



# Annual Security Report

October 2023

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## **Legal Requirements of the Campus Security (Jeanne Clery) Act**

The Campus Security Act (also known as the Jeanne Clery Act) requires colleges and universities to:

- Publish an annual report every year by October 1 that contains three years of campus crime statistics and certain campus security policy statements.
- Disclose crime statistics for the campus, public areas immediately adjacent to the campus, and certain non-campus facilities and remote classrooms. The statistics must be gathered from campus security, local law enforcement, and other College officials who have “significant responsibility for student and campus activities;”
- Provide “timely warning” notices of those crimes that have occurred and pose an ongoing “threat to students and employees;”
- Disclose in a public crime log “any crime that occurred on campus...or within the patrol jurisdiction of the campus security.”

It should be noted that Central Louisiana Technical Community College (CLTCC) does not have off-campus student clubs/organizations. While CLTCC student clubs/organizations may conduct activities off-campus, College regulations require the approval of the College administration and the presence of a faculty/staff advisor(s) at all such activities. These advisors serve as monitors for such events and can notify the appropriate law enforcement authorities of any criminal activity.

The CLTCC Coordinator of Campus Safety and Security is responsible for preparing and distributing this report. The report is compiled through a cooperative effort and with the assistance of the local law enforcement agencies within each campus’ jurisdiction.

## **Co-ordination of law enforcement efforts with other agencies**

CLTCC maintains Memoranda of Understanding and Operational Agreements with local, parish, and state law enforcement agencies. Local law enforcement will investigate all criminal activity and incidents committed on CLTCC property. In the event of an emergency or crisis on campus that poses an immediate threat to the health or safety of CLTCC students, faculty, staff, or visitors, the College will call upon the local law enforcement as the primary agency to assist in handling major crimes/incidents occurring on CLTCC campus property. The Louisiana State Police will provide additional forensics and investigative support in handling suspicious persons and major incidents. All other campuses located in the surrounding parishes have a MOU with their perspective local law enforcement agencies.

## **Campus Security Authorities (CSA)**

The Jeanne Clery Act (and its accompanying guidance from the Department of Education) considers certain personnel members at colleges and universities to be Campus Security Authorities (CSA). In addition to all members of an institution’s campus security department, Campus Security Authorities also include:

- 1) Any individual or individuals who have responsibility for campus security (e.g., an individual who is responsible for monitoring the entrance into college/university property).
- 2) Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- 3) An official of an institution who has significant responsibility for student and campus activities, including (but not limited to) student housing, student discipline, and campus judicial proceedings.

An official is further defined as any person who has the authority and the duty to act or respond to issues on behalf of the institution. Examples of CSAs include (but are not limited to) the Assistant Vice Chancellor of Student Affairs and faculty/staff advisors of student clubs/organizations. Pastoral counselors and professional counselors functioning within the scope of those roles are not considered to be CSAs. A listing of individuals CLTCC identifies as its Campus Security Authorities is maintained by the College's Safety and Security Coordinator.

### **Encouragement of Prompt Reporting**

It is the policy of CLTCC that all crimes be promptly reported to campus security authorities, and/or other law enforcement agencies as appropriate. CLTCC's General Safety Plan provides information to aid in the rapid and accurate reporting of various incidents, such as important details to report and the location of all on-campus emergency phones.

Additionally, this policy is reflected in the statements posted on various informational materials (including this document's section on Reporting Crime or Emergencies, below) which encourage faculty, staff, and students to immediately report all suspicious activity to campus police.

### **Reporting Crimes or Emergencies**

Anyone who is involved in an emergency, is the victim of a crime, or witnesses any criminal activity while on the CLTCC campus should notify the Campus Dean, who will then notify the Safety and Security Coordinator as soon as possible.

Students can also personally notify any of the individuals CLTCC has designated as a Campus Security Authority (CSA) as defined under the Jeanne Clery Act. Off-campus crimes may be reported to their local law enforcement agencies listed above, for each campus location. These law enforcement agencies can be reached by dialing 911.

Crimes should be reported promptly to CLTCC to ensure inclusion in annual crime statistics and to aid in providing timely warnings to the community when appropriate. Reports of crimes made to non-law-enforcement CSAs are forwarded to the respective Campus Dean for appropriate action.

## **GENERAL EMERGENCY EVACUATION PROCEDURES**

CLTCC's General Safety Plan provides detailed information on the College's procedures in responding to various emergencies. The plan is available on the CLTCC Website at <https://cltcc.app.campussuite.com/~intranet/faculty-staff-portal/safety-training>. The following is an overview of the procedures utilized for emergencies and situations that may present an immediate threat to the health or safety of students, faculty, staff, and visitors on campus.

### **Initial Reporting**

All faculty and staff actively monitors the campus for hazardous situations, as well as naturally occurring conditions that can develop into emergencies, such as severe weather. Once a dangerous condition has been reported, each Campus Dean or designee will immediately verify and evaluate the hazard and report this information to the College's Safety and Security Coordinator who will confer with the Chancellor of CLTCC (for this section, the term "Chancellor" includes any appointed designee or authorized administrator in the event the Chancellor is absent).

### **Determination of Notification**

Considering the safety of the College community, CLTCC's Chancellor will, without delay, take the following actions:

1. Use the information reported to determine if the emergency is of enough significance to require notification to the campus and College community.
2. Determine the content of any such notification and who should be notified.
3. Authorize the activation of the institution's emergency notification systems and dissemination of the notification via those systems.

### **Dissemination of Information**

The College utilizes the following means to notify students, faculty, staff, and visitors of emergency situations:

- GO CLTCC notification system
- Signal Vine notification system
- Campus E-mail
- CLTCC webpage posting

### **Evacuation**

CLTCC Campus Deans have primary responsibility for evacuating the campus facilities and grounds. Designated safety personnel of each building aid with the transportation of disabled personnel and any other evacuation procedures as necessary.

## CLTCC Crisis Communication Team

The CLTCC Crisis Communication Team is the group charged with executing the College's emergency response and evacuation procedures in the event of an emergency on campus. The Team is led by the Chancellor and includes the following personnel:

- Chancellor
- Vice Chancellor of Academic Affairs
- Vice Chancellor of Finance
- Campus Deans
- Assistant Vice Chancellor of Student Affairs
- Chief Information Resources & Technology Officer

## Distribution of Information to the Public

Considering the safety of the general community, efforts to assist victims, and actions in progress to respond to an emergency, the Chancellor may provide information to various local and regional news/media outlets as necessary to assist in the safety and security of the general community at large.

## **SAFETY POLICIES**

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

- Use and Security of College Facilities
  - Except for events open to the public and advertised as such, CLTCC's facilities and programs are generally reserved for accomplishing the objectives and programs of the college. As an institution of higher education funded by the State of Louisiana, CLTCC is considered public property; however, access is reserved for those who have legitimate business with the College (students, faculty/staff, authorized visitors, etc.) and who have not been restricted from campus (e.g., recipients of disciplinary suspensions). Visitors and groups not affiliated with CLTCC seeking to utilize College facilities are expected to make prior arrangements with the appropriate office. Authorization to use CLTCC facilities is determined by current college regulations.

During normal operating hours, campus buildings are available to the public. Security-sensitive and non-public areas (such as some offices) may have access restricted to authorized personnel even during normal operating hours. After business hours, when College offices are closed but weekend/evening classes are being held, certain areas within buildings are locked, requiring personnel to have the proper identification for entry. When the College is closed for the night and during holidays, all campus buildings are locked. CLTCC does not have residential facilities for students

- Academic and Administrative Buildings

- o Academic and administrative buildings are secured by assigned staff. These buildings contain fire safety equipment that includes smoke detectors and/or heat sensors that activate the central fire alarm system.
- Weapons Policy
  - o CLTCC prohibits the possession or use of a dangerous weapon by students, employees, or visitors while on campus. If you observe a person on campus with a firearm or other deadly weapon, contact Security immediately. If a person is threatening someone, call 911 immediately.
- Sales or Use of Illegal Drugs
  - o CLTCC complies with all federal and state laws which prohibit the use, possession, and sale of illegal drugs. CLTCC is a drug-free zone under Louisiana law and will not shield any student, employee, or visitor from action by civil authorities.
- Sales or Use of Alcoholic Beverages on CLTCC campuses complies with all federal and state laws which regulate the sale and use of alcohol. The College neither condones nor shields from prosecution any individual found in violation of Louisiana Alcoholic Beverage Control laws. LRS 14:93.11 prohibits the purchase, possession or consumption of alcoholic beverages by those less than 21 years of age.

## **SEXUAL ASSAULT POLICY**

When reporting a sexual assault, confidentiality is vital. Sexual assault is an act of violence in which a person subjects a victim to contact of a sexual nature against the victim's will. It is an illegal act on the CLTCC campuses. Sexual assault includes rape, assault to commit rape, sexual battery, aggravated sexual battery, object rape, statutory rape, sodomy, aggravated sodomy, public indecency, and stalking. Sexual assault, in its various forms, is defined under Louisiana law.

### **Procedures**

1. Students should immediately report incidents of sexual assault to the Campus Dean or Vice Chancellor of Student Affairs.
2. Students will be assisted in seeking counseling and follow-up medical care, addressing academic concerns, and reporting incident(s) to the appropriate authorities. It is crucial that a victim receive prompt medical attention. For medical and counseling services, contact the Louisiana Rape Crisis Center 24-hour crisis line at (800) 656-HOPE (4673).
3. A victim of sexual assault should preserve any evidence that can be used to prove an occurrence of sexual assault. Victims are advised to consult law enforcement officials before showering, bathing, changing, or laundering clothing worn during an assault. Even if a victim bathes, showers, or somehow compromises evidence, the victim should report the assault. Valuable information can still be obtained by an investigation conducted from remaining evidence taken from a victim's person.
4. After a sexual assault is reported, campus personnel should take reasonable and necessary steps to secure the crime scene and protect the victim.

## Rights and Responsibilities of the Victim

1. A report of sexual assault is treated seriously, and the victim treated with dignity. Campus organizations/personnel who deal with sexual assaults should be contacted to assist the victim.
2. A victim has the right to have the alleged sexual assault(s) investigated and adjudicated by the duly constituted criminal and civil authorities of the governmental jurisdiction where the alleged incident(s) occurred, and to full and prompt cooperation and assistance of campus personnel in notifying the proper authorities. Campus disciplinary proceedings are held in addition to these procedures.
3. Campus personnel are prohibited from pressuring a victim to do the following: a) not report the crime(s) to civil/criminal investigating authorities, campus law enforcement personnel, or disciplinary authorities, or b) report the crimes as less than what occurred.
4. CLTCC offers a victim advice, assistance, or representation at campus disciplinary proceedings, the same as offered to the accused.
5. A victim is notified of the outcome of the disciplinary proceedings.
6. Campus personnel should cooperate in obtaining, securing, and maintaining evidence (including medical examination documentation) required to prove the occurrence of criminal sexual assault for subsequent legal proceedings.
7. CLTCC personnel are to contact and exercise the option(s) provided by state and federal laws and regulations regarding mandatory testing of sexual assault suspects for communicable diseases and in notifying victims of the results of the testing.
8. A victim is provided information regarding counseling.

## Rights of the Accused

1. The accused has the right to have the alleged sexual assault(s) investigated and adjudicated by the duly constituted criminal and civil authorities of the governmental jurisdiction where the alleged incident(s) occurred; and to full and prompt cooperation and assistance of campus personnel in notifying the proper authorities and in providing any exculpatory information. Campus disciplinary proceedings are held in addition to these procedures.
2. CLTCC offers the accused advice, assistance, or representation at campus disciplinary proceedings, the same as offered to the victim.
3. The accused is notified of the outcome of the disciplinary proceedings.
4. The accused receives full and prompt cooperation from campus personnel in obtaining, securing, and maintaining evidence that may disprove the occurrence of criminal sexual assault in subsequent legal proceedings.
5. The accused is provided information regarding counseling.



## SEX OFFENDER STATEMENTS

The Campus Sex Crimes Prevention Act of 2000 (CSCPA), signed into law October 28, 2000, amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, and the Jeanne Clery Act.

Any person required to register under a state sex offender registration program must notify the state regarding whether he/she is enrolled or works at an institution of higher education; identify each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student; and alert the state of any change in enrollment or employment status. CSCPA is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, such institutions; it requires state law enforcement agencies to provide CLTCC with a list of registered sex offenders who have indicated that they are enrolled, employed, or carrying on a vocation at the College.

The Louisiana State Police maintains the Louisiana Sex Offender and Child Predator Registry (SOCPR) for the State of Louisiana and is responsible for the enforcement of the applicable sections of law cited above. Information about any such registered individual affiliated with CLTCC may be found at the public SOCPR website:

<http://www.lsp.org/socpr/default.html>

In addition to the amendments previously mentioned, the CSCPA also amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in FERPA can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders and alert the state of any change in enrollment or employment status. CSCPA is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, such institutions; it requires state law enforcement agencies to provide CLTCC with a list of registered sex offenders who have indicated that they are enrolled, employed, or carrying on a vocation at the College.

## CRIME STATISTICS

CLTCC complies with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. Campus crime, arrest, and referral statistics include those incidents reported to designated campus officials, and local law enforcement agencies. These statistics may also include crimes that have occurred in private residences or businesses and is not required by law.

locations that are adjacent to or easily accessible from the campus fall under the direct jurisdiction of each of the law enforcement agencies listed above.

Because of the reporting standards utilized by that agency, the statistics for those areas cover geographical patrol zones and subzones which are far larger than the adjacent-area standard required by

CLTCC does not have residential facilities for students either on- or off-campus. The CLTCC Coordinator of Safety and Security reports crime statistics to the U.S. Department of Education, and continual efforts are made to inform the CLTCC community of matters that affect their personal safety and well-being. CLTCC believes that an informed public is a safer public.

For the Coordinator of Safety and Security, please email [lisadoney@cltcc.edu](mailto:lisadoney@cltcc.edu) or call at (318) 589-8268.

The following CLTCC statistics are provided for your information, in compliance with the 1998 provisions of the Student Right-To-Know and Campus Security Act (Jeanne Clery Act). An attempt has been made with each law enforcement agency within CLTCC campus jurisdictions to respond to a request for the required crime statistics. However, some agencies did not reply to the request for this information.

## Crime Statistics

### CLTCC Alexandria Campus

#### Selected Crimes

#### Calendar Year

(January 1-December 31)

|                                    | 2020 | 2021 | 2022 |
|------------------------------------|------|------|------|
| Murder/ Non-negligent Manslaughter | 0    | 0    | 0    |
| Negligent Manslaughter             | 0    | 0    | 0    |
| Sex Offenses – Forcible            | 0    | 0    | 0    |
| Sex Offenses – Non-Forcible        | 0    | 0    | 0    |
| Robbery                            | 0    | 0    | 0    |
| Aggravated Assault                 | 0    | 0    | 0    |
| Burglary                           | 1    | 0    | 0    |
| Motor Vehicle Theft                | 0    | 1    | 0    |
| Arson                              | 0    | 0    | 0    |
| Hate-Base Crimes                   | 0    | 0    | 0    |
| Illegal Weapons Possessions        | 0    | 0    | 0    |
| Drug Law Violations                | 0    | 0    | 0    |

The Jeanne Clery Act requires higher education institutions to collect and post Campus Crime Statistics (CCS). Statistics noted above represent actual reporting to the United States Department of Education. Note: These statistics are for on-campus incidents only. They do not reflect occurrences at locations considered non-campus or public property. Non-campus locations are defined as any building or property owned or controlled by the school that is not within the same reasonable contiguous area, is used in direct support of or in relation to the school's educational purpose and is frequently used by the students. Public property includes thoroughfares, streets, sidewalks, and parking facilities within the same campus or immediately adjacent to and easily accessible from the campus.

## Crime Statistics

### CLTCC Huey P. Long Campus

Selected Crimes

Calendar Year

(January 1-December 31)

|                                    | 2020 | 2021 | 2022 |
|------------------------------------|------|------|------|
| Murder/ Non-negligent manslaughter | 0    | 0    | 0    |
| Negligent Manslaughter             | 0    | 0    | 0    |
| Sex Offenses – Forcible            | 0    | 0    | 0    |
| Sex Offenses – Non-Forcible        | 0    | 0    | 0    |
| Robbery                            | 0    | 0    | 0    |
| Aggravated Assault                 | 0    | 0    | 0    |
| Burglary                           | 0    | 0    | 0    |
| Motor Vehicle Theft                | 0    | 0    | 0    |
| Arson                              | 0    | 0    | 0    |
| Hate-Base Crimes                   | 0    | 0    | 0    |
| Illegal Weapons Possessions        | 0    | 0    | 0    |
| Drug Law Violations                | 0    | 0    | 0    |
| Liquor Law Violations              | 0    | 0    | 0    |

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## Crime Statistics CLTCC Ferriday Campus

### Selected Crimes

### Calendar Year

(January 1-December 31)

|                                    | 2020 | 2021 | 2022 |
|------------------------------------|------|------|------|
| Murder/ Non-negligent manslaughter | 0    | 0    | 0    |
| Negligent Manslaughter             | 0    | 0    | 0    |
| Sex Offenses – Forcible            | 0    | 0    | 0    |
| Sex Offenses – Non-Forcible        | 0    | 0    | 0    |
| Robbery                            | 1    | 0    | 0    |
| Aggravated Assault                 | 0    | 0    | 0    |
| Burglary                           | 0    | 0    | 0    |
| Motor Vehicle Theft                | 0    | 0    | 0    |
| Arson                              | 0    | 0    | 0    |
| Hate-Base Crimes                   | 0    | 0    | 0    |
| Illegal Weapons Possessions        | 0    | 0    | 0    |
| Drug Law Violations                | 0    | 0    | 0    |
| Liquor Law Violations              | 0    | 0    | 0    |

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## Crime Statistics

### CLTCC Ward H Nash Campus

Selected Crimes

Calendar  
Year  
(January 1-December 31)

|                                    | 2020 | 2021 | 2022 |
|------------------------------------|------|------|------|
| Murder/ Non-negligent manslaughter | 0    | 0    | 0    |
| Negligent Manslaughter             | 0    | 0    | 0    |
| Sex Offenses – Forcible            | 0    | 0    | 0    |
| Sex Offenses – Non-Forcible        | 0    | 0    | 0    |
| Robbery                            | 0    | 0    | 0    |
| Aggravated Assault                 | 0    | 0    | 0    |
| Burglary                           | 0    | 0    | 0    |
| Motor Vehicle Theft                | 0    | 0    | 0    |
| Arson                              | 0    | 0    | 0    |
| Hate-Base Crimes                   | 0    | 0    | 0    |
| Illegal Weapons Possessions        | 0    | 0    | 0    |
| Drug Law Violations                | 0    | 0    | 0    |
| Liquor Law Violations              | 0    | 0    | 0    |

The Jeanne Clery Act requires higher education institutions to collect and post Campus Crime Statistics (CCS). Statistics noted above represent actual reporting to the United States Department of Education. Note: These statistics are for on-campus incidents only. They do not reflect occurrences at locations considered non-campus or public property. Non-campus locations are defined as any building or property owned or controlled by the school that is not within the same reasonable contiguous area, is used in direct support of or in relation to the school's educational purpose and is frequently used by the students. Public property includes thoroughfares, streets, sidewalks, and parking facilities within the same campus or immediately adjacent to and easily accessible from the campus.

Crime Statistics

CLTCC Rod Brady Campus

Selected Crime

Calendar  
Year  
(January 1-December 31)

|                                    | 2020 | 2021 | 2022 |
|------------------------------------|------|------|------|
| Murder/ Non-negligent manslaughter | 0    | 0    | 0    |
| Negligent Manslaughter             | 0    | 0    | 0    |
| Sex Offenses – Forcible            | 0    | 0    | 0    |
| Sex Offenses – Non-Forcible        | 0    | 0    | 0    |
| Robbery                            | 0    | 0    | 0    |
| Aggravated Assault                 | 0    | 0    | 0    |
| Burglary                           | 0    | 0    | 0    |
| Motor Vehicle Theft                | 0    | 0    | 0    |
| Arson                              | 0    | 0    | 0    |
| Hate-Base Crimes                   | 0    | 0    | 0    |
| Illegal Weapons Possessions        | 0    | 0    | 0    |
| Drug Law Violations                | 0    | 0    | 0    |
| Liquor Law Violations              | 0    | 0    | 0    |

The Jeanne Clery Act requires higher education institutions to collect and post Campus Crime Statistics (CCS). Statistics noted above represent actual reporting to the United States Department of Education. Note: These statistics are for on-campus incidents only. They do not reflect occurrences at locations considered non-campus or public property. Non-campus locations are defined as any building or property owned or controlled by the school that is not within the same reasonable contiguous area, is used in direct support of or in relation to the school’s educational purpose and is frequently used by the students. Public property includes thoroughfares, streets, sidewalks, and parking facilities within the same campus or immediately adjacent to and easily accessible from the campus.

## **Drug and Alcohol Awareness**

### **Substance Abuse Policy**

This information is provided pursuant to the Student-Right-To-Know Act. The mission of CLTCC is to provide traditional, distance, and lifelong learning experiences and awards associate degrees, technical diplomas, and certificates that empower learners in transfer, career, and technical education to excel as globally competitive citizens. To comply with the mission of our campus, the illegal use of drugs or alcohol by any member of the CLTCC community is prohibited. Louisiana law prohibits the consumption, possession, distribution, possession with intent to distribute, or manufacture of drugs described as dangerous controlled substances in the Louisiana Revised Statute 40:964, as well as the illegal possession and/or consumption of alcohol.

### **Conduct Prohibited by the College**

Students and employees are responsible for knowing and abiding by the provisions of Louisiana and federal law that make it a crime to possess, consume, possess with intent to distribute, dispense, or manufacture drugs, including alcohol, except as provided for by law. Any member of the campus community who violated state or federal law, either on property owned or controlled by CLTCC shall be considered in violation of CLTCC policy. The College will take disciplinary action against any student or employee whose conduct is deemed to affect the College's interest as an academic community.

### **Emergency Communications**

In the event of an emergency, CLTCC will communicate vital information as quickly and efficiently as possible in a manner that provides the greatest safety for the College community. One or more of the following communication tools will be used to notify students, faculty, and staff:

- Website notices posted on CLTCC's home page; Go CLTCC App or Signal Vine notification system; employee/student email system.
- News Media including local radio and TV stations.