

University of Louisiana System

Title:	SECURITY ON CAMPUS MINIMUM STANDARDS/ BEST PRACTICES
Effective Date:	January 1, 2009
Cancellation:	Last Revision February 1, 2000
Chapter:	Students

Policy and Procedures Memorandum

The [Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act](#), codified at 20 USC 1092 (f) as a part of the **Higher Education Act of 1965**, is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. At a minimum, the following standards *shall* be practiced consistently among System institutions.

- Commission certified police officers with academy training and ongoing emergency response training
- Provide lighting on campus and in parking areas and routinely check for burn outs
- Provide emergency call boxes near residence halls and around campus
- Promote participation in campus alert systems
- Provide 24-hour patrol: motor, foot, and/or bike
- Provide escort service to students after dark
- Provide emergency call boxes near residence halls and around campus
- Survey students and campus community to determine awareness of safety issues and identify additional concerns/needs to be addressed
- Provide prevention seminars and/or brochures for students (particularly freshmen), regarding safety issues that include: drug and alcohol awareness, theft, and safe driving and biking
- Provide educational programs for students on sexual assault that include: prevention, self defense, date rape, and date rape drugs

- Provide students with information on sanctions, procedures to follow, procedures for disciplinary action, options to notify on-campus or local police, and counseling services, should they be witness to, victim of, or accused of a criminal incident
- Alert students of emergency safety concerns and on-campus incidents
- Reliably collect and report data on campus-related crimes
- Provide daily incident report that includes the following criminal acts: murder, sex offenses (forcible or non-forcible), robbery, aggravated assault, motor vehicle theft, manslaughter, arson, and violations involving drugs, alcohol, or weapons
- Publish, and distribute, through appropriate publications, mailings, or university website to all current students and employees, and to any applicant for enrollment or employment upon request, an annual security report containing campus security policies and campus crime statistics.
 - Crime statistics concerning the occurrence on campus, in or on noncampus buildings or property, and on public property during the most recent calendar year, and during the 2 preceding calendar years, should include data of the following criminal offenses reported to campus security authorities or local police agencies:
 - murder;
 - sex offenses, forcible or nonforcible;
 - robbery;
 - aggravated assault;
 - burglary;
 - motor vehicle theft;
 - manslaughter;
 - arson; and
 - arrests or persons referred for campus disciplinary action for liquor law violations, drug-related violations, and weapons possession;
 - of the crimes involving bodily injury to any person in which the victim is intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability of the victim that are reported to campus security authorities or local police agencies, which data shall be collected and reported according to category of prejudice.
 - Security Policies shall include
 - A statement of current policies regarding immediate emergency response and evacuation procedures including the use of electronic and cellular communications which shall include procedures to:
 - immediately notify the campus community upon the confirmation of a significant emergency or dangerous

situation involving an immediate threat to the health or safety of students or staff occurring on the campus, unless issuing a notification will compromise efforts to contain the emergency;

- publicize emergency response and evacuation procedures on an annual basis in a manner designed to reach students and staff; and
- test emergency response and evacuation procedures on an annual basis.

The following are best practices that *may* be adopted by System universities if resources are available.

- Install key or card swipe entry into residence halls and classrooms. Door must have panic bar
- Install a system where unauthorized entry or door ajar at residence halls will alert campus police
- Install security cameras in parking lots, residence halls, and other areas on campus
- Install external public announcement speakers and text and landline messaging for emergency alert notification
- Employ part-time student officers
- Provide transit system on and near campus (e.g., night van escort)
- Station campus police or other security staff in residence halls
- Engrave personal items
- Appoint a Campus Safety and Security Advisory Committee to survey the campus once per month and make recommendations relative to safety issues

Policy References:

Federal Right-To-Know and Campus Security Act
Louisiana Revised Statutes
University of Louisiana System's University Catalogs

Review Process:

Chief Officers for Student Affairs
Student Advisory Council
Board of Supervisors
Legal Counsel

Distribution:

University Presidents