

Centenary College

OF LOUISIANA

Campus Safety 2006-07



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Introduction

The Centenary College Department of Public Safety/College Police Department would like to welcome new and returning members of the Centenary College community. The primary mission of the Department of Public Safety is to provide a safe environment in order that the College can fulfill its educational purpose. Although the Department of Public Safety (DPS) has the primary responsibility for the safety of campus, it needs the assistance of other individuals and departments on campus to meet its goal of providing a safe environment. The purpose of this booklet is to involve you in achieving this goal. Please read it carefully as it contains information that can help keep you and others safe.

Department of Public Safety

The Department of Public Safety employs College police officers who are primarily charged with protecting the College community and property. The College police officers have successfully completed a Basic Law Enforcement Training Academy and have been commissioned by the State of Louisiana in accordance with Louisiana Revised Statute 17:1805. These officers have the same law enforcement powers, authority and responsibilities as a state/city police officer or sheriff's deputy including the power of arrest. The College police officers are responsible for enforcing state laws within the campus jurisdiction in addition to the rules and regulations of the College. College police officers have the right to carry concealed weapons and to make arrest in or out of uniform. They may discharge their duties off campus if engaging in intelligence gathering, investigating a crime committed on campus, or if specifically requested by the chief law enforcement officer of the city or parish. All police officers receive in-service training. The Department of Public Safety also employs students to work in our Student Patrol Program. One of the primary goals of the Student Patrol Program is to provide the Department of Public Safety with additional eyes and ears on the College campus. Student



officers patrol designated portions of campus and report any suspicious activity via radio to a College police officer. Student Patrol Officers also work in communications, issue parking citations, provide escorts, and answer calls to assist stranded motorists. Student Patrol Officers do not have any arrest authority and they are not armed.

The DPS office is located in Centenary Square at the corner of Woodlawn and Kings Highway. The Department of Public Safety has officers **on duty 24 hours a day every day of the year**. If there is no one at the office you can always contact an officer by dialing 5000 from any campus phone or 869-5000 from an off campus phone. DPS Officers carry portable radios with telephone capability, which enable them to directly answer the 869-5000 phone line from anywhere on campus. **Immediate assistance may also be obtained by dialing 9-1-1**. There are emergency phones located at the main entrance to each residence hall. Additional emergency phones are located at the north entrance of Hardin Hall, the south entrance of the Hurley School of Music, on the SUB patio, in the Arboretum, Lot 11, Lot 14, by the Gold Dome and near Lot 6 (at the south entrance to the Smith building.) DPS officers engage in around the clock patrols of campus including the residence halls, Greek houses, contiguous streets and parking lots. DPS officers respond to crimes in progress, emergencies and to simply investigate incidents of suspicious behavior. They also write offense and traffic accident reports. The Department provides security for all college-related functions, including off campus activities of college organizations as deemed necessary by the Director of Public Safety. Students, faculty, staff and visitors are encouraged to immediately report any unusual incidents, suspicious people, crimes or emergencies to the Department of Public Safety.

The Department of Public Safety works with the other law enforcement agencies in the area to address mutual concerns. Information regarding the vehicle identification number of all vehicles and the serial number of office equipment and personal property stolen on campus is reported to the National Crime Information Center (NCIC). Centenary's Department of

Crime Prevention/ Intervention

Public Safety, the Caddo Parish Sheriff's Office, the Shreveport Police Department and other law enforcement agencies in the area share relevant information regarding serious incidents and arrests with each other. The Department of Public Safety is available to assist students in reporting crimes that occurred outside the campus jurisdiction to the appropriate agency. If the Department of Public Safety receives a report regarding a missing student the Department of Public Safety will immediately begin efforts to locate the person including communicating with local police agencies if appropriate. The Department of Public Safety, however, will only have a missing person bulletin entered into the NCIC computer if there is evidence of foul play or if twenty- four hours have elapsed since the initial report. In these instances the Dean of Student Life will notify the parents or guardians of the missing student.

The Department of Public Safety has proactive policies, which are geared to preventing crimes before they occur. Each year the Department of Public Safety compiles a Campus Security Booklet that describes all of the law enforcement services provided by the department. This booklet can be printed from the departmental website or a printed copy of this booklet can be obtained from the department. Prior to the start of the fall semester the Department of Public Safety engages in cross training with orientation leaders and residential life staff to ensure that these individuals are familiar with campus security procedures and practices so they can in turn provide correct information to the students with whom they interact. The Department of Public Safety places in the new student and parent's orientation packets various materials designed to provide information regarding different programs operated by the Department. The Director of Public Safety gives a crime awareness/safety presentation during the orientation process to the incoming students and their parents and answers their questions. The Director of Public Safety and DPS officers



are available throughout the year to participate in educational programs regarding crime-awareness, safety, alcohol, drugs or sexual assault. The Department of Public Safety has various activities and exhibits during alcohol awareness week each fall, which are designed to educate students about the effects of alcohol consumption. DPS officers have equipment to assist members of the College community with flat tires or dead batteries. There is a Student Patrol Program that provides anyone with an escort across campus 24 hours a day.

Students, faculty and staff can assist the Department of Public Safety in their efforts to keep the campus safe. All students, faculty and staff are issued ID cards, which serve several purposes including functioning as university identification. Centenary College campus is an open campus and since DPS officers can not know every member of the College community they must rely on ID cards as the quickest method of determining whether an individual has a legitimate purpose on campus. Consequently, the ID card is to be carried at all times while on campus. All members of the College community should make an effort to lock the doors to their offices, rooms and vehicles. It is best to not leave valuable items such as cell phones, purses, backpacks etc. readily visible in a vehicle or unattended in a public place. If a valuable item must be left in the vehicle secure it in the trunk or at the very least place it out of sight under a seat or in the glove box. The Department of Public Safety recommends that bicycles be secured with U style locks and not chain or cable type locks. All members of the College community are encouraged to both record the serial number (if available) and to permanently mark valuable items including books. The Department of Public Safety advertises and conducts Operation ID events at different locations on campus. At these events DPS employees will use an engraver to permanently mark personal property with identifying marks or numbers. These steps will not only deter theft they will also assist the Department of Public Safety in returning to their rightful owners the large number of lost books and property recovered each year.

Facility Access and Security

Most College facilities are open to members of the College community during the day and during evening hours when classes are in session. Only faculty and staff members are allowed to enter locked buildings during times when the buildings are generally closed. Students, however, may be granted access to locked buildings with the proper authorization. Faculty and staff members who are in buildings after hours are encouraged to advise the Department of Public Safety so that DPS officers can make extra checks of the area. The general public may attend cultural and recreational events at specified locations on campus such as the Gold Dome, Playhouse, Amphitheater etc.

The residence halls are locked at all times. Only residents and their guests are allowed in the residential halls. Visitors to a residence hall must be with their resident host at all times during their visit. Resident students are responsible for their guest's actions. Opposite sex visitation to individual rooms is permitted between 11a.m.-3a.m. daily. As each resident is given a key to their residence hall and their individual room they bear part of the responsibility for ensuring that the residential halls are a safe place to live. Residents are advised to always lock the door to their room, to exercise care in the handling of their keys, to not let anyone into the residence hall who is not approved for access and to report any suspicious individuals in the residence halls. The College has implemented an ID badge program to assist residents in determining if an individual has a legitimate purpose in the Residence Halls. Facility Service employees, contract employees and Information Technology employees entering the Residence Halls will wear their College ID on their attire. It is against College regulations to prop open exterior doors to any residence hall and DPS officers may issue a campus citation to anyone observed violating this rule. Each residence hall is under the supervision of an Area Coordinator or Senior Resident Assistant. Resident Assistants are housed

in each hall to assist students with minor problems and to serve as a resource for our students. Two Resident Assistants are on duty nightly from 7p.m.-7a.m. and can be reached by pager. Pager numbers are posted in each residence hall.

DPS officers patrol campus twenty-four hours a day in attempt to prevent or detect crime as it occurs. DPS officers and employees lock buildings as they close and then check the exterior doors to all buildings including the residence halls throughout the night to ensure that they remain secure. The Facility Services Department is responsible for making the necessary repairs to keep the buildings and grounds safe and secure. DPS officers assist the Facilities Services Department by making note of and then reporting potential safety and security hazards such as broken windows, locks, holes in the ground etc. which they have observed during their patrols. Faculty, staff and students are encouraged to report any safety or security hazards requiring repairs to the Facility Services Department by calling 869-5286. Safety or security concerns necessitating the addition of equipment or a change in procedure (such as poor lighting or controlling access to buildings via alarms) should be addressed to the Director of Public Safety at 869-5000. Both the Facility Services Department and the Department of Public Safety can also be contacted by accessing the campus services portion of the College web site.

Off Campus Housing

The Department of Public Safety provides services and responds to calls taken from off campus facilities such as the Greek Houses and College owned rental houses. If you have an emergency you may contact the Department of Public Safety by dialing 869-5000 or the Shreveport Police Department by dialing 9-1-1. Any crime prevention or security intervention program offered by D.P.S. is open to those students, faculty and staff members residing in these off campus residences.

Alcoholic Beverages

Centenary College has enacted guidelines and rules regarding the consumption of alcohol in order to comply with state law and to establish an academic environment that promotes the health, safety and welfare of all members of its community. According to Louisiana law, it is unlawful for anyone under the age of 21 to purchase or have public possession of any alcoholic beverage. It is also unlawful to furnish alcohol to someone underage or obviously inebriated. The various city and state laws regarding alcohol in their complete form can be found in Appendix A of the Student Handbook. Violations of the law will result in criminal prosecution and/or disciplinary action. Use, possession or distribution of alcoholic beverages in or on any College property, regardless of a person's age, is prohibited. Alleged violations of the College's alcohol policy will be referred to the Conduct Review Committee. Those found in violation must participate in an educational sanction assigned by the Committee. The Student Life Office has established guidelines regarding the use, possession and distribution of alcoholic beverages at off campus events that are sponsored by College organizations.

College Community Crime Statistics

Centenary College has a relatively low incident of crime, particularly of violent crime. Some crime, however, does occur. Part of the mission of the Department of Public Safety is to provide information to the College community regarding the crimes that have occurred on campus in order that members of the community can take the appropriate steps to protect themselves and their property. The Department of Public Safety accomplishes this goal by publishing the crime statistics for the preceding year in the Campus Security Booklet and by informational bulletins over e-mail throughout the year. The Department of Public Safety desires to provide the College community with the most accurate information possible concerning the crimes that have occurred on campus but this is

complicated by the fact that not all crime victims are willing to file an official police report. Consequently, when compiling the annual crime statistics the Department canvases those individuals on campus who have been identified as having “significant responsibility for student and campus activities” to determine if they are aware of any additional crimes which should be included in the annual report. In order to ensure that a crime is included in the annual crime statistics and if appropriate that timely warnings are issued to the College community it should be reported to at least one of the following departments or individuals: the Department of Public Safety, the President, the Vice President of Finance and Administration, the Office of Student Life, Residential Life Staff, Faculty and Staff Advisors to Student Organizations and Athletic Coaches. If a crime is reported to any of the campus security authorities listed above and it is considered to be an ongoing threat to the safety of the College community the Department of Public Safety will issue a timely warning via e-mail. The Department of Public Safety also has Confidential Report forms that allow a student to report a crime anonymously. The Confidential Report forms, which are available at the Dean of Students Office, the College Counseling Center and through the College Chaplain, can be sent to the Department of Public Safety via campus mail. The Department of Public Safety does not canvas the Director of Counseling Services or the College Chaplain for crime statistics; however, these individuals may if and when they deem it appropriate inform persons they are counseling of the procedures to report the crime on a voluntary and confidential basis. The DPS daily Blotter, which is available to the public and media, provides an initial report on any crime that occurred that day. The Department of Public Safety is required by the Campus Security Act to monitor criminal activity at off campus locations of student organizations. The Department requests information from the Shreveport Police Department regarding criminal activity reported to them which occurred on campus, in the areas surrounding campus and at off campus locations of student organizations.

Reported Crimes

Location of Offense and Year of Occurrence

Type of Offense	CAMPUS*			RESIDENCE HALLS*			NONCAMPUS			PUBLIC PROPERTY			TOTAL**		
	2003	2004	2005	2003	2004	2005	2003	2004	2005	2003	2004	2005	2003	2004	2005
Murder and Nonnegligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses	1	0	2	1	0	0	0	0	0	0	0	0	1	0	2
Nonforcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	1	0	1	0	1	1	1	1
Burglary	7	8	29	2	5	11	0	3	4	0	0	0	7	11	33
Motor Vehicle Theft	4	2	2	0	0	0	0	0	0	3	2	2	7	4	4
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny Theft	37	34	34	4	1	1	2	3	0	11	20	23	50	57	57
Hate Crimes See page 10 for full disclosure	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

*The Jeanne Clery (Campus Security) Act requires that crimes that occur in the residence halls be reported in both the Campus and Residence Halls categories.

**The Total column reflects the total number of offenses for the entire campus and adjacent public property. It is not the sum of all the previous columns as some offenses are reported in more than one location category.

Reported Crimes

Location of Offense and Year of Occurrence

Type of Offense	CAMPUS*			RESIDENCE HALLS*			NONCAMPUS			PUBLIC PROPERTY			TOTAL**		
	2003	2004	2005	2003	2004	2005	2003	2004	2005	2003	2004	2005	2003	2004	2005
Liquor Law Violations Arrests	0	0	1	0	0	0	0	0	0	1	1	1	1	1	1
Disciplinary Referrals	17	14	6	12	14	5	0	0	5	0	0	0	17	15	11
Drug Law Violations Arrests	0	0	0	0	0	0	0	0	0	2	0	0	2	0	0
Disciplinary Referrals	9	3	6	9	3	4	0	0	0	0	0	0	9	3	6
Weapon Law Violations Arrests	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0
Disciplinary Referrals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

*Crimes reported to the Shreveport Police Department for the surrounding community have been incorporated into the above statistics.

Reported Hate Crimes 2003

OFFENSE TYPE	RACE				GENDER				RELIGION				SEXUAL ORIENTATION				ETHNICITY				DISABILITY			
	OC	RH	NC	PP	OC	RH	NC	OC	OC	RH	NC	PP	OC	RH	NC	PP	OC	RH	NC	PP	OC	RH	NC	PP
Criminal Homicide:																								
<i>Murder & Nonnegligent Manslaughter</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>Negligent Manslaughter</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses:																								
<i>Forcible Sex Offenses</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>Nonforcible Sex Offenses</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other crimes involving bodily injury	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Reported Hate Crimes 2004

OFFENSE TYPE	RACE				GENDER				RELIGION				SEXUAL ORIENTATION				ETHNICITY				DISABILITY			
	OC	RH	NC	PP	OC	RH	NC	OC	OC	RH	NC	PP	OC	RH	NC	OC	PP	RH	NC	PP	OC	RH	NC	PP
Criminal Homicide:																								
<i>Murder & Nonnegligent Manslaughter</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>Negligent Manslaughter</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses:																								
<i>Forcible Sex Offenses</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>Nonforcible Sex Offenses</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other crimes involving bodily injury	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Reported Hate Crimes 2005

OFFENSE TYPE	RACE				GENDER				RELIGION				SEXUAL ORIENTATION				ETHNICITY				DISABILITY			
	OC	RH	NC	PP	OC	RH	NC	OC	OC	RH	NC	PP	OC	RH	NC	PP	OC	RH	NC	PP	OC	RH	NC	PP
Criminal Homicide:																								
<i>Murder & Nonnegligent Manslaughter</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>Negligent Manslaughter</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses:																								
<i>Forcible Sex Offenses</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>Nonforcible Sex Offenses</i>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other crimes involving bodily injury	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

OC – On Campus RH – Residence Halls NC – Non Campus PP – Public Property

Illegal Drugs

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

Drug and Alcohol Abuse Education Programs

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

Keeping yourself informed is an important step in developing a healthy lifestyle and understanding how to cope with problems as they arise. A variety of departments sponsor prevention education programs to support and encourage healthy, productive lifestyles. Some sponsors of these programs include:

Counseling Services	869-5424
Residence Life and Housing	869-5110
D.P.S. Educational Programs	869-5759
Student Activities	869-5736
Health Services	869-5671
Dean of Student Life	869-5117
Violence Against Women Office	841-7555

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

This year the Department of Public Safety will be implementing a new alcohol education program, named BRAD, aimed at students who are turning 21. Students will receive a birthday card at the beginning of their birthday month that will encourage them to celebrate in a responsible fashion. Included in the birthday card will be some information on alcohol consumption, alcohol poisoning and the Safe Ride program.

Students who may have a substance abuse problem or concern are encouraged to seek assistance from the College Counseling Center or the Student Health Center. The Counseling Center can conduct an assessment and provide counseling or referrals if necessary. Centenary College endeavors to develop the character trait of good citizenship in each of its students. Accordingly, the College encourages you to act responsibly and to consult with the College Counselor if you are aware of a friend, roommate or classmate who may have an alcohol or substance abuse problem. Remaining silent will not help your friend as substance abuse problems typically escalate without some form of intervention.

Counseling Center and Services

The Counseling Center, which is located on the ground floor of Rotary Hall, provides students with short-term counseling and referrals off campus as needed. Counseling Services will also facilitate referrals for faculty and staff seeking assistance for personal and work related issues. The Center is staffed by a professional licensed therapist with normal business hours posted at the beginning of each semester. In emergency situations the counselor can be reached by contacting the Dean of Students, the Director of Residential Life, Senior Resident Assistant or the Department of Public Safety.

The Counseling Center participates in national screening days for depression, alcohol and eating disorders and offers short term counseling or referrals as appropriate. Other issues that students often bring to the

therapeutic session include but are not limited to relationship issues, anxiety, stress management and loneliness. Counseling services are available free of charge to all students. Contact the Counseling Center at 869-5466, for an appointment.

Sexual Assault

A survey of college-aged women across the United States found that one in four had been the victim of rape or attempted rape. College men also experience sexual assault although in much smaller numbers. Various studies have shown that the majority of sexual assaults are committed by someone known to the victim. Centenary College has adopted a very proactive education and awareness program in response to these alarming statistics. In 2002, the Department of Public Safety received a grant to work with other campus departments to revise campus policies and procedures on violence against women, improve victim services and conduct educational programs. The funding from the grant has enabled the College to launch a Violence Against Women Office. The College will not tolerate sexual assault of any type in the College community.

Educational Programs

Centenary College believes that education is the key to preventing most sexual assaults. For this reason Centenary College publishes in the Student Handbook a complete list of sexual offenses and their penalties as well as a detailed explanation of the laws regarding sexual assault. Programs on rape, acquaintance rape and other sexual offenses are offered at student orientation and throughout the year in order to heighten awareness and thereby reduce the students' and employees' risk of becoming a victim or perpetrator of sexual assault. The Department of Public Safety teaches R.A.D. (Rape Aggression Defense) classes throughout the year. The Department of Public Safety, in conjunction with the Athletic Department and the YWCA of Northwest Louisiana launched a White Ribbon Campaign last fall. The goal of this campaign is to educate

Reporting a Rape or Sexual Assault

men on violence against women issues and to encourage men to commit to take a stand with their peers by condemning violence against women. Students, faculty and staff are reminded that college campuses are not sanctuaries against the problems of the community and that they should exercise the same self-protective measures (such as not walking alone at night) that they would elsewhere. Students are cautioned that many acquaintance rapes occur when the perpetrator and/or the victim have been drinking and the perpetrator has succeeded in isolating the victim.

Reporting a sexual assault to the College Department of Public Safety as soon as possible:

- (1) Helps protect you and others from further victimization
- (2) Helps apprehend the assailant
- (3) Maintains your future options regarding criminal prosecution, College disciplinary action and/or civil action against the perpetrator.

Reporting an incident does not obligate you to continue with legal proceedings or campus disciplinary action.

In order to report a sexual assault to the College police dial 869-5000 or 9-1-1. The Department of Public Safety recognizes that most victims of sexual assault desire privacy. Since an officer via radio may answer the phone line from various locations on campus a victim of sexual assault need only state that he/she is the victim of a violent crime and his/her location. If the perpetrator is at the scene or is fleeing the scene the victim should advise the officer of that fact and provide a description. A College police officer will meet with you and will take your statement regarding what transpired. You will be asked to identify or describe the alleged assailant(s). You may be asked questions about the scene of the crime, witnesses, what happened before or after the incident. The Department of Public Safety will make every effort to have a female officer



Obtaining Medical Help and Preserving Evidence

present if requested by the victim. Other College personnel from Residential Life, the Dean of Students Office, and the Counseling Center are also available to assist the victim upon their request. A College police officer will make arrangements for you to go to the hospital. The Department of Public Safety is available to assist you in reporting a sexual assault that occurred outside their jurisdiction to the appropriate law enforcement agency. If you do not wish to report the crime to the police you should still seek counseling.

Even if you do not think that you have been injured during a sexual assault you should seek medical treatment for the following reasons:

- (1) To check for internal injuries
- (2) To test for sexually transmitted diseases and receive treatment as necessary
- (3) To have the option of receiving a post rape contraceptive
- (4) To gather physical evidence for use in prosecuting and convicting the assailant.

Willis-Knighton Health System or Christus Schumpert Health System are the best equipped to conduct rape examinations. Many victims of sexual assault are ashamed and have a desire to rid themselves of any reminders of the crime. However, to ensure that physical evidence is not lost you should not shower, bathe or change clothes. If you must change clothes, place the soiled clothing in a paper bag. Do not douche or urinate. If you must urinate do not use toilet tissue. Do not brush your teeth. At the hospital trained medical personnel will collect samples of hair, blood, semen and saliva. Your clothing will be entered into evidence so you will need an extra set of clothes to put on. All evidence collected can be held

for thirty days by the hospital or law enforcement agency pending your decision regarding prosecution. In the event that you decide to pursue charges all evidence will be sent to a crime lab for analysis.

Counseling

Victims of sexual assault and their loved ones usually experience a wide range of emotions including anger, fear, guilt, and shame. Counseling or speaking with other victims helps in coping with these emotions. The Violence Against Women Office (841-7555) and the Counseling Center (869-5424) can assist you in arranging for free on-campus and/or off-campus counseling. Both the VAWO Coordinator and the Director of Counseling Center have training and prior experience in working with victims of sexual assault and relationship violence. The Violence Against Women Office has arranged for off-campus counseling through Louisiana Critical Incident Stress Management (686-0012). The YWCA of Northwest Louisiana operates a 24-hour crisis line (222-0556).

Changing Academic Classes and Living Accommodations

Centenary College recognizes that the recovery process for victims of sexual assault may be eased by changes in academic classes and living accommodations. The College upon request will make these changes as long as the changes are reasonable and available. All requests for changes in living and academic arrangements must be addressed to the Student Life Office. The Dean of Students will, in the most confidential manner possible, assist the victim in making these changes and in finding other qualified individual(s) to help the victim.

Procedures for On-Campus Disciplinary Action

Any member of the Centenary College community may file charges against another student for violence and sexual misconduct. In order to file charges against a student, the accuser must submit a written document detailing the complaint to the Assistant Dean of Student Life. The procedural guidelines for judicial complaints are listed on the College web site under the Student Life link. Both the alleged victim and alleged perpetrator are guaranteed the same opportunities to have others present during the hearing. In cases alleging sexual assault both parties will be informed of the verdict and any sanctions imposed. For more information on filing charges, victim's rights and other matters, please contact either the Director of Public Safety or the Assistant Dean of Student Life.

Possible Sanctions

All students accused of any violation are entitled to due process. Violations of the College's standards of conduct may be addressed through various judicial avenues depending on the nature and severity of the complaint. The judicial flow chart, which can be found on the College web site, illustrates the various judicial processes including all sources of appeal. Students found guilty of violation(s) consisting of a sexual offense or other forms of violence are subject to a full range of disciplinary sanctions. These sanctions include but are not limited to expulsion, suspension, probation, warning, restitution, fines, loss of privileges and additional discretionary sanctions. It should be noted that college disciplinary proceedings do not preclude criminal sanctions and that the disciplinary proceedings may be carried out prior to, simultaneously or following criminal proceedings.

Important Telephone Numbers

Campus Resources

Emergency	911
Department of Public Safety	
Campus Police	869-5000
Parking	869-5164
Educational Programs	869-5759
Student Life Office.....	869-5117
Residence Life Office	869-5110
Student Health Center	869-5671
College Counseling Center.....	869-5424
Facility Services	869-5286

Note: *If you are placing these calls from an on campus phone dial the last four digits only.*

Community Resources

Emergency	911
Caddo Parish Sheriff's Department	226-6555
Bossier Parish Sheriff's Department.....	965-2203
Shreveport Police Department.....	673-7300
Bossier Police Department	741-8610
Shreveport Fire Department	673-6650
Bossier City Fire Department.....	741-8710
Rape Crisis Line -YWCA	222-0556
Highland Hospital.....	798-4300
Schumpert Medical Center	681-4500
Willis-Knighton Medical Center	632-4700
Willis-Knighton Pierremont	212-3500
LSU Medical Center.....	675-5000
Willis-Knighton Bossier Health Center.....	752-7500
Christus Schumpert Bossier	741-6020

State Resources

Louisiana State Police.....	741-7411
Department of Motor Vehicles	676-5857
Drivers License and Vehicle Registration	676-5859