence imposed under Subsection F of this Section shall be four years without suspension of sentence.

J. Any crime of violence, as defined in R.S. 14:2(B), against a person committed by one household member against another household member, shall be designated as an act of domestic violence.

K. If the victim of domestic abuse battery is pregnant and the offender knows that the victim is pregnant at the time of the commission of the offense, the offender, who is sentenced under the provisions of this Section, shall be required to serve a minimum of forty-five days without benefit of suspension of sentence for a first conviction, upon a second conviction shall serve a minimum of one year imprisonment without benefit of suspension of sentence, upon a third conviction shall serve a

minimum of two years with or without hard labor without benefit of probation, parole, or suspension of sentence, and upon a fourth and subsequent offense shall serve a minimum of four years at hard labor without benefit of probation, parole, or suspension of sentence.

L. Notwithstanding any other provision of law to the contrary, if the domestic abuse battery involves strangulation, the offender shall be imprisoned at hard labor for not more than three years.

M. Notwithstanding any other provision of law to the contrary, if the domestic abuse battery is committed by burning that results in serious bodily injury, the offense shall be classified as a crime of violence, and the offender shall be imprisoned at hard labor for not less than five nor more than fifty years without benefit of probation, parole, or suspension of sentence.

**Revised Statutes §37.7. Domestic abuse aggravated assault**

A. Domestic abuse aggravated assault is an assault with a dangerous weapon committed by one household member upon another household member.

B. For purposes of this Section, "household member" means any person of the opposite sex presently living in the same residence,

or living in the same residence within five years of the occurrence of the domestic abuse aggravated assault, with the defendant as a spouse, whether married or not, or any child presently living in the same residence or living in the same residence within five years immediately prior to the occurrence of the domestic abuse aggravated assault, or any child of the offender regardless of where the child resides.

C. Whoever commits the crime of domestic abuse aggravated assault shall be imprisoned at hard labor for not less than one year nor more than five years and fined not more than five thousand dollars.

D. This Subsection shall be cited as the "Domestic Abuse Aggravated Assault Child Endangerment Law". When the state proves, in addition to the elements of the crime as set forth in Subsection A of this Section, that a minor child thirteen years of age or younger was present at the residence or any other scene at the time of the commission of the offense, the mandatory minimum sentence imposed by the court shall be two years imprisonment at hard labor without benefit of parole, probation, or suspension of sentence.

## Sexual Offense Policy

Grambling State University educates the student community about sexual assault and date rapes through an educational seminar held by the Office of Student Affairs in the Fall Semesters called *"The Sex Panel"* as well as information broadcasted through GSU TV's *"Residential Life Cinema Channel 79"* each semester.

If you are a victim of a sexual assault, your first priority should be to get to a place of safety. The GSU Police Department strongly advocates that a victim of sexual assault report the incident immediately to the GSU Police at (318) 274-2222. A GSU police officer will be dispatched and will provide a variety of services. Filing a report with a GSU police officer does not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will:

- Ensure that the victim of sexual assault receives the necessary treatment and tests
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical examination)
- Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention

When a sexual assault victim contacts the GSU police, the responding police officer will suggest the victim go to the local hospital and will provide transportation for the victim unless the victim does not wish to be transported by GSUPD. Time is a critical factor for evidence collection and preservation. If the victim so chooses, the officer will also call the GSU Counseling Center, which has trained staff members available to respond 24 hours day.

The victim of sexual assault may choose for the investigation to go through the criminal justice system and the Office of Judicial Affairs, or only the latter. Representatives from the GSUPD and Judicial Affairs will guide the victim through the available options and support the victim in his or her decision. If the victim decides to pursue criminal prosecution, the GSU police officer will request the victim utilize the services of the Piney Hill Advocacy Center in Ruston, LA (5 miles away) and will schedule the appointment and transport the victim if the victim agrees.

It is the policy of the GSU PD to thoroughly investigate all reported incidents.

If after the officer's preliminary investigation of the reported crime and all available leads have been exhausted, and the results are found to be false or baseless by the sworn police officer, the disposition status of the reported crime can be classified as "unfounded".

The report is then turned over to the investigator for final review.

**The refusal of the victim to cooperate or failure to make an arrest does not constitute an “unfound” case.**

University disciplinary proceedings, including special guidelines for cases involving sexual misconduct, are detailed in the GSU Student Handbook. The Handbook provides, in part, that the accused and the victim will each be allowed to choose a person who has no formal training to accompany them throughout the hearing. A student found guilty of violating the University sexual misconduct policy could be criminally prosecuted in the state courts and may be suspended or expelled from GSU for a first offense. Student victims have the option to change their academic and/or on-campus living situations after an alleged sexual assault, if such changes are reasonably available.

### **Advising the Community about Sex Offenders**

In compliance with the Campus Sex Crimes Prevention Act of 2000, the Clery Act, and the Family Educational Rights and Privacy Act, the Grambling State University Police Department is providing a link to the Louisiana State Sex Offender and Child Predator Registry. These laws require institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders who are already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student. In the State of Louisiana, convicted sex offenders must register with the sheriff of the parish of the person's residence, or residences, if there is more than one and with the chief of police if the address of any of the person's residences is located in an incorporated area which has a police department. If the offender resides in a parish with a population in excess of four hundred fifty thousand, he shall register with the police department of his municipality of residence.

The offender shall also register with the sheriff of the parish or parishes where the offender is an employee and with the sheriff of the parish or parishes where the offender attends school. If the offender is employed or attends school in a parish with a population in excess of four hundred fifty thousand, then he shall register with the police department of the municipality where he is employed or attends school. The offender shall also register in the parish of conviction for the initial registration only. The Louisiana State Sex Offender and Child Predator Registry is available on the web at <http://www.lsp.org/socpr/default.html>.

## **Current Policies Concerning Campus Law Enforcement**

Grambling State University employees commissioned law enforcement officers and security guards. The commissioned officers are empowered to enforce laws and make arrests through the State of Louisiana Department of Public Safety and Corrections. GSU officers have the same powers and authority as parish law enforcement officers while on property owned by GSU, and on public streets and sidewalks running through and adjacent to the campus. GSU law enforcement officers have the right to carry a concealed weapon and to exercise the power of arrest when discharging their duties while in or out of uniform. Officers have the authority to discharge their duties off campus if engaging in intelligence gathering activity, investigating a crime committed on campus, or if specifically requested by the chief law enforcement officer of the parish or city. For minor offenses involving GSU rules and regulations committed by a University student, GSU police officers may also refer the individual to the Office of Judicial Affairs.

GSU Police Communications employs certified communications officers and can access the National Crime Information Computer system as well as the Louisiana State Police and Louisiana Department of Motor Vehicles databases. These databases are used for accessing criminal history data, nationwide police records, driver/vehicle identification information, as well as other local, state, and federal law enforcement officers.

The Grambling State University Police Department works closely with local, state and federal law enforcement agencies. GSU police officers have direct radio communications with the Grambling City police and fire departments, ambulance services and other surrounding police agencies to facilitate rapid response to any emergency situation. GSU Police Department officers occasionally work with the Grambling City Police Department on the scene of incidents that occur in and around the campus. GSU does not have recognized student organizations with off-campus locations and does not have criminal activity in which students engaged off-campus through local police agencies. The GSU investigator works closely with the investigative staff of the Grambling City Police Department and the Lincoln Parish Sheriff's Department when incidents arise that require joint investigative efforts, resources, crime related reports, and exchanges of information, as deemed necessary. There is no written memorandum of understanding between the GSU Police Department and the Grambling City Police Department for the Grambling Police Department to take over investigations of crimes that occur on the GSU campus.

## **Emergency Notification Policies**

The primary responsibility for monitoring emergency threats and events resides with the Grambling State University Police Department. It operates on a continuous 24 hour basis and is always available to receive emergency communications from variety of official and public sources. In any type of emergency, the Shift Supervisor (supervisor in charge) should follow standard operating procedures. If the emergency warrants, he/she should communicate immediately with the police chief and follow the chain of command.

Based on information obtained from appropriate entities, the University President will declare the level of the emergency and may activate portions or the entire Emergency Operations Plan to the extent necessary to control the situation.

Upon activation, appropriate Emergency Operations Team members will be notified and should report to the designated meeting area. In a major event (typically Level 2 or 3) the assigned Incident Commander will summon the Emergency Operations Team (EOT) members to a specific location as directed. The University Incident Commander shall review the circumstances of the emergency with the Emergency Operations Team and determine the appropriate response.

Should it be deemed necessary to warn the University community of an impending threat or emergency situation, the EOT will designate the appropriate personnel (e.g. Director of Public Relations). Based on the initial report, and information obtained from other appropriate entities, the University President will declare the level of the emergency and assign an Incident Commander.

### **Imminent Danger**

In the case of imminent danger (*e.g. Active Shooter, Tornado Warning*)

- 1) The Chief of Police or designee is automatically selected as the Incident Commander.
- 2) The Chief of Police or designee will instruct the Campus Police Dispatch Officer to notify the following offices of the imminent threat (in order of calls):
  - President's Office
  - Director of Media Relations
    - The dispatch office will work in conjunction with the Director of Public Relations to send warning notifications via Everbridge.

- In the event the Director of Public Relations cannot be reached, the dispatch office will contact the Vice President of Finance or Vice President of Student Affairs to directly initiate the warning via Everbridge.

- Vice President of Finance

-Vice President of Student Affairs

- Vice President of Academic Affairs

- Director of Safety & Risk Management

3) Each Vice President will be responsible for taking shelter, evacuating, or lockdown of their area. Each Vice President should also attempt to contact all his/her directors or deans to inform them of the threat.

4) Depending on the type of threat, all personnel will follow the instructions outlined in the manual.

#### **After the Threat is Eliminated**

5) The Chief of University Police or designee will instruct the dispatch/communications officer to notify offices it is safe to return to normal operation.

6) The Chief of University Police will immediately contact the President's Office to report the events involving the threat.

7) At the President's discretion, the EOT will be contacted to meet at a designated location to discuss the events involving the threat.

#### **Inclement Weather**

The President or designee has the authority to close the University or portions of the University, cancel classes, or alter employee's work schedules due to an incident or unsafe weather conditions.



## **University Notification System**

The **Everbridge System** is the primary means of emergency notification at Grambling State University. It is intended for the immediate transmission of specific information regarding an emergency to all affected areas of the campus through e-mail, text message, and telephone message. The university requires all students, faculty and staff to submit a valid cell phone number at the beginning of each semester. Periodically, campus constituents are required to update this information to continue use of the University's computer management system. During an emergency, campus phones must be restricted to University official notification only. In the absence of phone services, the University Police and Facilities Management may provide personnel to serve as point of contact for emergency notification (contingent on available personnel)

## **Sources of Assistance during Emergencies**

On campus assistance

1. University police: when dialing from on-campus telephone, dial extension 2222 or 2219.
2. Uniformed university police officers are on duty twenty-four (24) hours per day.
3. Maintenance operations: trouble/service after 5:00 p.m., Contact University police at 2219 or 2222.
4. Skilled workers are available from facilities management at all times during normal working hours and on short notice at other times. They are capable of providing the emergency services:
5. **Purchasing Department:** Emergency procurement of materials and services can be arranged in direct support of any contingency.

Off-Campus Assistance

1. City of Grambling Police Department (318) 247-3771
2. Ruston Police Department (318) 255-4141
3. Lincoln Parish Sheriff's Department (318) 251-5111
4. Louisiana State Police (318) 345-0000

5. Grambling Fire Department (318) 247-6410
6. Ruston Fire Department (318) 251-1245/ (318) 251-8628
7. Local Ambulance Service, Pafford (318) 247-3911
8. Local Hospitals:
  - Northern Louisiana Medical Center, (318) 254-2100.
  - Bienville General Hospital, Arcadia, La (318) 263-2044
9. Lincoln Parish Police Jury: (318) 252-5150
10. State and Parish Highway Departments: (318) 251-4118
11. National Weather Service: (318) 636-7345
12. State National Guard: (318)255-2327

**NOTE: Emergency 911 cannot be accessed from the University's telephone system, use 9-911 or call 2219 or 2222**

## **Public Relations Policies Regarding Emergencies**

### **In An Emergency Situation**

1. University Police should contact the Director of Public Relations in the event of an emergency at (318) 274-2203 or (318) 274- 6117 (President's Office)
2. The Director of Public Relations or a designee shall act as the spokesperson for the University. Only the official spokesperson will meet or talk with the media.
3. The Director of Public Relations or designee should disseminate no information to the media until after it has been approved by the president, his/her designee, or incident commander. Any call from the media should be directed to the Office of the Public Relations (318) 274-2203.

**As Spokesperson, the Public Relations Officer will:**

1. Make contact with the Command Post (University Police) to obtain an accurate assessment of the situation.
2. Confer with the President and other chief administrators to determine the information to be released.
3. Using the most appropriate methods, establish contact with radio, television and print media to provide them with accurate and appropriate information regarding the emergency.
4. Maintain open lines of communication to keep media updated on the emergency situation.
5. Provide media with all hot-line numbers that may be established, as well as the mobile, office and home telephone numbers of media spokesperson and/or designee.

**Disaster Preparedness for People with Disabilities**

1. Call University Police- Dial 2222 or 2219
2. Be ready to evacuate.
3. Ask coworkers or classmates for assistance, if necessary. Be sure that the Building Coordinator in your building is aware of your disability and special needs before a disaster.
4. Maintain a list of the following important items and store it with the emergency supplies:

Special equipment and supplies, e.g., hearing aid batteries

- Current prescriptions, names and dosages
- Names, addresses, and telephone numbers of doctors and pharmacists
- Detailed information about specifications of your medicine regime

5. Create a self-help network of friends or co-workers to assist in an emergency. If you think you may need assistance in a disaster, discuss your disability with friends and co-workers and ask for their help.

6. Wearing a medical alert tag or bracelet to identify your disability may help in case of an emergency.

7. Know the location and availability of more than one facility if you are dependent on a dialysis machine or other life-sustaining equipment treatment.

8. If you have a severe speech, language, or hearing disability:

- When you dial 911, tap space bar to indicate TDD
- Store a writing pad and pencil to communicate with others
- Keep a flashlight handy to signal your whereabouts to other people and for illumination to aid in communication.
- Remind friends that you cannot completely hear warnings or emergency instruction. Ask them to be your source of emergency information as it comes over their radio.
- If you have a hearing-ear dog, be aware that the dog may become confused or disoriented in an emergency.

## **Evacuation Procedures**

In an emergency- Police/Fire/Ambulance- dial 2222 or 2219. In an emergency university police cannot be reached; dial 9-911, 247-3172, or 247-3771 or 255-4141.

### **Building Evacuation**

1. All building evacuations will occur when an alarm sounds and/or upon notification by University Police or Building Coordinator.
2. When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
3. Assist the disabled on exiting the building! Remember that the elevators are reserved for handicapped persons. Do not use the elevator in case of fire, earthquake and/or tornadoes.
4. Once outside, proceed to a clear area that is at least (500) feet away from affected building. Keep streets, fire lanes, hydrant area and sidewalks clear for emergency vehicles and personnel. **Know your area assembly points.**
5. DO NOT return to an evacuated building unless told to do so by University Police. After any evacuation, report to your designated area assembly point. Stay there until an accurate HEADCOUNT is taken. The Building Coordinator will take attendance and assist in accounting for all building occupants.

### **Campus Evacuation**

1. Evacuation of all or parts of the campus grounds will be announced by University Police as described.
2. All persons (students and staff) are to immediately vacate the area in question and relocate to another part of the campus grounds as directed.

## **Program to Inform Students and Employees Regarding Campus Security**

Crime Prevention on personal safety and theft prevention are sponsored by various campus organizations throughout the year. Grambling State University Police Crime Prevention personnel facilitate programs that provide educational strategies and tips on how to protect themselves from sexual assault, theft and other crimes.

During the fall semester, Operation ID was implemented by the Crime Prevention Department. This program allows students to register their valuables and have them engraved in an effort to deter potential burglar from committing a theft. Registration forms for this program will be kept on file in the Crime Prevention office. If these valuables are taken to the any pawn shop, the serial numbers are readily available for identification purposes.

Seminars on Personal Safety, Theft Prevention and Self Defense tactic are sponsored by the University Police Crime Prevention Department throughout the year. During orientation in September and January, students are informed of services offered by the University Police. Seminars and special presentations outline ways to maintain personal safety and residence hall security. Sexual Assault Prevention Programs are offered on a continual basis through the university counseling center.

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

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their surroundings, and to be responsible for their own security and the security of others.

In addition Information from seminars are disseminated to students and employees through crime prevention awareness packets, security alert posters, displays, videos, articles and campus jumbo tron and social media in university and student newspapers.

When time is of the essence, information is released to the university community through security alerts posted prominently throughout campus, through computer memos sent over the university's electronic mail system and voice mail broadcasting system.

**The following programs are held by the Office of Judicial Affairs annually to inform students of safety standards and information on the campus.**

- **Do You Know the Code (upon request)**

Provide prevention and awareness information to campus community regarding the Code of Student Conduct, University Policy, reporting alleged violations procedure and sexual assault and harassment.

- **FYE –An Overview of the Code (upon request)**

Provide prevention and awareness information regarding the GSU Code of Student Conduct and University Policy to students enrolled in First Year Experience courses upon request.

During the Fall and Spring Semesters, students are informed of services offered by the GSU Student Counseling Center. Semesters and special presentations outline ways to maintain personal safety and healthy choices. Periodically during the academic year, Student Counseling Center presents crime prevention awareness sessions on bullying, domestic violence, teen dating violence and vandalism, as well as educational sessions on personal safety and stress, depression and suicide seminar.

The Office of Student Affairs also hold annual events aimed at informing students of campus safety and crime prevention. The following are a list of those programs.

- **Young Wild and Free (Fall Semester)**

Provide prevention and awareness information to campus students regarding the consequences if drinking and driving; as well as the harmful effects of smoking, second hand smoke and tobacco products.

- **Protect Yourself (Spring Semester)**

Provide prevention and awareness information regarding self-defense in a case of any situation occurs; students would know the necessary steps to be safe.

- **8 Simple Rule (Fall and Spring Semester)**

Provide prevention and awareness information to our students regarding securing their dorm rooms when leaving for semester breaks.

- **Brotherhood (Spring Semester)**

Provide prevention and awareness information to campus students regarding the fundamentals of brotherhood, fraternities, hazing and other aspect of fraternity life.

- **The Sex Panel (Fall Semester)**

Provide awareness information to students regarding safe sex, and sexual transmitted diseases.


- **Residential Life Cinema Channel 79(Fall , Spring and Summer Semester)**

The following programs are played on the cinema channel to bring awareness to the students: Alcohol Awareness, Sexual Assault, Sexually Transmitted Diseases, Drug Abuse and Credit Card Awareness



# GSU POLICE DEPARTMENT CRIME STATISTICS

CRIME STATISTICS MANDATED BY THE JEANNE CLERY ACT

 <b>Criminal Incidents</b>	On Campus			Campus Housing			Public Property		
	2016	2015	2014	2016	2015	2014	2016	2015	2014
MURDER	0	0	0	0	0	0	0	0	0
NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0
FORCIBLE SEXUAL OFFENSES	3	1	0	2	0	2	0	0	0
NON-FORCIBLE SEXUAL OFFENSES	0	0	0	0	0	0	0	0	0
ROBBERY	5	4	0	5	3	1	0	0	0
AGGRAVATED ASSAULT	12	6	9	7	4	6	0	0	0
BURGLARY	40	31	13	37	12	34	0	0	0
MOTOR VEHICLE THEFT	2	0	0	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0	0	0
<b>VAWA Reauthorization Act</b>									
OTHER BODILY INJURY	0	0	0	0	0	0	0	0	0
SIMPLE ASSAULT	64	0	0	43	0	0	0	0	0
INTIMIDATION	1	0	0	1	0	0	0	0	0
VANDALISM	1	0	0	1	0	0	0	0	0
DOMESTIC VIOLENCE	3	0	0	2	0	0	0	0	0
DATING VIOLENCE	1	0	0	1	0	0	0	0	0
STALKING	0	0	0	0	0	0	0	0	0
<b>Arrests</b>									
LIQUOR LAW VIOLATIONS	3	0	2	1	0	1	0	0	0
DRUG VIOLATIONS	9	13	8	4	2	8	0	0	0
WEAPONS VIOLATIONS	2	0	1	2	0	1	0	0	0
<b>Disciplinary Actions/Judicial Referrals</b>									
LIQUOR LAW VIOLATIONS	0	4	3	0	4	2	0	0	0
DRUG VIOLATIONS	8	10	7	6	7	15	0	0	0
WEAPONS VIOLATIONS	0	2	6	0	1	5	0	0	0
<b>HATE CRIMES</b>									
RACE	0	0	0	0	0	0	0	0	0
GENDER	0	0	0	0	0	0	0	0	0
RELIGION	0	0	0	0	0	0	0	0	0
SEXUAL ORIENTATION	0	0	0	0	0	0	0	0	0
ETHNICITY	0	0	0	0	0	0	0	0	0
DISABILITY	0	0	0	0	0	0	0	0	0
Grambling State University has No Non-campus Buildings or Property									

- The On Campus Stats is included in the Campus Housing Stats

## **POLICY AND PROCEDURES FROM STUDENT COUNSELING & WELLNESS RESOURCE CENTER**

### **Student Counseling & Wellness Resource Center**

The Student Counseling & Wellness Resource Center provides confidential counseling services to students who are survivors of sexual assault, we also provide referrals to community resources, and can assist students in notifying proper authorities if desired. Student Counseling & Wellness Resource Center: (318) 274.3277; after hours (318) 274.2222

Whether or not a student or employee reports to law enforcement and /or pursues any formal action if they report an incident or sexual violence Grambling State University is committed to proving them with a safe learning or working environment as possible. Upon request GSU will make any reasonably available changes to the victim's surroundings. To request accommodations contact one of the following offices:

University Counseling Center/Disability Services; Dr. Coleen Speed: (318) 274.3277;  
[speedc@gram.edu](mailto:speedc@gram.edu)

University Judicial Affairs/Title IX Coordinator; Mrs. Beverly Crawford: (318) 274.2660;  
[crawfordb@gram.edu](mailto:crawfordb@gram.edu)

### **Services for Victims of Sexual Assault**

There are a wide range of services available to victims of sexual assault on and off campus.

### **Responsibility of Confidentiality**

When a report of sexual assault is made, both the accused and the accuser, and all identified witnesses who are named in the investigation, will be notified of the university's expectation of confidentiality; breaches of confidentiality or retaliation against: the person bringing the complaint; any person assisting with the investigation; or the person or individuals being charged with the complaint; will result in disciplinary review. The university will make all reasonable efforts to maintain the confidentiality of parties involved in sexual investigations.

## **Parental/Legal Guardian/Partner Notification**

The university is committed to providing support to anyone involved in a sexual assault. In some instances when there is a health or safety concern, the university may need to notify the parents, guardian, or partner of the individual involved in the sexual assault. In making this determination, the university will consider the wishes of those involved as well as their personal safety, and the safety of the campus community. In addition, when the person sexually assaulted is under the age 18 or under 21 and physically or mentally impaired, both privileged and limited confidential sources generally are required to report the abuse to the appropriate social service agency or the police.

## **Privileged Communication Reporting vs Limited Confidential Reporting**

Before selecting a reporting resource you may want to consider the following information. Under the law, there is a difference between “privileged and limited” reporting:

**Privileged Reporting** consists of those communications that legally cannot be disclosed, without the reporter’s consent, to any other person, except under very limited circumstances such as an imminent threat of danger to self or others. When reporting to a privileged source, the information shared between the reporting person and the care provider is privileged and ordinarily will not be disclosed, even to other members of the university community such as the Police or the Student Affairs Office.

### **Example of Privileged Reporting Resource includes:**

- University Counseling Staff(Any Mental Health Professional)
- University Health Service Staff(Physicians, Nurses or Nurse Practitioners)
- Campus Clergy

**Limited Confidential Reporting** consists of those communications that will not be disseminated to others except on a need to know basis. Primarily to a limited confidential reporting source is balancing the wishes of the reporting person while protecting the overall university community and assuring the appropriate disciplinary measures are taken including criminal, civil, and administrative.

A limited confidential reporting source has the obligation to enlist designated campus resources to ensure the necessary steps are taken to protect the community as a whole and the appropriate disciplinary measures are considered and imposed. Such disclosures will be limited to a finite group of people all with the same confidentiality obligations. These steps will include investigating the assault and disclosing the confidential communications to others on a need to know basis. The university will take all reasonable steps to keep this information confidential.

**Examples of Designated Limited Confidential Reporting Resources includes:**

-Housing, Residence Life & Greek Life Staff

-Students Affairs

-Case Police or Any Police Authority

-University Faculty or Staff

-University Office of Counsel

## **POLICY AND PROCEDURES FROM ATHLETIC DEPARTMENT:**

### **STUDENT CONDUCT AND CRIMINAL ACTIVITY**

Grambling State University's Code of Student Conduct creates an expectation of behavior that the University deems acceptable. Its primary purpose is to ensure that students will not be deprived of life, liberty or property without due process.

Although every student has rights guaranteed by the U.S. Constitution, these freedoms cannot be enjoyed, exercised, or protected in a community which lacks order and stability. It is, therefore, each student-athletes responsibility to adhere to the conduct and standards prescribed by the University, the Board of Trustees for the University of Louisiana System, as well as those established by local, state and federal laws.

If convicted of a criminal offense or any other violation of the student code of conduct, student-athletes will be treated just like any other student's and will be subjected to the penalties and procedures which are detailed in the Code of Student Conduct Handbook. It is important to note that there are presently 14 different levels of sanctions that may be imposed for any violation of the Student Code, with the most severe sanction being expulsion from the University.

The Vice President for Student Affairs and Enrollment Management, in all cases, is the person designated by the University President to be responsible for the administration for the Student Code of Conduct.

COPIES OF THE STUDENT CODE OF CONDUCT HANDBOOK ARE AVAILABLE IN THE OFFICE OF STUDENT JUDICIAL AFFAIRS AND THE INFORMATION IS ALSO AVAILABLE ON THE UNIVERSITY'S WEB SITE, **WWW.GRAM.EDU**

Hazing or harassment of student-athletes is specifically prohibited. Hazing, usually in the form of intimidation, is defined as any practice (even "harmless fun," "bonding," "practical," etc.) whereby one part of a group is made or "asked" to do anything from which the remaining part of the group is exempt by virtue of seniority or other privileged status.

Because hazing often undermines group moral, spirit, and unity as well as often leads to personal harm and degradation, the Department and University will not permit it in any form and will take disciplinary action against individuals and/or groups that haze.

Student-athletes cannot be required or expected to participate in any hazing activity for any reason. Examples of such activities include, but are not limited to being:

- Yelled, cursed or sworn at by fellow student-athletes or students;
- Forced or expected to participate in tattooing, piercing, head shaving or branding;
- Forced or expected to wear embarrassing clothing;
- Forced or expected to drink alcohol;
- Instructed to participate in calisthenics not related to sport;
- Required to act as personal servant to players;
- Transported and abandoned;

- Forced or expected to consume inappropriate concoctions.

Louisiana Law on Hazing: R.S. 1801 **Hazing Prohibited**: Hazing in any form, or the use of any method of initiation into fraternal or any organizations in any educational institution supported wholly or in part by public funds, which is likely to cause bodily danger or physical punishment to any student or other person attending any such institution, is prohibited.

Penalties:

1. A civil lawsuit
2. Criminal prosecution for an illegal act
3. Discipline by the Department
4. Discipline by the College or University
5. Possible loss of insurance coverage

**To report a hazing incident contact:**

It shall be the responsibility of the student-athlete to report all complaints in writing concerning possible hazing violations to the ***Department of Athletics (Administration Staff), Office of the Vice President for Student Affairs, Office of Student Judicial Affairs, or University Police Department***. Cases will be handled on an individual basis.

**Please refer to the university student handbook for additional information.**

#### **ANY ACTION THAT VIOLATES GENERALLY RECOGNIZED ETHICAL STANDARDS OF HAZING**

Hazing or harassment of student-athletes is specifically prohibited. Hazing, usually in the form of intimidation, is defined as any practice (even “harmless fun,” “bonding,” “practical,” etc.) whereby one part of a group is made or “asked” to do anything from which the remaining part of the group is exempt by virtue of seniority or other privileged status.

Because hazing often undermines group moral, spirit, and unity as well as often leads to personal harm and degradation, the Department and University will not permit it in any form and will take disciplinary action against individuals and/or groups that haze.

Student-athletes cannot be required or expected to participate in any hazing activity for any reason. Examples of such activities include, but are not limited to being:

- Yelled, cursed or sworn at by fellow student-athletes or students;
- Forced or expected to participate in tattooing, piercing, head shaving or branding;
- Forced or expected to wear embarrassing clothing;
- Forced or expected to drink alcohol;
- Instructed to participate in calisthenics not related to sport;
- Required to act as personal servant to players;
- Transported and abandoned;
- Forced or expected to consume inappropriate concoctions.

Louisiana Law on Hazing: R.S. 1801 **Hazing Prohibited**: Hazing in any form, or the use of any method of initiation into fraternal or any organizations in any educational institution

supported wholly or in part by public funds, which is likely to cause bodily danger or physical punishment to any student or other person attending any such institution, is prohibited.

Penalties:

1. A civil lawsuit
2. Criminal prosecution for an illegal act
3. Discipline by the Department
4. Discipline by the College or University
5. Possible loss of insurance coverage

**To report a hazing incident contact:**

It shall be the responsibility of the student-athlete to report all complaints in writing concerning possible hazing violations to the ***Department of Athletics (Administration Staff), Office of the Vice President for Student Affairs, Office of Student Judicial Affairs, or University Police Department***. Cases will be handled on an individual basis.

**Please refer to the university student handbook for additional information**

**VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2013 (VAWA) Higher education institutions** are expected to make a “good faith effort” to comply with the Campus Sexual Violence Elimination Act (Campus SaVE Act), which became effective in March 2014. Part of the Violence Against Women Reauthorization Act of 2013 (VAWA), the law comes at a time of multiple high-profile government investigations of campus response to sexual misconduct allegations and a recent White House Task Force report on protecting students from sexual assault. Grambling State University complies with these requirements.

SaVE will complement the Title IX Guidance by the U/S/ Department of Education’s Office for Civil Rights. The Campus SaVE Act seeks to address the violence women face on campus: the highest rates of stalking, the highest risk of nonfatal intimate partner violence, and 20-25% of female students experiencing rape or attempted rape.

**Transparency:** SaVE requires and GSU compiles with tracking all reported incidents of domestic violence, dating violence, sexual assault, and stalking in the Annual Security Report (ASR). Additionally, students or employees reporting victimization are provided with their written rights (primarily) through University Services to:

- Be assisted by campus authorities if reporting a crime to law enforcement
- Change academic, living, transportation, or working situations to avoid a hostile environment
- Obtain or enforce a no contact directive or restraining order
- Have a clear description of their institution’s disciplinary process and know the range of possible sanctions

- Receive contact information about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available both on-campus and in the community

**Accountability:** SaVE clarifies minimum standards for institutional disciplinary procedures, University Services has implemented covering domestic violence, dating violence, sexual assault, and stalking, which University Services coordinates to ensure that:

- Proceedings shall provide a prompt, fair, and impartial investigation and resolution and are conducted by officials receiving annual training on domestic violence, sexual assault, and stalking
- Both parties may have others present during an institutional disciplinary proceeding and any related meeting, including an advisor of their choice
- Both parties will receive written outcomes of all disciplinary proceedings at the same time

**Education:** SaVE instructs colleges and universities to provide programming for students and employees addressing the issues of domestic violence, dating violence, sexual assault and stalking. Awareness programs that includes:

- Prevention and awareness programs for all incoming students and new employees
- Safe and positive options for bystander intervention
- Information on risk reduction to recognize warning signs of abusive behavior
- Ongoing prevention and awareness programs for students and faculty



## **FIRE REPORT**

### **Procedures for Student Housing Evacuation in the Case of a Fire**

In the event of a fire, Grambling State University expects that all campus community members will evacuate by the nearest exit, closing doors and activating the fire alarm system (if one is present) as they leave. Once safely outside a building, it is appropriate to contact 911 and the Campus Police. Students and/or staff are informed where to relocate to by staff; if circumstances warrant at the time of the alarm. In the event fire alarms sound, Grambling State University policy states that all occupants must evacuate from the building, closing doors as they leave. No training is provided to students or employees in firefighting or suppression activity as this is inherently dangerous and each community member's only duty is to exit safely and quickly, shutting doors along the exit path as they go to contain the spread of flames and smoke, and to activate the alarm as they exit. At no time should the closing of doors or the activation of the alarm delay the exit from the building.

### **Policies for Fire Safety Education and Training, including specific Evacuation Procedures**

Fire Safety Training is provided to students in the Resident Housing Handbook. In addition, fire safety, use of extinguishers, and fire alarms, are discussed at dorm hall meetings

### **Fire Procedures/Evacuation**

In the event of a fire or other emergency, please remember the following steps to safely evacuate the building.

1. Pull the fire alarm if it has not already sounded, so that everyone will be alerted of the need to evacuate the building. If the fire alarm has sounded, begin evacuation of the building.
2. All building occupants should exit the building at the nearest exit to the room that they are in. If the nearest exit is blocked due to fire or an emergency, the next safest exit should be used.
3. The last occupant of each room should shut the door to the room. This will help prevent fire and smoke damage to the room.
4. Once you have evacuated the building please go to the designated assembly area for your building, if it is safe to do so (buildings may have more than one designated

assembly area). Contact a Residential Life staff member and/or the University Police at 318.274.2222.

5. A Residential Life staff member must account for all of their residents after the evacuation. If a person is thought to be missing then you should tell emergency personnel (fire, police, safety, etc.) as soon as possible. Tell the emergency personnel the name of the missing person and the probable location in the building. Try to confirm that the person is actually missing. Make sure that they did not come out of a different exit. If possible make sure that their car is still in the parking lot. If the person is located, tell emergency personnel immediately so that they do not risk their lives looking for this person.
6. No one is allowed to re-enter the building until the fire department, police, safety, or other qualified personnel confirms that the building is safe to re-enter.
7. Once the evacuation is completed a Residential Life/Housing staff member will complete and submit a fire drill building evacuation report.

### **Policies or Rules on Portable Electric Appliances, Smoking and Open Flames in a Student Housing Facility**

Open flames, including Candles and Incense are not permitted in the residence hall at any time, for decoration or for any other purpose. All university residence halls are non-smoking facilities. A student found smoking in the residence hall (room, hallway, in front of the building, etc.) will be fined \$500.00. Electric appliances such as crock pots, fry daddy's, hot plates, coffee makers, toasters, toasters ovens, sandwich makers are not permitted in student rooms. Irons are allowed. Microwaves under 600 watts are permitted. Electrical appliances that cause disruption to the residence hall circuits by overloading, shorting, or creating line disturbances; such as window air conditioners, refrigerators more than 2.5 cubic feet are not permitted. TV's, computers, radios, hair dryers, shavers, floor or box fans, clocks, typewriters, and stereos are permitted. Outside antennas for TV's are not allowed. All electrical devices need to be plugged into a surge protector for safety. Surge protectors are required for all electrical usage. Anyone found in violation will be charged a fine of \$500.00 and the belongings will be confiscated and returned at the end of the semester.

The Office of Safety and Risk Management performs Residence Hall Health and Safety (H&S) Inspections five times a year, twice in the Fall and in the Spring and once in the Summer.

Inspections will be announced only during the first round of the fall semester. All other inspections are unannounced. The H&S inspections are primarily designed to find and eliminate safety violations. Students are required to read and comply with the Residential Community Conduct Guidelines (RCCGs), which include the H&S inspections and all other rules and regulations for residential buildings. The inspections include, but are not limited to, a visual examination of electrical cords, sprinkler heads, smoke detectors, fire extinguishers and other life safety systems.

In addition, each room is examined for the presence of prohibited items (e.g., sources of open flames, such as candles; non-surge protected extension cords; halogen lamps; portable cooking appliances in non-kitchen areas; etc.) or prohibited activity (e.g., smoking in the room; tampering with life safety equipment; possession of pets; etc.). This inspection will also include a general assessment of food and waste storage and cleanliness of the room. Prohibited items will be immediately disabled with a locking device or confiscated and donated/discarded if found, without reimbursement.

## Fire Safety Statistical Data

<b>Residential Life/ Housing Fire Log</b>												
<b>Residence Hall</b>	<b>Fires</b>			<b>Injuries</b>			<b>Deaths</b>			<b>Property Damage</b>		
	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
<b>Garner Hall</b> Hutchison St, Grambling, LA 71245	0	0	0	0	0	0	0	0	0	0	0	0
<b>Hunter Hall</b> Main St, Grambling, LA 71245	0	0	0	0	0	0	0	0	0	0	0	0
<b>Robinson Hall</b> Main St, Grambling, LA 71245	0	0	0	0	0	0	0	0	0	0	0	0
<b>Jeanes Hall</b> Stewart St, Grambling, LA 71245	0	0	0	0	0	0	0	0	0	0	0	0
<b>Jewett Hall</b> Main St, Grambling, LA 71245	0	0	0	0	0	0	0	0	0	0	0	0
<b>Richmond Hall</b> Facilities Dr, Grambling, LA 71245	0	0	0	0	0	0	0	0	0	0	0	0
<b>Steeple's Glen</b> Central Ave, Grambling, LA 71245	0	0	0	0	0	0	0	0	0	0	0	0
<b>Mildred Jones Hall</b> R.W.E. Jones St, Grambling, LA 71245	0	0	0	0	0	0	0	0	0	0	0	0
<b>Sojourner Truth Hall</b> R.W.E. Jones St, Grambling, LA 71245	0	0	0	0	0	0	0	0	0	0	0	0
<b>Harriet Tubman Hall</b> R.W.E. Jones St, Grambling, LA 71245	0	0	0	0	0	0	0	0	0	0	0	0
<b>Simmie Holland Hall</b> R.W.E. Jones St, Grambling, LA 71245	0	0	0	0	0	0	0	0	0	0	0	0
<b>Martha Adams Hall</b> R.W.E. Jones St, Grambling, LA 71245	0	0	0	0	0	0	0	0	0	0	0	0
<b>Robert B. Knott Hall</b> Central Ave, Grambling, LA 71245	0	0	0	0	0	0	0	0	0	0	0	0
<b>Mary McLeod Bethune Hall</b> Younger St, Grambling, LA 71245	0	0	0	0	0	0	0	0	0	0	0	0
<b>Pinkney Pinchback Hall</b> Younger St., Grambling, LA 71245	0	0	0	0	0	0	0	0	0	0	0	0
<b>Frederick Douglass Hall</b> Sandle Street, Grambling, LA 71245	0	0	0	0	0	0	0	0	0	0	0	0
<b>Phyllis Wheatley Hall</b> Younger St, Grambling, LA 71245	0	0	0	0	0	0	0	0	0	0	0	0
<b>Crispus Attucks Hall</b> Sandle St, Grambling, LA 71245	0	0	0	0	0	0	0	0	0	0	0	0
<b>J.D.E. Bowen Hall</b> Hutchison, Grambling, LA 71245	0	0	0	0	0	0	0	0	0	0	0	0
<b>GSU West</b> 2776 Hwy 150, Ruston, LA 71270	0	0	0	0	0	0	0	0	0	0	0	0

## Residential Life/Housing Completed Fire Drills

	2014		2015		2016	
	Fall	Spring	Fall	Spring	Fall	Spring
<b>Garner Hall</b>	09.23.14	04.20.15	10.05.15	02.22.16	10.17.16	02.23.17
<b>Hunter Hall</b>	09.23.14	04.20.15	10.05.15	02.22.16	10.18.16	02.23.17
<b>Robinson Hall</b>	09.23.14	04.20.15	10.05.15	02.22.16	10.18.16	02.23.17
<b>Jeanes Hall</b>	09.25.14					
<b>Jewett Hall</b>	09.25.14	04.24.15	10.05.15	02.22.16	10.11.16	02.23.17
<b>Richmond Hall</b>	09.10.14	04.22.15	10.08.15	02.25.16	09.29.16	02.24.17
<b>Steeple's Glen</b>		04.20.15	09.18.15	02.25.16	10.19.06	02.23.17
<b>Mildred Jones Hall</b>	09.10.14	04.22.15	10.07.15	02.24.16	10.19.16	
<b>Sojourner Truth Hall</b>	09.10.14	04.22.15	10.07.15	02.24.16	10.11.16	02.23.17
<b>Harriet Tubman Hall</b>	09.08.14	04.22.15	09.21.15	02.17.16	09.28.16	02.22.17
<b>Simmie Holland Hall</b>	09.08.14	04.22.15	09.21.15	02.17.16	09.28.16	02.22.17
<b>Martha Adams Hall</b>	09.08.14	04.22.15	09.21.15	02.17.16	09.28.16	02.22.17
<b>Robert B. Knott Hall</b>	09.22.14	04.20.15	09.21.15	02.15.16	10.18.16	02.22.17
<b>Mary McLeod Bethune Hall</b>	09.26.14	04.24.15	10.09.15	03.04.16	10.18.16	02.22.17
<b>Pinkney Pinchback Hall</b>	09.26.14	04.24.15	10.09.15	03.04.16	10.14.16	02.17.17
<b>Frederick Douglass Hall</b>	09.19.14	02.06.15	09.18.15	01.19.16	10.14.16	02.17.17
<b>Phyllis Wheatley Hall</b>	09.22.14	04.20.15	09.21.15	02.15.16	10.17.16	02.22.17
<b>Crispus Attucks Hall</b>	09.05.14	02.06.15	09.18.15	01.19.16	10.14.16	02.17.17
<b>J.D.E. Bowen Hall</b>	09.22.14	04.20.15	09.21.15	02.15.16	10.17.16	02.17.17
<b>GSU West</b>		04.25.15 02.07.15				

## **SEXUAL AND RACIAL HARASSMENT**

### **SEXUAL HARASSMENT:**

It is the policy of Grambling State University that all employees and students or users of University facilities be able to enjoy a campus environment free of all forms of discrimination, including sexual harassment. No employee or student, male or female, should be subjected to unsolicited and unwelcomed sexual overtures or conduct, either verbal or physical.

### **DEFINITIONS:**

Sexual harassment is a form of misconduct, defined in Federal law, which undermines the integrity of personal, professional, employment and student relationships. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, is personally offensive and weakens morale. Such behavior may interfere with employees' and student' performance and may create an intimidating, hostile or uncivil working or learning environment. Such conduct is specifically prohibited at this University. Sexual harassment includes, but is not limited to, unsolicited, deliberate or repeated:

- Sexual flirtations, advances or propositions;
- Verbal abuse of a sexual nature;
- Display of sexually suggestive objects or pictures;
- Offensive or abusive physical contact of a sexual nature.

No one should imply or threaten that an applicant's or employee's "cooperation" of a sexual nature (or refusal thereof) will affect that individual's assignment, compensation, advancement, student's grade, class standing, advancement or student-administrator/student-teacher relationship.

The difference between voluntary sexual relationships and sexual harassment is that harassment contains elements of coercion, threat and/or unwanted attention in a non-reciprocal relationship. Sexual harassment usually is unwelcome and repeated behavior, but in some instances, it can be an action that only occurs once. In most normal interpersonal relationships, an individual can exercise freedom of choice in deciding with whom they wish to establish a close, intimate relationship. These choices are based on mutual attraction, caring and a reciprocal interest in pursuing the relationship. These elements are absent in sexual harassment. This policy in no way is intended to impede artistic representation of human behavior in exhibits or other normal academic activity. All students, faculty, staff and administrators will be held accountable for compliance with this policy. While each case of sexual harassment and its resulting effect upon the mission of the University must be considered on its own, violations of this policy may lead to disciplinary action to include suspension or removal.

### **RACIAL HARASSMENT:**

Grambling State University has a tradition of providing a caring and nurturing environment in which students and employees can pursue excellence. Politeness and friendliness are virtues, which members of the University community seek to demonstrate in their day to day interactions. Rude and/or hostile behavior, on the other hand, not only violates the University's tradition of friendliness, but also undermines rational discourse and interferes with the educational process. Therefore, it is the policy of Grambling State University that all employees, students and authorized users of University facilities are able to enjoy a campus environment free from all forms of discrimination, including racial or ethnic harassment.

### **DEFINITION:**

The term "racial harass or victimizes individuals on the basis of race or ethnic origin and that:

1. Involves a stated or implicit threat to the victim's academic or employment status and/or
2. Has the purpose of result of interfering with an individual's academic or work performance and/or
3. Creates an intimidating or offensive academic, work or campus environment.

The University regards such behavior as a violation of the standards of conduct required of all persons associated with the institution. The prohibition against racial harassment applies to all interactions including, but not limited to those occurring on campus, in University facilities, in conjunction with University-related activities or within the context of recognized student organizations.

### **To report a Sexual or Racial Harassment incident contact:**

It shall be the responsibility of the student-athlete to report all complaints in writing concerning possible sexual, racial or gender harassment violations to the ***Department of Athletics (Administration Staff), Office of the Vice President for Student Affairs, Office of Student Judicial Affairs, or University Police Department.*** Cases will be handled on sment" refers to any behavior, verbal or physical, that stigmatizes.

**Awareness Programs**

Awareness programs consist of community-wide or audience-specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce sexual misconduct.

**Bystander Intervention**

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

**Ongoing Prevention and Awareness Campaigns**

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

**Prevention Programs**

Primary prevention programs must consist of initiatives and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.

**Risk Reduction**

Risk reduction consists of options designed to decrease perpetration and bystander inaction and to increase empowerment for victims to promote safety and to help individuals and communities address conditions that facilitate violence. Additional options may include designation and publication of “red zones” (i.e., times and places of high incidence of crimes, including sexual violence).



## **JUDICIAL AFFAIRS STATEMENT OF POLICIES**

The President, as Chief Executive Officer of the University, has the overall responsibility for the implementation of the Code of Student Conduct (*Code*) and the student disciplinary process and has delegated his overall management to the Vice President for Student Affairs and the Director of Judicial Affairs. The Director of Judicial Affairs is directly responsible for the daily administration of the University's student judicial system. Code Authority is found in Louisiana Revised Statutes, Acts, Concurrent Resolutions, etc. as the following: Louisiana Revised Statutes—17:3101 through 17:3109 (1969);

The [Code of Student Conduct](#) creates an expectation of behavior that the University deems acceptable. Its primary purpose is to ensure that students will not be deprived of life, liberty or property without due process. Although every student has rights guaranteed by the U.S. Constitution, these freedoms cannot be enjoyed, exercised, or protected in a community which lacks order and stability. It is, therefore, each student's responsibility to adhere to the conduct and standards prescribed by the University, the Board of Trustees for the University of Louisiana System, as well as those established by local, state and federal laws.

Admission to Grambling State University carries with it the presumption that students will conduct themselves as responsible members of the academic community. As a condition of enrollment, all students assume responsibility to observe standards of conduct that will contribute to the educational mission of the University.

The Code of Student Conduct shall be reviewed every two years by the Office of Judicial Affairs. Recommendations for revisions are to be submitted to the Vice President for Student Affairs and forwarded to the Policy Review Committee for consideration.

## STUDENT CONDUCT – RULES AND REGULATION

Any student(s) engaging in behavior that interferes with the safety and well-being of any member of the University and/or that interferes with the mission, purpose, function and process of the University will be subject to disciplinary sanctions outlined in Article VI:

**Arson.** The malicious, fraudulent or intentional burning of property on the University premises. Such acts include, but are not limited to, creating fires, setting persons afire, open flames and/or igniting flammable materials.

**Assault.** The intentional harassment, degradation, threat or intimidation of another in an attempt to commit a battery, or the intentional placing of another in reasonable apprehension of receiving a battery. Physical contact is not required. This includes engaging in, attempting or intending to engage in any form of verbal or mental abuse, or coercion which is directed toward another person or group of people which creates an intimidating, fearful or offensive environment in the classrooms, offices, dormitories, and the University premises in general.

**Battery.** The intentional use of force or violence upon another, or the intentional administration of a poison or other noxious liquid or substance to another for the purpose of physical abuse, or violence involving physical contact. Any form of physical contact that is directed to another which threatens or endangers the health or safety of any person, except when such response constitutes self-defense. This includes slapping, pushing, and contact using a weapon or other instrument. Physical contact is required.

**Dangerous Weapons and Explosives.** The use, possession, or storage of dangerous weapons, explosives and chemicals in a manner that harms, threatens or causes fear to others is strictly prohibited, even if legally possessed. These include but are not limited to: firearms, shotguns, B.B. guns, paint guns, sling shots, bows, air pistols/rifles, pistols, rifles, gasoline, ammunition, gunpowder, firecrackers, fireworks, bombs, and other incendiary devices are prohibited on campus except as required for classroom instruction and only with the express written authority of the President or Vice President for Student Affairs.

**Destruction or Damage to Property.** Willful negligent or malicious destruction and/or damage to University property or to the property of another. This includes acts of vandalism or misuse.

Insubordination and/or Disrespect for Authority. Not complying with reasonable and lawful requests or directives by members of the faculty or staff.

**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. Definitions of the many types of conduct that qualify as sexual misconduct are set forth in the University's Sexual Misconduct Policy. These include Rape, Sexual Assault, Stalking, Domestic Violence, Dating Violence as well as other sexually-oriented crimes. Sexual harassment is also a form of sexual misconduct.

**Peer Sexual Harassment.** Unwelcomed and unsolicited sexual advances, requests for sexual favors or other verbal, visual or physical conduct or communication with sexual overtones that the victim deems offensive. Sexual harassment includes, but is not limited to, unsolicited, deliberate or repeated sexual flirtation, advances or propositions; verbal abuse of a sexual nature; display of sexually suggestive pictures or objects; and/or offensive or abusive physical contact of a sexual nature. The University's policy on "Sexual Harassment" and "Sexual Misconduct" strictly prohibits such behavior and provides optional services for any victim of such misconduct.

**Sexual Intercourse.** All consensual sexual activity and/or sexual intercourse (copulation) on the University premises is strictly prohibited. The presence or absence of others will not negate the seriousness of the offense. See the University Sexual Misconduct Policy for detailed information regarding the definitions of Consent, Incapacitation, and Coercion with respect to sexual activity.

**Alcoholic Beverages.** Violation of the University Alcohol and Controlled Substance Policy, including but not limited to the use, consumption, possession, purchase, sale, and/or distribution of alcoholic beverages on University property, or at any of its activities (whether on or off-campus) are prohibited, except as expressly permitted by University regulations and local, state and federal law. Alcoholic beverages may not, in any circumstances, be used by, possessed by or distributed to any person under twenty-one (21) years of age. (Refer to Alcohol and Illegal Controlled Substances Policy.)

**Dangerous Drugs.** Violation of the University Alcohol and Controlled Substance Policy, including but not limited to the use, consumption, possession, manufacturing, purchase, sale and/or distribution of illicit drugs, narcotics or other controlled dangerous substances and drug paraphernalia are strictly prohibited; all local, state, and federal laws apply. (Refer to Alcohol and Illegal Controlled Substances Policy.)

**Drunkennness.** Appearing in public on the University premises while intoxicated or under the influence of alcohol or illicit drugs is strictly prohibited. This includes any disorderly conduct regardless of whether such conduct results in injury to persons or property.

**Theft.** Stealing in the University environment and/or the attempted or actual theft, or unauthorized possession of property. This includes knowingly possessing stolen property.

**Hazing.** Participation in any act which is degrading or injurious, or in which another is held against his/her will, or which endangers the mental or physical health or safety of another, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Such acts may include, but are not limited to, striking, beating, bruising, manning, or other abusive and humiliating treatment or threats of such treatment. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts, they are violations of this rule. (Refer to Hazing Policy)

**Tampering with Safety Equipment and Hindering Evacuation.** Tampering with safety and fire equipment (e.g., fire alarms, smoke detectors, exit signs, fire hoses, fire extinguishers, or emergency lighting equipment) is prohibited. This also includes failing to leave a building or area, or otherwise hindering an evacuation or investigation of the emergency.

**Off-Campus Violations.** Students whether residing on or off campus, must behave at all times as responsible students in the community in which they reside, shop, and/or otherwise socialize. In keeping with the traditional spirit of Grambling State University, students are expected to conduct themselves in a manner that is becoming to a student of Grambling State University. Accordingly, students may be brought before a University judicial body for any off-campus conduct that is deemed volatile of this code, and for any conduct and/or behavior that reflects negatively on the image or reputation of the University. The specific action or behavior will be described in all charges levied against the student.

**Stalking.** The repeated following or harassing of another person accompanied by the making of a credible threat with the intent to place that person in reasonable fear of death or serious injury. Stalking can be a form of sexual misconduct and the University will use the federal and state definitions of stalking when making decisions regarding sexual misconduct that are found in the Sexual Misconduct Policy.

**Tobacco.** Smoking and the use of tobacco products (including cigarettes, cigars, pipes, smokeless tobacco, e-cigarettes and other tobacco products) by students, faculty, staff and visitors are prohibited on all Grambling State University property.

**Smoking.** Smoking is strictly prohibited in all areas of University-owned and operated property. All local, state and federal laws apply. (Refer to Louisiana Smoke free Air Act, La. R.S. 40:1300.251 et. seq.).

**Dating Abuse/Violence.** 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. See Sexual Misconduct Policy for additional language regarding the definition of “dating violence.”

**Domestic Violence.** 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 state law. See Sexual Misconduct Policy for additional language regarding the definition of “domestic violence.” (Also see “Family Violence” and “Domestic Abuse” in the Sexual Misconduct Policy) Violation of any federal, state or local law. On or Off-Campus actions or activities that violate federal, state, or local law; also violate the Code of Student Conduct.

## **SEXUAL MISCONDUCT POLICY**

---

### **Division: Student Affairs**

---

#### **I. PURPOSE/OBJECTIVE**

Grambling State University is required to implement policies and procedures to prevent acts of sexual misconduct. These policies and procedures must be in compliance with the Louisiana Board of Regents Uniform Policy on Sexual Misconduct. Additionally, the University is required to take prompt and appropriate action to investigate and effectively discipline those found responsible for such conduct in a manner consistent with the law and due process.

The purpose of this policy is to provide Grambling State University with a clear set of behavioral standards, common understandings of definitions, key concepts, and descriptions of sexual misconduct.

This policy applies to Grambling State University community members, including students, faculty, and staff. It is intended to protect and guide Grambling State University community members who have been affected by sexual misconduct, whether as a Complainant, a Respondent, or a third party.

#### **II. STATEMENT OF POLICY**

This Policy covers complaints of alleged sexual misconduct that may involve a student or employee either as an alleged perpetrator (accused) or as the victim (complainant). Sexual misconduct, as defined by this Policy and Procedure for Sexual Misconduct Complaints (this "Policy"), comprises a broad range of behaviors that will not be tolerated in the University's community of trust.

For purposes of this Policy, sexual misconduct includes Sexual Exploitation, Sexual Harassment, Non-Consensual Sexual Contact, and Non-Consensual Sexual Intercourse, each as more fully defined below.

Sexual misconduct violates University policy and Federal civil rights law and may also be subject to criminal prosecution. The University is committed to fostering a community that promotes prompt reporting of all types of sexual misconduct and timely and fair resolution of sexual misconduct complaints. Creating a safe environment is the responsibility of all members of the University community.

As a public institution, the University also must provide due process to students or employees accused of sexual misconduct. This Policy is designed to provide a fair process for both parties while ensuring a complainant's protections under Title IX. Consistent with due process, the accused is presumed not responsible until proven otherwise under this Policy.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), which requires (i) policies and procedures for sexual assault and requires timely warning and external reporting of crimes; and Section 304 of the Violence against Women Reauthorization Act of 2013 (VAWA), which extends the Clery Act to include dating violence, domestic violence and stalking. Act 172 of the 2015 Louisiana Legislative Session and any other applicable state laws.

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.

## **DEFINITIONS**

Appeals Committee – means the group of employees who will be appointed by the President from the trained group of employees to hear appeals of determinations of complaints regarding sexual harassment. All individuals will be Grambling State University staff or tenured faculty holding nine or twelve month appointments

Clery Act – means the Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act, 20 U.S.C. Section 1092(f) 34 C.F.R. Part 668.46.

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

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

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

Family violence definition in Louisiana law: means any assault, battery, or other physical abuse which occurs between family or household members, who reside together or who formerly resided together. La. RS § 46.2121.1(2)

Domestic Violence definition in Clery Act - 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.

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

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



Coercion: is the use of express or implied threats, intimidation, or physical force which places an individual in fear of immediate harm or physical injury or causes a person to engage in unwelcome sexual activity. Coercion also includes administering a drug, intoxicant, or similar substance with the intent to impair that person's ability to Consent prior to engaging in sexual activity.

Hostile Environment – Environment created by harassment based upon sex or on gender stereotypes, which is so severe or pervasive that it unreasonably interferes with a person's University employment, academic performance or participation in University programs or activities and creates a working, learning, program or activity environment that a reasonable person would find intimidating, hostile or offensive.

Human Resources Office – means the office of Human Resources, located in Long-Jones Hall, Room 148.

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

Investigators – means the individuals designated by the President to conduct investigations of alleged sexual misconduct, and to determine whether or not there is good cause to grant a hearing, as further described below.

Confidential Advisor: The confidential advisor primarily serves to aid a student involved in a Sexual Misconduct complaint in the resolution process as a confidential resource.

As suggested by the term "confidential advisor," confidential communications with the advisor will be kept confidential in all circumstances except where the institution or advisor may be required to disclose the communications under state and federal laws. For example, an institution may be compelled by law to disclose communications between the student and his/her confidential advisor if directed by the court in civil litigation. Each institution shall designate individuals who shall serve as confidential advisors. Confidential advisors and all responsible employees shall undergo training in accordance with ACT 172 and other applicable state laws.

Non-Consensual Sexual Contact – means sexual contact that occurs without effective consent.

Non-Consensual Sexual Intercourse – means any sexual intercourse, however slight, with any object, by a man or woman upon a man or woman that is without consent and/or by force. Intercourse includes vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the contact or penetration.

Preponderance of Evidence – means that the information shows that it is “*more likely than not*” that the accused individual violated this Policy.

- a. Sexual Assault – An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s UCR program.
- b. Sexual Assault as defined by Louisiana State Law:

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

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

Sexual Contact – means the deliberate touching of a person’s intimate parts (including genitalia, groin, breast, or buttocks, or clothing covering any of those areas), or using Force to cause a person to touch his or her own or another person’s intimate parts.

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

Sexual Harassment - Unwelcome conduct of a sexual nature when i) submission to such conduct is made either explicitly or implicitly a term or condition of a person’s employment or education; ii) submission to or rejection of such conduct by a person is used as the basis for a decision affecting that person’s employment or education; or iii) such conduct has the purpose or effect of unreasonably interfering with a person’s employment or education, or creating an intimidating, hostile, or offensive employment or educational environment, and has no legitimate relationship to the subject matter of a course or academic research.

Sexual Harassment also includes non-sexual harassment or discrimination of a person because of the person's sex and/or gender, including harassment based on the person's nonconformity with gender stereotypes. For purposes of this Policy, the various forms of prohibited Sexual Harassment are referred to as "Sexual Misconduct."

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

Stalking as defined by Clery Act: (1) Intentional and repeated following OR harassing that would cause a reasonable person to feel alarmed OR that would cause a reasonable person to suffer emotional distress; OR (2) Intentional and repeated uninvited presence at another person's: home, work place, school, or any other place which would cause a reasonable person to be alarmed OR would cause a reasonable person to suffer emotional distress as a result of verbal or behaviorally implied threats of death, bodily injury, sexual assault, kidnapping or any other statutory criminal act to the victim OR any member of the victim's family OR any person with whom the victim is acquainted. 34 CFR 668.46(a) (ii).

Stalking as defined by Louisiana 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, 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 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)

Sexual Intercourse – includes vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the contact or penetration.

Sexual Misconduct – is a sexual act or contact of a sexual nature that occurs, regardless of personal relationship, without the consent of the other person(s), or that occurs when the person(s) is unable to give consent or whose consent is coerced or obtained in a fraudulent manner. For the purpose of this Policy, sexual misconduct includes, but is not limited to, sexual assault, sexual abuse, violence of a sexual nature, sexual harassment, 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.

Public universities in the state of Louisiana shall use the federal and state definitions of the following terms when making all decisions regarding sexual misconduct including publication of definitions, disciplinary decisions, Clery reporting decisions, campus climate decisions, and training and prevention decisions. If there are any changes to state and federal law, definitions must be amended to reflect any changes to federal and state laws and regulations.

Standards of Conduct – means the University’s Standards of Conduct.

Title IX Coordinator – The Title IX Coordinator’s responsibilities include overseeing all Title IX Complaints and identifying and addressing any patterns or systemic problems that arise during the review of such complaints.

University – means Grambling State University.

## **JURISDICTION**

### Personal Jurisdiction.

Any person may file a complaint of sexual misconduct against employees, students, visitors, and authorized users of University facilities and/or resources under this Policy. A university student means any student who is registered or enrolled at the University (a) at the time of the alleged sexual misconduct (including sexual misconduct that is alleged to have occurred during any academic recess, provided that there is an expectation of such student’s continued enrollment at the University), and (b) at the time that a formal complaint is delivered to the Investigators.

### Geographic Jurisdiction.

This Policy applies to any allegation of sexual misconduct that involves a university student or employee regardless of where the alleged sexual misconduct occurred. Although there is no geographical limitation to invoking this Policy, sexual misconduct that is alleged to have occurred at a significant distance from the University may be more difficult to investigate. In addition, with respect to any complaint (a) by a person who is not a member of the University community, and (b) relating to conduct that occurs off of the physical property of the University, but is sufficiently related to the University, the University reserves the right to determine, in its sole discretion, whether the conduct described in the complaint constitutes a sufficient risk to the University community to warrant investigating the complaint.

### Prevention and Awareness Programs

Grambling State University will annually offer and document education and prevention programs that include, but are not limited to: (a) awareness programs; (b) bystander intervention programs; (c) ongoing prevention and awareness campaigns; (d) primary prevention programs; and (e) education on risk reduction.

### Campus Climate Survey

To adequately assess perceptions and behaviors of Sexual Misconduct on campus, Grambling State University shall administer the statewide campus climate survey annually to our students in accordance with ACT 172 or any other applicable law. Grambling State University is required to submit the results of the survey to the BoR by June 15, 2016 and annually thereafter, no later than June 15. Efforts will be taken to ensure that the survey avoids known biases regarding the gender and/or sexual orientation of victims and perpetrators of Sexual Misconduct. The statewide survey is intended as a tool for each institution to assess campus safety and to identify vulnerabilities.

### **TIMING**

#### Timing of Complaints and Availability of Procedures.

If it is determined that there is Personal Jurisdiction over the accused student, there is no time limit to invoking this Policy in responding to complaints of alleged sexual misconduct. Nevertheless, individuals are encouraged to report alleged sexual misconduct immediately in order to maximize the University's ability to obtain evidence, and conduct a thorough, impartial and reliable investigation. Failure to promptly report alleged sexual misconduct may result in the loss of relevant evidence and witness testimony, and may impair the University's ability to enforce this Policy.

## **RETALIATION AND RELATED MISCONDUCT**

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

### Other Related Misconduct.

In accordance with this Policy, the Title IX Coordinator is empowered to hear allegations of, and to recommend sanctions for, sexual misconduct *and* any violations of the University's Standards of Conduct directly related to the alleged sexual misconduct or any alleged violations of this Policy. Such related misconduct may include, without limitation, violations of rules of privacy, violations of university directives, and/or violations of other Standards of Conduct that occurred in the course of the alleged sexual misconduct.

Individuals who participate in the investigation process, whether as parties to the investigation or as witnesses, are expected to provide truthful information in accordance with the University's Standards of Conduct. It is not the practice of the University to pursue disciplinary action against a complainant or witness for his or her improper use of alcohol or drugs (e.g., underage drinking), provided that such student is acting in good faith as a complainant or witness to the events of the alleged sexual misconduct.

## **CRIMINAL PROCEEDINGS**

### Effect of Criminal Proceedings.

Since sexual misconduct may constitute *both* a violation of University policy *and* criminal activity, the University encourages individuals to report alleged sexual misconduct promptly to law enforcement agencies. Because the standards for finding a violation of criminal law are different from the standards for finding a violation of this Policy, criminal investigations or reports are *not* determinative of whether sexual misconduct for purposes of this Policy, has occurred. In other words, conduct may constitute sexual misconduct under this Policy even if law enforcement agencies lack sufficient evidence of a crime and therefore decline to prosecute.

The filing of a complaint of sexual misconduct under this Policy is independent of any criminal investigation or proceeding, and (except that the University's investigation may be delayed temporarily while the criminal investigators are gathering evidence) the University will not wait for the conclusion of the criminal investigation or proceedings to commence its own investigation and take interim measures to protect the complainant and the University community, if necessary.

Victims of domestic violence, dating violence, sexual assault, or stalking have a right to notify or not notify proper law enforcement authorities, including on-campus and local police and may also opt to be assisted by campus authorities in notifying such authorities if the student or employee so chooses. In the event that incidents that meet the definition of domestic violence, dating violence, sexual assault, or stalking are reported through this complaint policy, additional information will be provided to the complainant in accordance with the Clery Act.

## **ROMANTIC RELATIONSHIPS IN POWER DIFFERENTIALS**

Louisiana law does not allow the University to prohibit romantic relationships between faculty and students, teaching assistants and students, supervisors and subordinates, or employees and students, but such relationships are deemed unwise and inappropriate, and therefore are strongly discouraged. Employees and students should be aware that such consensual romantic relationships could lead to charges of misconduct, particularly if these relationships involve a significant power differential, as they place the individuals involved in a working or learning environment which may be uncomfortable or negative.

If a personal relationship should develop between two people with power differentials, anyone with a supervisory or educational responsibility for the employee, other faculty member, or student should arrange with his or her supervisor to divest himself/herself of that responsibility. These relationships may be subject to concerns about the validity of consent, conflicts of interest, and unfair treatment of other students or employees. Further, such relationships can undermine the atmosphere of trust essential to the educational process and the employment relationship.

## **ACADEMIC FREEDOM**

It is important to safeguard academic freedom and protect the openness and integrity of the teaching process inside the classroom. As such, it is understood that discussion of certain sexual topics and/or touching of students within certain classroom settings may well be professionally appropriate and do not necessarily constitute sexual misconduct. The context of the actions will be considered in determining whether allegations are appropriately addressed under this policy or another University policy,



## AMNESTY FOR STUDENTS WHO REPORT SEXUAL MISCONDUCT

Grambling State University encourages reporting of sexual misconduct and seeks to remove any barriers to reporting by making the procedures for reporting an incident of sexual misconduct (“an incident”) transparent and straightforward. The university recognizes that a student who has been drinking or using drugs at the time of an incident also may be hesitant to make a report because of potential disciplinary consequences for their own conduct. Thus, a student who reports sexual misconduct, either as a complainant or a third-party witness, will not be subject to disciplinary action by university for their own personal consumption of alcohol or drugs at or near the time of the incident, provided that any such violations did not and do not place the health or safety of any other person at risk. The university may, however, initiate an educational discussion or pursue other educational remedies regarding alcohol or other drugs.

### THE PROCESS

Upon delivery of a complaint to the Title IX Coordinator, the complaint will be reviewed to determine its validity as well as options for possible resolution. All proceedings will be kept confidential to the extent required under state and federal law and to the extent possible under each specific set of circumstances.

#### Informal Resolution

Introduction: A complainant who wishes to file a formal complaint, but does not wish to pursue Formal Resolution may request a less formal proceeding, known as “Informal Resolution”. Although less formal than Formal Resolution, Informal Resolution is an appropriate resolution process; it is not mediation.

Purpose of Informal Resolution: **Informal Resolution is not acceptable for acts of sexual violence or sexual assault.** Informal resolution provides an opportunity for the complainant to ensure that the Accused is made aware of his or her complaint by the University. The Title IX Coordinator or delegate will notify the Accused of the complaint. Additionally, the complainant can be offered an opportunity to confront the accused (if they so wish), in the presence of, and facilitated by the Title IX Coordinator, and to communicate his or her feelings and perceptions regarding the incident, the impact of the incident, and his or her wishes and expectations regarding protection in the future. The accused individual will have an opportunity to respond during this meeting.

Informal Resolution Where Accused Acknowledges Responsibility: If, during the course of the Informal Resolution, the accused individual elects to acknowledge his or her actions and take responsibility for the alleged Sexual Misconduct, the Title IX Coordinator will propose a sanction(s). If both the complainant and the accused agree to such proposed sanction(s), the complaint will be resolved without any further rights of appeal by either party. If the

accused individual fails to agree to the proposed resolution, the Formal Resolution Process will be initiated.

Informal Resolution Where Accused Contests Responsibility: If the accused individual contests the complaint, the Title IX Coordinator may impose temporary remedial measures if determined necessary. Based on information derived from the Informal Resolution proceedings, and any other relevant information known to the University at the time of the Informal Resolution, Formal Resolution Processes may be initiated.

Temporary Remedial Measures: As early as possible, the Title IX Coordinator will determine whether temporary remedial measures are warranted, such as suspension from employment with or without pay, suspension from classes, issuance of a no contact directive, reassignment of job duties, or changing class or classroom assignments. If immediate action is required to protect the complainant, the Title IX Coordinator shall work with the appropriate administrator to implement such measures.

Advisors: The complainant and the accused may each bring an advisor to the Informal Resolution if desired. This individual can serve in a supportive capacity or may speak on the party's behalf during the resolution meeting. The Title IX Coordinator or delegate will preside over the Informal Resolution and may elect to be assisted by a trained member of the University staff.

Election of Formal Resolution: The University or the complainant may, at any time prior to the conclusion of the Informal Resolution, elect to end such proceedings and initiate Formal Resolution instead. In such cases, statements or disclosures made by the parties in the course of the Informal Resolution may be considered in the subsequent Formal Resolution.

Privacy of Informal Resolution: In order to promote honest, direct communication, information disclosed during Informal Resolution must remain private while the Informal Resolution is pending, except where disclosure may be required by law or authorized in connection with duties on behalf of the university.

## **Formal Resolution**

Purpose of Formal Resolution: In the event that informal resolution is not utilized or is ineffective in resolving the complaint, a preliminary investigation will be conducted by the Title IX Coordinator as part of the formal resolution process. The Title IX Coordinator will determine whether there is sufficient evidence to support the sexual misconduct allegations and will provide the parties with a written decision as to whether there is sufficient evidence to indicate that the allegation of sexual misconduct has merit.

Investigation Process: The Title IX Coordinator may transfer the complaint to a different complaint process or may initiate a formal investigation if it is determined that sufficient evidence exists to warrant further investigation. Both the complainant and the accused will

receive information from the Title IX Coordinator in writing regarding any instructions regarding the investigation process as well as an anticipated timeline for completion.

Parties to the complaint are not to conduct their own investigations such as gathering witness statements and evidence, but are encouraged to provide any relevant information to the Title IX Coordinator for consideration in the investigation process including potential witnesses. Both parties are encouraged to provide information to the Title IX Coordinator including relevant documents and names of potential witnesses to be contacted by a University appointed investigator.

Timeline: The anticipated timeline to complete such an investigation will depend on the complexity of the investigation and the severity and extent of the harassment. The parties will be informed by the Title IX Coordinator if the time period for the investigation extends past the timeline that is initially anticipated, and the Coordinator's decision regarding extensions will be final.

Determination: The Title IX Coordinator will receive the Investigation reports and will make a recommendation regarding a determination that is designed to bring an end to any discriminatory conduct, reasonably prevent its reoccurrence, and remedy any effects on the victim. Both parties will be notified in writing regarding the Title IX Coordinator's determination through the issuance of a Determination Letter as well as a Memorandum Opinion. Upon written request, either party to the complaint has the opportunity to review the information that was considered by the Investigator at a mutually agreeable time and location on the university campus determined by the Title IX Coordinator. In the event that the determination is that faculty or employee employments actions should take place, such actions will conform with all required employee/faculty procedures and requirements that are relevant to the particular individual's employment.

Appeal: The Title IX Coordinator's Determination Letter can be appealed by either party in writing to the Appeals Committee within seven (7) calendar days. The Appeals Committee will consider all information generated in the investigation as well as any additional information provided by either party and will render a written recommendation to the University President that either upholds or overturns the Title IX Coordinator's determination or any combination thereof.

The Appeals Committee will provide the opportunity for the Complainant and Accused to appear before the Committee to provide a verbal or written statement. Either party may also be asked to provide additional information to the Appeals Committee by the Appeals Committee.

Advisors: Legal Counsel or advisors may be present at this time on behalf of either party. Such counsel may consult privately with and advise the parties during the process but may not directly address the Committee on behalf of either party. An advisor/legal counsel may

not direct questions or comments to the Committee but may consult with the individual being assisted. Members of the Committee may ask clarifying questions.

Final Determination: The Appeals Committee will generate a report to the President who will review the Appeals Committee's report and make a decision regarding the status of the employee or student. This decision may be appealed to the University of Louisiana System Board of Supervisors pursuant to any UL System Appeals Process that may be in effect.

All written determinations and reports shall comply with Title IX and Clery Act requirements as well as any other applicable laws and regulations.

Privacy of Formal Resolution: In order to promote honest, direct communication, information disclosed during Formal Resolution must remain private while the Formal Resolution is pending, except where disclosure may be required by law or authorized in connection with duties on behalf of the university.

If the University is open, employees, students and non-students may file a report in person during regular business hours (7:30 a.m. to 5:00 p.m., Monday – Thursday, and 7:30 a.m. – 11:30 a.m., Friday) with the Title IX Coordinator in the President's Office, Long Jones Hall; Room 117:

**Beverly Crawford**  
**Title IX Coordinator/EEO Officer**  
**Brown Hall Rm 127**  
**403 Main Street**  
**Grambling, LA 71245**  
**Phone: (318) 274-2660 Fax: (318) 274-3297**  
**Email: [crawfordb@gram.edu](mailto:crawfordb@gram.edu)**

Assistance can be obtained 24 hours a day, seven days a week from:

- University Police
  - 1-911, emergency; on-campus
  - (318) 274-2222, off campus
- Local Hospital:
  - Northern Louisiana Medical Center-
    - 401 East Vaughn Avenue, Ruston, LA 71270  
(318) 254-2100

In addition, the Grambling State University Counseling Center (274-3277) and the Student Health Center (274-2351), both located Foster - Johnson Health Center.

**Assistance of a confidential Advisor is available for employees, students and non-students. The following university employees are designated as Confidential Advisors:**

Dr. Mary Coleen Speed, GSU Student Counseling and Wellness Resource Center  
(318) 274-3277

Ms. Taundra Turner, GSU Student Counseling and Wellness Resource Center (318)  
274-4763

Dr. Carolyn Hester, GSU School of Social Work, Act. Assoc. Dean School of Social  
Work (318) 274-3302

## SEXUAL MISCONDUCT INVESTIGATION PROCEDURES

---

*The purposes of these procedures are to provide Grambling State University with a clear set of guidelines to follow when a report of sexual misconduct is received.*

---

### STEPS

**1. Formal Complaint** – If the complainant wishes to file a formal complaint or if the situation otherwise warrants a formal investigation and the complainant has not already completed a **Report Form**, the Title IX Complaint Form should be completed and signed by either the complainant or the Title IX Coordinator on behalf of the complainant. The Title IX Coordinator can also complete a form on behalf of the complainant depending on the circumstances (anonymous complainant, telephone complaint, etc.). This complaint form can be supplemented with supporting documentation but in order to maintain privacy for all parties, a copy of the Formal Complaint is the only document that will be released to either party. All other documentation will be made available to either party or their advisors upon request at a mutually agreeable time and location (typically business hours in the Human Resources Department).

**Informal Remedies** – Remedies may include safety planning, academic accommodations, housing relocation, safety planning, and/or issuing a no contact order. Requesting informal remedies are handled through the University's Office of Judicial Affairs, Title IX Coordinator, and/or the Victim Advocate. Informal remedies do not preclude filing a formal complaint or formal discipline.

**2. Preliminary Investigation** – The preliminary investigation is a review of the incident description, files history, facts, and patterns and should include an interview with the complainant and a review of the written complaint and any supporting documentation that is provided. The Title IX Coordinator will generally conduct the preliminary investigation. After the preliminary investigation if the Title IX Coordinator determines that the complaint is properly handled through another complaint mechanism, the complaint should be routed as appropriate. If there is sufficient evidence to indicate that the allegation of sexual misconduct should be investigated in accordance with the sexual misconduct policy, he/she should move forward as follows:

- Notify the President, Vice President of Student Affairs, and Associate Vice President for Human Resources that a Sexual Misconduct Investigation is being initiated.

The Title IX Coordinator will appoint a trained Investigator (s). The President will designate a Chair for the Appeals Committee. The President's office will provide this information to the Title IX Coordinator who will then move forward with the next step in the process.

- Notify both the complainant and the accused simultaneously through the **Complaint Notice** regarding the fact that a sexual misconduct investigation will take place. This notification will provide instructions regarding the investigation process as well the Title IX Coordinator's anticipated timeline for completion of the investigation. (If the anticipated timeline for completion needs to be extended at any time, the Title IX Coordinator should notify both parties of this fact in writing simultaneously and should provide a new anticipated timelines for completion.) The names of the appeals committee members should be provided together with an opportunity for either party to object together with reasons for their objection. Instructions to both parties not to conduct their own investigation and to provide any relevant information such as a list of potential witnesses to the Title IX Coordinator are provided in the Complaint Notice. Instructions should also be included in the notification regarding privacy of information as well as a determination regarding any preliminary steps that should be taken pending the outcome of the investigation.

The timeline for this process is generally 2 days which means that all efforts should be made to have the notification letter to the parties within this timeframe. This Complaint Notice will also provide the parties with an opportunity to provide an alternative address to receive all correspondence regarding the complaint and will instruct the parties that unless an alternative address is provided in writing, the University will use the office address that is on file. A copy of the Complaint Form will be attached to the Complaint Notice and instructions will be provided as to how either party can request an opportunity to review the file will be provided.

**3. Investigation** – Investigator(s) will interview all individuals involved in the complaint and compile documentation, such as written and recorded statements. Both the Complainant and the Accused may have advisors to support and assist them during the investigation, determination and appeal stages of the process. The investigation should be initiated within five days of the decision to proceed with an investigation. In the event that the investigation is not initiated within this timeframe, the investigator and or the Title IX Coordinator should document the reasons for any delay.

The investigations should be completed and all documentation provided to the Title IX Coordinator by the Investigator(s) within 21 days. Reasons for deviations from this timeline should be documented in the report.

**4. Complaint Determination** – The Title IX Coordinator will receive the Investigation reports and will make a determination as to whether specific violations of the Sexual Misconduct Policy were or were not substantiated using the preponderance of the evidence standard. A determination can also be made that the allegations, while made in good faith, were not true. The Title IX Coordinator may, but is not required to, contact either party to ask clarifying questions prior to making a determination.

Both parties will be notified in writing regarding the Title IX Coordinator's determination through the issuance of a **Determination Letter** as well as a **Memorandum Opinion**. The **Determination Letter** will contain only the following information: name of the accused; a determination as to whether specific violations of the Sexual Misconduct Policy were or were not substantiated using the preponderance of the evidence standard; if any disciplinary consequences are issued as a result of the investigation that fact should be provided. If a determination is made that the allegations were substantiated, the **Determination Letter** should include proactive measures that will be initiated by the University that are designed to: bring an end to any discriminatory conduct, reasonably prevent its reoccurrence, and remedy any effects on the victim. These can include, but are not limited to sanctions against the accused. Details of any consequences or directives to the accused that relate directly to the complainant should also be provided. The parties should also be informed that either party to the complaint has the opportunity to review the information that was considered by the Investigator at a mutually agreeable time and location on the university campus determined by the Title IX Coordinator and to appeal the Title IX Coordinator determination to the Hearing Committee. The **Memorandum Opinion** should explain the Title IX Coordinator's reasoning for the decision and can be made available for review to either party upon request and to the Hearing Committee if an Appeal of the Title IX Coordinator's determination is made by either party. Complaints that involve allegations of conduct addressed in the Clery Act may require additional disclosure requirements. In addition to a copy of the **Determination Letter**, the **Letter to the Complainant** should also be sent.

- ☐ The Title IX Coordinator should notify the Appeals Committee prior to issuing the **Determination Letter** of the fact that a **Determination Letter** is being issued so that the Committee Members can begin coordinating their calendars in the event of an Appeal.

The Title IX Coordinator should provide copies of the **Determination Letter** to both parties via regular mail to the address provided or the address on file with the University if not alternative address is provided.

- ☐ If either party requests an opportunity to review the additional investigation materials, including the **Memorandum Opinion**, the Title IX Coordinator should make arrangements for that party to review the materials at a mutually agreeable time in the conference room beside the Title IX Office.



Notice of this right will be provided to each party throughout the process and there is no deadline to request this opportunity. This opportunity should not be delayed because either party could request this opportunity before making a decision as to whether to appeal which must be made within 7 business days of receipt of the Determination Letter.

- If either party submits a written appeal of the Title IX Coordinator's determination, the predetermined Appeals Committee will be convened and an **Appeal Letter** is sent to both parties.

**4. Appeal** – Within 7 business days of receiving notification of either party's request to appeal the determination of the Title IX Coordinator, or as soon thereafter as possible, the Title IX Coordinator will provide the parties with information regarding the Appeals Committee process including the right of either party to address the Appeals Committee.

The Appeals Committee will meet to review all documents privately and will listen to either or both parties, separately if requested. The Committee can also contact the Investigator(s), the Title IX Coordinator or either party for clarification of information. In the event that either party requests the opportunity to address the Appeals Committee, a court room model will not be followed and formal rules of evidence will not be observed. An advisor, including legal counsel, may be present on behalf of either party. Such counsel may consult privately with and advise the parties during the proceedings but may not directly participate on behalf of either party. An advisor/legal counsel may not direct questions or comments to the Committee but may consult with the individual being assisted. The Committee Chair will not allow an advisor or legal counsel's presence to inhibit the conduct of the appeal hearing.

The Appeals Committee will provide the opportunity for the Complainant and Accused to appear before the Committee to provide a verbal or written statement as to why the decision of the Title IX Coordinator should or should not be upheld. Verbal statements by the Complainant or the Accused are limited to 15 minutes and no other individuals will be allowed to make statements on their behalf or in their stead. Upon timely request by the Complainant or Accused, the University may be able to accommodate statements via electronic means in appropriate circumstances.

A recording will be made of these statements and the Chair of the Appeals Committee will make arrangements for duplication of the recording upon request. The Complainant, Accused, and any advisors will be excused after both individuals have had the opportunity to provide a statement. If either the Complainant or Accused chooses not to submit a statement or appear before the committee, the Appeals Committee will make the recommendation based on the information they have received. If the Committee determines that unresolved issues exist that would be clarified by the presentation of

additional information, the Chair may suspend the hearing and reconvene it in a timely manner after receipt of such additional information.

The Appeals Committee will formulate a decision based upon a *preponderance of evidence* as to whether the Title IX Coordinator's determination was fair and proportionate to any violation. The Committee will also consider, as part of its deliberations, whether the determination will result in (a) bringing an end to the violation in question; (b) reasonably prevent a recurrence of a similar violation; and (c) remedy the effects of the violation on the Complainant and the University community.

The Committee Chair will draft a recommendation to uphold or overturn the decision of the Title IX Coordinator in whole or in part. The recommendation should be placed into writing and submitted to the President of the University.

The President of the University will review the Appeal Committee's report and will either agree with the recommendation or will make a different decision regarding the status of the employee or student. Accompanying documents, and any recorded statements from the Complainant and Accused that may have been made at the Hearing may also be reviewed.

The time period between the Appeals Committee meeting and the President's review is approximately 1 week.

Official notification to the parties will follow in a formal letter with a copy to the Title IX Coordinator.

**5. Sanctions** – If a student is found in violation of policy and it is determined that he/she is ineligible to re-enroll in the University or may not re-enroll until after a certain date, the university's Registrar will make that notation and place a hold on the student's academic transcript.

If an employee is found in violation of policy, the Director of Human Resources will place a notation in the employee's personnel record.

This is the end of the process at the University level. The Accused and the Complainant have the right to appeal to the University of Louisiana System Board of Supervisors pursuant to any UL System Appeals Process that may be in effect.

## **STATEMENT CONCERNING SEXUAL HARASSMENT**

Grambling State University explicitly condemns sexual harassment of students, staff, and faculty. Sexual harassment is also a form of sexual misconduct. Since some members of the University community hold positions of authority that may involve the legitimate exercise of power over others, it is their responsibility to be sensitive to that power. Faculty and supervisors in particular, in their relationships with students and supervisors, need to be aware of potential conflicts of interest and the possible compromise of their evaluative capacity. Because there is an inherent power difference in these relationships, the potential exists for the less powerful person to perceive a coercive element in suggestions regarding activities outside those appropriate to the professional relationship. It is, therefore, the responsibility of faculty and supervisors to behave in such a manner that their words or actions cannot reasonably be perceived as sexually coercive, abusive, or exploitive.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior which is not welcomed, is unwanted, and is personally offensive and debilitating. Such behavior creates an intimidating, hostile or offensive working environment which interferes with work effectiveness.

Such conduct, whether committed by supervisors or non-supervisory personnel, is specifically prohibited. This includes, but is not limited to, repeated offensive sexual flirtation, advances, or propositions; continued or repeated verbal abuse of a sexual nature; graphic or degrading verbal comments about an individual or his or her appearance; the display of sexually suggestive objects or pictures; or any offensive or abusive physical conduct.

In addition, no one should imply or threaten that an applicants' or employees' cooperation of a sexual nature (or refusal thereof) will have any effect on the individuals' employment, assignment, compensation, advancement, career development, or any other condition of employment.

Grambling State University is committed to providing an environment of study and work free from sexual harassment and to insuring the accessibility of appropriate grievance procedures for addressing all complaints regarding sexual harassment. A student who believes he/she is the victim of sexual harassment by a member of the University faculty or staff should lodge a formal complaint with the Office of Equal Employment Opportunity. A student who believes that he/she is the victim of sexual harassment perpetrated by another student may file a complaint with the Office of Student Judicial Affairs or with the Title IX Coordinator.

## **ZERO TOLERANCE FOR AGGRESSIVE BEHAVIOR POLICY**

Grambling State University has a “Zero Tolerance” policy for Aggressive Behavior. The purpose of this policy is to address incidents of unacceptable behavior which create fear, bodily harm to another, or damage to property.

Aggressive Behavior is defined as intimidating gestures, threatening, abusive language, fighting or physical actions which create fear, intent of bodily harm, bodily harm to another person or damage to university or personal property. Additional definitions of aggressive behavior may be identified in the student handbook, which may include, but are not limited to the following:

1. Assault;
2. Battery;
3. Dangerous, Threatening Unsafe Behavior; and
4. Destruction/Damage to Property.

Any student found in violation of the Aggressive Behavior Policy may face immediate suspension and may ultimately face expulsion from the University. The University has jurisdiction over all behavioral infractions which occur in University facilities or on University property. University charges and criminal charges are totally independent of each other. Therefore, actions that may not rise to the level of criminal conduct may still result in serious disciplinary consequences including expulsion.

## **Policy regarding Possession, Use, and Sale of Alcoholic Beverages and State Underage Drinking Laws**

GSU policy prohibits the use, consumption, possession, purchase, sale, or distribution of alcoholic beverages on GSU property, or at any of its activities (whether or on off campus) is prohibited, except as expressly permitted by GSU. It is illegal to display alcohol in an open container; to sell or distribute alcohol to anyone under the age of 21; and for anyone under the age of 21 to possess, use, or distribute alcoholic beverages. Enforcement of alcohol laws on campus is the responsibility of the GSU Police Department. Laws are strictly enforced. Violators are subject to University disciplinary action, arrest, and criminal prosecution. Organizations or groups are subject to sanctions by the University.

GSU policy, as well as state and federal law, prohibits the possession, use, and distribution of illegal drugs on the GSU campus. Enforcement of drug laws on campus is the responsibility of the GSU Police Department, and is strictly enforced. Persons found in violation of GSU policy are usually suspended or expelled from the University and subject to arrest and criminal prosecution.

## ASR and Online Data Collection

	Calendar Year 2013	Calendar Year 2014	Calendar Year 2015	Calendar Year 2016	Calendar Year 2017
ASR issued by October 1, 2014	<b>X</b>				
ASR issued by October 1, 2015		<b>X</b>			
ASR issued by October 1, 2016			<b>X</b>		
ASR issued by October 1, 2017				<b>X</b>	
Data Collection October 1, 2014	<b>X</b>				
Data Collection October 1, 2015		<b>X</b>			
Data Collection October 1, 2016			<b>X</b>		

