

LSUHSC-NO University Police



Security Policies and Procedures

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 If necessary, University Police will contact local, state, and/or federal authorities to assist with investigations.
- A-4 In order to alert and inform the Health Sciences Center community of criminal activity, the University Police will send "Crime Alerts" when warranted, maintain all crimes reported on and off campus for six (6) years, and maintain a Daily Crime Log (Room 118 Resource Center Building) 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 University Police enforce all local, state, and federal laws as well as established rules and policies of the LSUHSC-NO.
- B-2 Officers patrol interior and exterior spaces within the campus footprint to deter crime, identify suspicious activity, 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 on weekdays, weekends, and holidays the campus is closed to the public. Anyone wanting access to the campus must use designated entrances utilizing their LSUHSC-NO Identification Card
- 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 Perdido Place Access and Security: Students housed in Perdido Place 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 the ground level of Perdido Place and state the nature of their visit to the desk officer on duty (24 hours a day, 7 days a week); the officer will contact the resident for verification.

Guest(s) must sign the visitor's register and deposit a valid picture identification card with the desk officer. Guest(s) must be escorted to the resident's room by the resident. Residents are responsible for ensuring that their guest(s) comply with the rules and policies of the Louisiana State University Health Sciences Center-New Orleans and Perdido Place.

- B-6 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 can obtain the cards through the Registrar's Office. To request access to the Trail Clinical Sciences and Research Building, a letter stating why access should be considered shall be generated on an official LSUHSC-NO departmental stationary and must be routed to University Police.
- B-7 Use of Surveillance Cameras: University Police use a series of cameras to monitor LSUHSC-NO parking lots, garages, the Walk to Wellness, and other public and 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 Governmental and Community Affairs

Chief of Police (1)

Captain (1)

Lieutenants (±3)

Sergeants (±4)

Investigator (1)

Officers (±21)

Guards (±6)

Communications Officer (±1)

All University Police Officers are required to have Peace Officers Standards & Training (POST) Certification or meet exemption requirements by the Louisiana POST Council.

C-2 Representatives from University Police are in contact with the New Orleans Police Department (N.O.P.D.) on a weekly basis at minimum to collaborate deployment strategies based on local crime trends.

C-3 Representatives from University Police meet with area medical centers quarterly to discuss crime deterrent strategies.

C-4 The University Police Department is a member of, Louisiana Association of Chiefs of Police, International Association of Campus Law Enforcement Administrators, and the International Association of Chiefs of Police.

C-5 All crimes on campus must be reported to University Police. The New Orleans Police Department will be 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 or 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 the Annual Security Report and its contents are uploaded and can be viewed on the department's webpage under Crime Statistics.
- E-2 Upon request from a department head or student groups, crime prevention seminars are held.
- E-3 The University Police Department distributes literature campus wide and conducts Rape Aggression Defense (R.A.D) classes, upon request, which is 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.

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.

- 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 Policy is contained in Chancellor's Memorandum 38 (CM-38) on the Web at <http://www.lsuhscc.edu/no/administration/cm/cm-38.aspx>. A copy of CM-38 can be obtained from the University Police office located in the 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: It shall be the policy of the LSUHSC-NO Police department to maximize the security of the LSUHSC Students, Faculty, and Staff by providing escorts when requested.