

LSUHSC-NO University Police



Security Policies and Procedures

March 2008

Section A

Policies and procedures regarding the reporting criminal actions or other emergencies occurring on campus and the area surrounding the campus

- A-1 All emergencies, suspicious activity, and/or criminal behavior should be reported to the University Police immediately by calling 568-8999 or by informing any University Police Officer.
- A-2 University Police Officers are the legal enforcement authority on LSUHSC-NO property and "on all streets, roads, and rights-of-way to the extent they are within or contiguous to the perimeter of the campus" (Title 17 Section 1805A of the Louisiana Revised Statutes).
- A-3 University Police contact the New Orleans Police Department, New Orleans Fire Department, Louisiana State Police, and the F.B.I. are contacted if necessary.
- A-4 In order to alert and inform the Health Sciences Center community of criminal activity, the University Police will keep on file all crimes reported on and off campus for six (6) years, post "Crime Alerts" campus-wide when warranted and maintain a Daily Crime Log (Room 310 Roman Street Garage) for viewing during normal business hours.

Section B

Policies and procedures concerning security and access to the campus including student housing and security considerations used in the maintenance of campus facilities

- B-1 The University Police enforce all federal and State laws, city ordinances, and the rules and policies of the LSUHSC-NO.
- B-2 Officers patrol the interior and exterior of the campus as a deterrent to crime, search for anything out of the ordinary, respond to calls for service, and make arrests when necessary.
- B-3 Campus access: The campus is opened to the public Monday – Friday 6:00 am to 6:00 pm. After 6:00 pm, all students, faculty, and staff must enter through a designated entrance and must have an LSUHSC-NO Identification Card. Visiting students must have a valid University ID.

After 6:00 pm on weekdays, weekends, and holidays the campus is closed to the public. Anyone wanting access to the campus must use designated entrances (secured by University Police Officers) and must show I.D. and sign the register log upon entering and exiting the campus.

- B-4 Non-LSUHSC Groups Using University Facilities: Any outside group who uses the Health Sciences Center's facilities is required to have written authorization from the Office of the Chancellor or the Dean of the respective school within the Health Sciences Center. All outside groups must abide by LSUHSC-NO rules and policies.
- B-5 Residence Hall Access and Security: Students housed in the Residence Hall must use their entry key to enter the ground level of the dorm. Second level entry is restricted to the residents of the dorm only. All guests must enter through ground level of the Residence Hall and state the nature of their visit to the officer on duty (24 hours a day, 7 days a week); the officer will contact the resident for verification.

Guests must sign the visitor's register and deposit a valid picture identification card with the officer. Guests must be escorted to the resident's room by the resident. Residents are responsible for ensuring that their guest(s) will comply with the rules and policies of the Health Sciences Center and Residence Hall.

- B-6 Stanislaus Hall Access and Security: During renovations, all entry into Stanislaus Hall is through a security gate located on the 2nd floor crosswalk. All residents are issued a key to this gate. The main entrance to the building is located on the 1st floor facing Claiborne Avenue. This door is currently not being utilized due to renovation.

Guests must sign the visitor's register and deposit a valid picture identification card with the officer. Guests must be escorted to the resident's room by the resident. Residents are responsible for ensuring that their guest(s) will comply with the rules and policies of the Health Sciences Center and Residence Halls.

- B-7 From 6 pm to 6 am, access to buildings by way of the "Walk to Wellness" is controlled through programmable ID cards. Faculty and staff can obtain the cards through the Benefits Section of the Department of Human Resource Management. Students obtain the cards through the Registrar's Office. To request access to the Trail Clinical Sciences and Research Building, a letter on official LSUHSC-NO departmental stationary must be sent to University Police.

- B-8 Use of Surveillance Cameras: University Police use a series of cameras to monitor LSUHSC-NO parking lots, garages, the Walk to Wellness, and other sensitive areas.

Section C:

Policies concerning law enforcing including: (1) the enforcement personnel and their working relationship with State and local agencies; (2) policies which encourage accurate and prompt reporting of all crimes to the university and the appropriate police agencies

C-1 LSUHSC-NO Police Department is organized and staffed as follow:

Vice Chancellor of Administrative, Community and Security Affairs (1)
Chief of Police (1)
Lieutenants (±3)
Sergeants (±4)
Corporals (±3)
Officers (±16)

All University Police Officers are required to have Peace Officers Standards & Training (POST) Certification or meet exemption requirements by the Louisiana POST Council. Officers attend regional academies to obtain POST Certificates. The Vice Chancellor for Administrative, Community, & Security Affairs is the enforcement authority on behalf of all University Police.

C-2 Representatives from University Police meet with the New Orleans Police Department (N.O.P.D.) on a weekly basis to discuss local crime trends

C-3 Representatives from University Police meet with area medical centers weekly to discuss crime deterrent strategies and other topics.

C-4 The University Police Department is a member of the Louisiana Crime Resistance Association, Campus 10 Association, Louisiana Chiefs of Police, Louisiana University Police Association, Fraternal Order of University Police, and The National Infragard (FBI).

C-5 All crimes on campus must be reported to University Police; an investigation will be conducted if necessary. The New Orleans Police Department is notified when circumstances warrant.

Section D

A description of the type and frequency of programs designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their personal security and the security of others

- D-1 Student Orientation: The LSUHSC-NO gives an orientation to all incoming students, which includes a discussion on safety and security procedures. Topics that will be addressed include measures in which students can ensure their own safety, the safety of others, and the safeguarding of personal and State property.
- D-2 Security Committee: This Committee meets quarterly and has representatives from each school within the Health Sciences Center. Each school must be represented by a member of its student body, faculty, and staff.

The Committee discusses an array of topics to enhance the quality of life on the campus. Committee members in turn disseminate the information from the meetings to their respective sessions.

Section E

A description of programs designed to inform students and employees about crime prevention

- E-1 The University Police Department prepares and annually updates a pamphlet for distribution entitled "LSU Health Sciences Center Crime Prevention."
- E-2 Upon request from a department head or student groups, crime prevention seminars are held.
- E-3 LSUHSC-NO hosts annual "Quality of Life and Crime Prevention Awareness" activities during the month of October.
- E-4 The University Police Department distributes literature campus wide and conducts Rape Aggression Defense (R.A.D) classes geared to female faculty, staff, and students.

Section F

A statement of policy concerning the monitoring and recording through local police agencies of criminal activity at off-campus student organizations, which are recognized by the institution and that are engaged in by students attending the institution including those organizations with off-campus facilities

F-1 LSHHSC-NO does not have off-campus organizations.

Section G

A statement of policy regarding the possession, use, and sale of alcoholic beverages and enforcement of state underage drinking laws. and a statement of policy regarding the possession, use, and sale of illegal drugs and enforcement of Federal and State drug laws and a description of drug and alcohol abuse educational programs as required under Section 1213 of the Act

- G-1 LSUHSC-NO provides a safe, productive, and healthy environment that is consistent with providing the highest quality services to patients and the most effective learning environment for students. LSUHSC-NO's Substance Abuse Police is contained in Chancellor's Memorandum 38 (CM-38) on the Web at <http://www.lsuhscc.edu/no/administration/cm/cm-38.aspx>. Individuals without internet access can obtain a copy of CM-38 from Captain Solomon Johnson, Resource Center, first floor Monday-Friday 8:00 am to 4:00 pm.

CM 38 states that the unauthorized use of, possession of, or being under the influence of alcohol and the illegal use, abuse, possession, manufacture, dispensation, distribution of, or being under the influence of controlled or illegal drugs is prohibited while at work, on call, on duty, at school, or engaged in Louisiana State University Health Sciences Center New Orleans campus business on or off LSUHSC-NO premises.

- G-2 LSUHSC-NO provides for post job offer drug testing and an ongoing alcohol and drug testing program for reasonable suspicion/for cause, post accident, periodic monitoring or aftercare, and random testing. LSUHSC-NO also provide a [Campus Assistance Program](#) (CAP) for referral and assessment of alcohol and/or drug problems.

Section H

A statement of policy regarding services offered by University Police

H-1 Escort Service: Because of staff cutbacks after Hurricane Katrina, University Police no longer provides escort service for LSUHSC-NO employees and students.