

ANNUAL  
SECURITY  
REPORT  
2022



Fletcher

TECHNICAL COMMUNITY

C O L L E G E

# TABLE OF CONTENTS

<b>Introduction</b> .....	page 3
<b>Overview of Campus Security</b> .....	page 4
<b>Office Hours</b> .....	page 4
<b>Reporting Requirements</b> .....	page 5
Clery Act .....	page 5
SaVE Act.....	page 5
Availability of Annual Security Report.....	page 8
Crime Statistics.....	page 8
Coordination with Other Agencies.....	page 9
Reporting Crimes/Emergencies .....	page 9
Alert Procedures .....	page 10
<b>Safety and Security Policies</b> .....	page 11
Emergency Planning, Response, and Recovery .....	page 11
Fire Drill and Evacuation.....	page 11
Severe Weather Alert.....	page 12
Hurricane Preparedness.....	page 13
Drug and Alcohol Abuse Policy .....	page 15
Drug Free Workplace Policy .....	page 17
Tobacco Free Policy .....	page 18
Firearms Policy .....	page 19
Chemical or Biological Threat Policy .....	page 20
Campus Sexual Violence Prevention Program .....	page 22
Sex Offender Registry and Access.....	page 26
Sexual Assault .....	page 27
Sexual Misconduct/Harassment.....	page 28
Security (Keys) and Building Safety Policy.....	page 28
Lighting.....	page 29
<b>Safety Awareness Tips</b> .....	page 30
Security Services .....	page 30
Maps.....	page 30
Comprehensive Safety Program.....	page 30
Safety Tips .....	page 31

# INTRODUCTION

Fletcher Technical Community College was originally established as South Louisiana Trade School by Legislative Act 69, May Session of 1948, House Bill 212. The late Honorable Earl K. Long, then Governor of Louisiana, signed the bill for establishment on June 23, 1948. The school was established for the purpose of providing vocational training for the populace of an area comprised of the following five parishes: Terrebonne, Lafourche, Assumption, St. James, and St. Charles.

The physical plant was located on a seven-acre site on St. Charles Street in Houma, provided by the Terrebonne Parish School Board for the purpose of providing vocational training. Classes were opened in July of 1951 under the directorship of Harrell P. Willis. Full-time day preparatory classes were offered in Office Occupations, Drafting, Auto Mechanics, Industrial Engines Mechanics, and Carpentry. A full-time related studies program supplemented the instructional programs. Immediate need for and acceptance of the program was evidenced by the fact that a total of 883 trainees were enrolled during the first year of operation.

With the initial success of the trade preparatory program assured, extension classes were established to offer upgrading of skills to those persons already employed. Programs were offered both on-campus and off-campus in Lafourche, Assumption, and St. Charles Parishes to give residents of these areas availability of training.

The school administration has endeavored to be responsive to the need for skill training and to provide training in emerging occupations by evaluating employment statistics. With changes in the mission and program offerings evolving over the years, so did the name of the school. In 1977, the name was changed to South Louisiana Vocational-Technical School; in 1990, to South Louisiana Regional Technical Institute; in 1995, to Louisiana Technical College - South Louisiana Campus. In 1999, the name was changed to Louisiana Technical College - L. E. Fletcher Campus to honor a former director.

The Louisiana Board of Regents (BoR), the coordinating board for all public higher education in Louisiana, at its meeting of June 26, 2003 granted approval for the request from the Board of Supervisors of the Louisiana Community and Technical College System (LCTCS) to recognize Louisiana Technical College - L. E. Fletcher Campus as a "Technical Community College" within the LCTCS. This action, effective July 1, 2003, required L.E. Fletcher to transition from its

# OVERVIEW OF CAMPUS SECURITY

association as a campus of the Louisiana Technical College to a separate institution called L. E. Fletcher Technical Community College. Mr. F. Travis Lavigne, Jr., was named to serve as the chancellor of this new organization.

In June 2014, F. Travis Lavigne, Jr. retired and the LCTCS Board of Supervisors appointed Mr. Earl W. Meador, J. D. to serve as Interim Chancellor. Dr. Kristine Strickland was appointed Chancellor as of January 2016.

## **OVERVIEW OF FLETCHER TECHNICAL COMMUNITY COLLEGE CAMPUS SECURITY**

Fletcher Technical Community College Campus Security is committed to providing professional security services to the Fletcher community. The college provides uniform security coverage at the Schriever and Thibodaux locations.

The mission of Fletcher Technical Community College Campus Security is to provide a safe and secure environment that supports and enhances educational opportunities. This is accomplished by the impartial, judicious, and efficient enforcement of applicable federal, state, and municipal laws; and relevant college policies and rules.

## **CAMPUS SECURITY HOURS**

Campus Security is located at the Schriever Campus operates during normal business hours of 7 a.m. to 9:30 p.m. Monday through Friday. Campus Security at the Thibodaux facility is 7 am to 3 pm.

# REPORTING REQUIREMENTS

## CLERY ACT

The Campus Security Act requires colleges and universities to:

- Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. The statistics gathered from security, local law enforcement, and other university officials who have significant responsibility for student and campus activities. This information can be found on the Fletcher Technical Community College website at <https://www.fletcher.edu/about-us/crime-stats>.

- The Fletcher Technical Community College Student Services Office is responsible for preparing and distributing this report. The Student Services Office worked closely with a variety of College departments and organizations to develop and compile the information contained within this annual report.

- Publish an annual report every year by October 1st that contains three years of campus crime statistics and certain campus security policy statements.

The Fletcher community is encouraged to use this report as a guide for safe practices on and off campus. In accordance with United States Code of Federal Regulations, Title 34, Part 668.46(c) (1) the 2018 Campus Safety and Security Reports are available online at the Fletcher Technical Community College at:

<https://www.fletcher.edu/about-us/crime-stats>

## SaVE ACT

The Campus Sexual Violence Elimination Act, or Campus SaVE Act (SaVE), is a 2013 amendment to the federal Jeanne Clery Act. SaVE requires colleges and universities, both public and private, participating in federal student aid programs to increase transparency about the scope of sexual violence on campus, guarantee victims enhanced rights, provide for standards in institutional conduct proceedings, and provide campus community wide prevention educational programming.

# REPORTING REQUIREMENTS

## *Increased Transparency*

Colleges and universities beginning with the 2013 calendar year will have to begin collecting and reporting statistics for domestic violence, dating violence and stalking (as defined by the Violence Against Women Act) occurring on-campus, on public property within and adjacent to campus, and at non-campus properties like off-campus student organization housing and remote classrooms. Institutions are already required to report sexual assault statistics.

Institutions must collect statistics from a broad range of campus officials. The law requires disclosures to protect the confidentiality of victims in these statistical disclosures as well as any public record keeping, to the extent provided by law.

## *Victims' Rights*

Institutions must adopt and publish procedures to afford all students and employees who report an incident of sexual violence – covering sexual assault, domestic violence, dating violence and stalking – specific rights whether or not they pursue any formal complaint or not. Additionally, written notice of these rights must be provided to a student or employee when they report their victimization.

Institutions must afford any student or employee who reports that they have been the victim of an incident of sexual violence, either on or off-campus, with the following information and rights:

- Possible sanctions or protective measures that may result from an institutional disciplinary proceeding (see Conduct Proceedings below for additional information);
- Procedures that should be followed in the event of an incident of sexual violence including –
- The importance of preserving evidence for proof in criminal proceedings;
- To whom the offense should be reported;
- Options for reporting to law enforcement including the right to be assisted by campus authorities;
- The right to decline to report to law enforcement; and
- Information about no contact orders issued by a court.

# REPORTING REQUIREMENTS

- Notification about existing counseling, health, mental health, victim advocacy, legal assistance and other services available on and off-campus.
- Institutions must make changes to the academic, living, transportation and working situations of any victim if requested and reasonably available whether or not a formal report is made.

## *Conduct Proceedings*

In addition to reporting to law enforcement, victims also have the option to seek protective or disciplinary action directly with their institution. Institutions must adopt and disclose policies that

- State the standard of evidence (which under current Title IX guidelines is “preponderance of the evidence” or more likely than not);
- Provide a “prompt, fair and impartial investigation and resolution”;
- Provide proceedings to be conducted by officials who receive annual sexual violence training, including on how to conduct an investigation, protect the safety of victims and promotes accountability;
- Require that both accuser and accused are entitled to the same opportunities to have others present, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice (an institution may not meet this requirement by denying both parties the right to an advisor);
- Require that both the accuser and accused shall be simultaneously informed, in writing, of –
  - The outcome of any institutional disciplinary proceeding;
  - The procedures for the accused and the victim to appeal the results of the proceeding;
  - Any change to the results; and
  - When such results become final.

## *Education Programs*

Institutions must provide primary prevention and awareness programs for all incoming students and new employees, along with ongoing prevention and awareness campaigns, that –

# REPORTING REQUIREMENTS

- Includes a statement that the institution prohibits sexual violence;
- The definition of domestic violence, dating violence, sexual assault, and stalking in their jurisdiction (the institution must still follow the federal definitions when collecting statistics, offering victims assistance and conducting disciplinary proceedings);
- The definition of consent for sexual activity in their jurisdiction;
- Bystander intervention;
- Risk reduction; and
- Information about disciplinary proceedings and victims' rights as required by SaVE.

## AVAILABILITY OF ANNUAL SECURITY REPORT

This report includes statistics for the previous three years including reported crimes that occurred in on-campus buildings owned or controlled by Fletcher Technical Community College; and on public property within, immediately adjacent to, or accessible from the campuses. The report also includes institutional policies concerning issues of campus security, such as sexual assault and other matters. The annual security report is made available to the general public via the Fletcher Technical Community College website.

## CRIME STATISTICS

Fletcher Technical Community College prepares the annual report, which includes statistics reported to Fletcher from the local and/or neighboring law enforcement agencies. Fletcher's Annual Security Report includes statistics from the previous three years and contains crime data that occurred on-campus, off-campus, in buildings or property owned or controlled by Fletcher; and on public property within, or immediately adjacent to and accessible from, the campus. The act requires campuses to report occurrences of the following crimes: Murder/Non-Negligent manslaughter, negligent manslaughter, sexual offenses, robbery, aggravated assault, burglary, and motor vehicle theft, arson, and hate crimes. The act also requires that the following arrests and judicial referrals that occur on campus be reported: liquor law, drug abuse and weapons violations. Fletcher Technical Community College has no residential facilities.



# REPORTING REQUIREMENTS

Once compiled, the report is written and placed on our website at <https://www.fletcher.edu/about-us/crime-stats>.

Each year, notification is made to all enrolled students, faculty and staff about the availability of the report. Potential students and employees are also notified via the application process. The College also submits the annual crime statistics to the Department of Education.

## COORDINATION WITH OTHER AGENCIES

Fletcher Technical Community College maintains memoranda of understanding and operational agreements with local, parish, and state law enforcement agencies. The Terrebonne and Lafourche Parish Sheriff's Offices will investigate all criminal activity and incidents committed on Fletcher property. In the event of an emergency or crisis on campus that poses an immediate threat to the health or safety of Fletcher students, faculty, staff, or visitors, the college will call upon the appropriate local, state, or federal agencies to assist in the responding to major crimes/incidents.

## REPORTING CRIMES/EMERGENCIES

Fletcher Technical Community College encourages the prompt reporting of all crimes or emergencies to campus police and/or another appropriate law enforcement agency. Campus/site emergency response plans provide information to aid in the aid and accurate response to a variety of incidences. Anyone involved in an emergency situation (victim or witness), is urged to notify Security as soon as possible by dialing 985-448-7953 for the Schriever campus and 985-447-5937 for the Thibodaux facility.

Off-campus crimes may be reported to the appropriate local law enforcement agency with the jurisdiction in the event of emergency, most area law enforcement agencies can be reached by dialing 911. Crimes should be report promptly to Fletcher Technical Community College Security to ensure a prompt local response and to ensure a timely warning to the college community as required.

# REPORTING REQUIREMENTS

## Alert Procedures

It is the goal of Fletcher Technical Community College to keep the campus community informed of serious incidents. Working in conjunction with other college departments, Administration will issue Safety Bulletins in a timely manner to the campus community about crimes in and around the campus. When the department college receives information that a violent crime against a person or a serious threat to property has occurred or is imminent, a Safety Bulletin will be sent out via email and the Smart Notice notification system. A crime alert will also be posted to the college webpage. The Safety Bulletin and Crime Alert will contain the following information:

- Type of incident
- Time of incident
- Location of incident
- Description of the suspect(s)
- Summary of the incident

If a crime or serious incident is reported to any campus personnel, that individual should immediately notify Security and the College Administration. Administration will decide whether or not to issue a Safety Bulletin and/or Crime Alert.

# SAFETY AND SECURITY POLICIES

## EMERGENCY PLANNING, RESPONSE AND RECOVERY

As a major component of the College's Comprehensive Safety Program policy, Fletcher Technical Community College has developed a comprehensive emergency plan, which addresses the planning, response, and recovery efforts to minimize injury to personnel, students, visitors and/or neighbors and damage to facilities, equipment and records in the event of an emergency. An emergency condition may be weather-related (e.g., hurricanes, storms, extensive flooding, etc.) or may be any condition that can cause extensive damage to facilities or loss of life (e.g., intruder, bomb threat, workplace violence, fire, etc.). Upon threat assessment, the Chancellor or his/her designee will activate the Emergency Plan.

Campus and site-specific emergency plans have been developed based on the nature of the threat and will be activated as deemed necessary. If the emergency condition has affected or has the potential to affect the information systems of the College, the Chancellor or his/her designee will also activate the Office of Information Technology Disaster Recovery Plan.

## FIRE DRILL AND EVACUATION

During the academic school year, Fletcher Technical Community College is required to hold fire drills in order to comply with city, state, and federal safety requirements. To assist students in evacuating classrooms and directing them to safety, faculty are asked to take a few minutes during class periods to review the following:

- Review the Fire Drill Procedures, location of exits and students' responsibilities in case of emergencies.
- Identify exits and "Evacuation Assistance Areas" that are near your classroom.
- Identify students who can assist wheelchair users in getting to the "Evacuation Assistance Area." **Do not use the elevators.**
- After checking the door frame for heat, close windows before exiting the room and close the doors upon leaving the room.

# SAFETY AND SECURITY POLICIES

- Exit and take your class across the street from the building and wait until the “ALL CLEAR” is given by the Manager of College Operations and Public Safety or his or her designee. **Do not stand on pedestrian walk ways or block exits.**
- Missing or injured students or employees should be reported immediately, verbally or in writing, too.

## SEVERE WEATHER ALERT

*TORNADO/SEVERE THUNDERSTORM WATCH has been issued in area near College:*

- Monitor NOAA Weather Radio All Hazards (National Weather Service) or emergency alert radio stations.
- Bring all persons inside building(s).
- Close windows.
- Review tornado drill procedures and location of safe areas.
- Tornado safe areas are interior hallways or rooms away from exterior walls and windows and away from large rooms with long-span ceilings.
- Review “drop and tuck” procedures with students.

*TORNADO/SEVERE THUNDERSTORM WARNING has been issued in area near college, or a tornado has been spotted near College:*

- Move students and staff to safe areas.
- Close classroom doors.
- Teachers take class rosters.
- Ensure that students are in “tuck” positions.
- Teachers take attendance.
- Remain in safe area until warning expires or emergency personnel have issued an all-clear signal.
- Post diagrams in each classroom showing routes to areas. Attach a building diagram showing safe areas.

## FLOODING/ICE/FREEZING

- Monitor NOAA Weather Radio All Hazards and emergency alert radio stations. Stay in contact with emergency management officials.
- Review evacuation procedures with staff.

# SAFETY AND SECURITY POLICIES

- Check relocation centers. Find an alternate relocation center if primary and secondary centers would also be affected by severe weather.
- Check transportation resources.
- If college officials and emergency responders advise evacuation, do so immediately.
- Teachers take class rosters.
- Teachers take attendance.
- Notify emergency contact according to College Policy.

## HURRICANE PREPAREDNESS

Fletcher Technical Community College has established a Hurricane Emergency Plan. The Atlantic Ocean and Gulf of Mexico hurricane season extends from June 1 to November 30 each year. Basic information regarding hurricanes can be found at the National Oceanic and Atmospheric Administration's National Weather Service website <http://www.nws.noaa.gov>.

### *Hurricane Emergency Teams*

The Chancellor of the College has designated the Vice Chancellor of Finance & Administration as the College's Emergency Coordinator. During the emergency period, the Emergency Coordinator has supervisory responsibility over departments and personnel who comprise the Hurricane Emergency Preparedness Team and the Hurricane Emergency Implementation Team. All recommendations of both teams must be relayed by the Emergency Coordinator to the Chancellor for his/her approval. The Chancellor has designated the Public Relations Office as the official source of college announcements. This office will:

- post official information on the College's website ([www.fletcher.edu](http://www.fletcher.edu));
- make announcements via Smart Notice;
- and communicate on social and with local media.

# SAFETY AND SECURITY POLICIES

## *College-wide Recommendations*

Fletcher's primary concern is the safety, health and wellbeing of College community members. All decisions reflect this ethic. Evacuation outside the storm area is always recommended during a hurricane as the best possible way to ensure personal safety. Upon class cancellation, all students are encouraged to seek safety through evacuation outside of the storm area. Should any student in good conscience decide to leave prior to the official cancellation of classes, the student is responsible for making provisions for missed classes and assignments with their instructors directly. Faculty and staff choosing to evacuate prior to official closure of the college are responsible for using approved leave.

General guidelines in the event of an evacuation:

- Take critical common items (documents, procedures, class rosters, grade books, syllabi, catalogs, stationary, and/or other user specific items that may be needed in the event of displacement).
- Take a copy of the College-wide and the appropriate departmental emergency plans for reference.
- Take college identification card.
- Make a practice of storing important documents, equipment, supplies, and/or teaching supplies away from windows and off of the ground if located on a ground floor of a building (i.e. off the floor, in upper drawers and shelves; computer equipment should be placed on top of the desk, rather than on the floor).
- Change voicemail or answering machine messages to indicate the college will be closed, advise callers to monitor the website and phone information line for up-to-date information.
- NOTE: Any State of Louisiana property or official college documents removed with an individual employee are the responsibility of that employee while away from the college. Employees should follow established guidelines in notifying property control of the removal of state property, if time permits.

## *Hurricane Emergency Plan Stages*

The Hurricane Emergency Plan is divided into four stages. The action steps indicated in the stages may or may not be taken within the

# SAFETY AND SECURITY POLICIES

stages listed, depending on the circumstances of the storm and time of day in which the stage occurs. In addition, the Emergency Coordinator may declare a change in stage at any time due to the unpredictable nature of hurricanes.

Stage 1. Pre-Season Preparation

Stage 2. Threat Assessment

Stage 3. College Closure – classes cancelled; employees required to leave campus

Stage 4. Aftermath – assessment, recovery, reopening, and return to classes

## DRUG AND ALCOHOL ABUSE POLICY

Fletcher Technical Community College follows The Drug Free Schools and Communities Act Amendment of 1989 (Public Law 101-226) requires the College to adopt and implement a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. This program must include the following:

- Standards of conduct concerning the unlawful possession, use, or distribution of drugs, and the illegal use of alcohol by students and employees on College property or at any College activity;
- Description of legal sanctions;
- Clear statement of the College's sanctions for violations;
- Description of any available drug and alcohol counseling, treatment, or rehabilitation services; and
- Description of the health risks associated with use of illicit drugs and abuse of alcohol.

The information below is in compliance with the requirements of the Act.

In an effort to assure compliance with Public Law 101-226, all facilities of Fletcher Technical Community College are designated as Drug Free Zones. The College abides by all state, federal, and local laws pertaining to alcohol and will enforce underage drinking laws. It is unlawful to possess, use, or distribute illicit drugs on Fletcher property or at any college-sponsored event, whether or not the event occurs on campus. In addition, Fletcher prohibits the consumption, possession, or distribution of alcohol on campus,

# SAFETY AND SECURITY POLICIES

except as designated in the Student Handbook.

Alcohol and drug use is a major issue in the community and on college campuses. Alcohol and drugs can seriously damage physical and mental health, as well as jeopardize personal and public safety. In addition, excessive alcohol consumption may lead to physical abuse, date rape, auto accidents, violence, and other behaviors that lead to self-destruction. The College provides referral services and other assistance to students, faculty, and staff who seek help with substance abuse problems. Phone 985-448-7943 contact the Dean of Student Services at the Schriever Campus for more information about alcohol and/or drugs and their effects.

## *COLLEGE SANCTIONS*

Violations of the college drug policy by students, faculty, or staff will result in disciplinary action, as outlined in Fletcher's Drug-Free College policy. Depending on the nature of the offense, this can take the form of a written reprimand, suspension, demotion, reduction in pay, or termination of the person's association with Fletcher. Penalties for faculty and staff members may include termination of employment. Disciplinary actions against students will be imposed in accordance with the College's Student Judicial Code, and may include suspension or expulsion. As with all illegal activities, substance abuse can result in criminal prosecution as well, under state and federal laws, including section 22 of the Drug-Free Schools and Campuses Act Amendment of 1989 (Public Law of 101-226).

## *LEGAL SANCTIONS*

It is unlawful in Louisiana to produce, manufacture, distribute, dispense, or possess illegal drugs. The most common illegal drugs on college campuses are marijuana, opium derivatives, hallucinogens, depressants, cocaine, cocaine derivatives, and amphetamines. The Criminal Code of Louisiana carries specific penalties for the possession and use of illegal drugs. Louisiana Revised Statute 40:891.3, Violation of Uniform Controlled Dangerous Substances Law; Drug Free Zone, states that any person who violates a provision



# SAFETY AND SECURITY POLICIES

of the Uniform Controlled Dangerous Substances Law (Louisiana Revised Statute 40:966-970) while on any property used for school purposes by any school, within two thousand feet of any such property, or while on a school bus, shall, upon conviction, be punished by the imposition of the maximum fine and be imprisoned for not more than one and one-half times the longest term of imprisonment authorized by the applicable provisions of R.S. 40:966 through 970 of the Uniform Controlled Dangerous Substances Law.

It is also unlawful in Louisiana for anyone under 21 years of age to purchase or possess any alcoholic beverages for any reason, in any place open to the public. Exceptions occur when the alcohol is possessed or consumed for the following reasons: for established religious purposes; for medical purposes when prescribed by a licensed authority; when an 18-20-year-old is accompanied by a parent, spouse, or legal guardian at least 21 years of age; in private residences or private clubs or establishments when lawfully employed by a licensed enterprise for the lawful sale, handling, transport or dispensing of alcoholic beverages. In accordance with Louisiana Revised Statute 14:98, Operating a Vehicle While Intoxicated, driving under the influence of alcohol is illegal in Louisiana, and anyone with a blood alcohol concentration of .08 or above will be charged with driving while intoxicated (DWI) or driving under the influence (DUI).

## **DRUG FREE WORKPLACE POLICY**

The Louisiana Community and Technical College System has a Drug Abuse policy that governs all community and technical colleges within the state. The policy reads, the unlawful use, abuse, manufacture, distribution, dispensation, possession or being under the influence of a controlled or illegal substance while at work, on call, on duty, or engaged in LCTCS business is prohibited as is the possession and/or consumption of alcohol in the workplace. Workplace shall include any location on LCTCS property in addition to any location from which an individual conducts LCTCS business while such business is being conducted. Without reference to any sanctions which may be assessed through criminal justice processes, violators of this policy, including refusal to submit to drug testing when properly ordered to do so, will be subject to LCTCS disciplinary action up to and including termination of employment.

# SAFETY AND SECURITY POLICIES

Alcohol misuse is prohibited extending to 1) use of alcohol on the job; 2) use of alcohol during the four hours before performance of safety-sensitive and security-sensitive functions; and 3) having a prohibited alcohol concentration level in the individual's blood system while on the job.

The use of drugs/medications prescribed by a licensed physician is permitted provided that it will not affect the employee's work performance. LCTCS reserves the right to have a licensed physician of its own choice determine if the use of a prescription drug/medication produces effects which may impair the employee's performance or increase the risk of injury to the employee or others. If such is the case, LCTCS reserves the right to suspend the work activity of the employee during the period in which the employee's ability to safely perform his/her job may be adversely affected by the consumption of such medication.

## **TOBACCO FREE POLICY**

In accordance with Policy #SS-100, HR-008 Smoke-Free/Tobacco-Free Policy- Fletcher Technical Community College, Fletcher Technical Community College operates in compliance with Louisiana Revised Statute 40:1300.251-263 to provide a tobacco-free environment. Therefore, student, faculty, staff and visitor use of tobacco derived or containing products is prohibited on all College premises, including all facilities and within its vehicles. These products include but are not limited to cigarettes, cigars, cigarillos, pipes, hookah-smoked products, oral and smokeless tobacco products, electronic cigarettes, and any additional products that meet the definition of a tobacco product as defined by the U.S. Food and Drug Administration (FDA). Alleged employee violations of this policy may result in review by the immediate supervisor and possible referral to the Director of Human Resources for potential disciplinary action in accordance with LCTCS Policy #6.014, Discipline for All Employees.

Alleged violations of this policy by students may be addressed in accordance with the procedures outlined in the College's Student Handbook.

# SAFETY AND SECURITY POLICIES

## FIREARMS POLICY

With the exception of duly authorized security and law enforcement officers, carrying a firearm, or dangerous weapon, by anyone on campus property, at campus-sponsored functions, or in a firearm-free zone is unlawful and violators shall be subject to criminal charges and campus discipline. Each campus shall develop a written "Weapons on Campus" policy that shall be included in the appropriate student publications and in personnel literature.

Staff or students who are aware of a weapon brought to college:

- Immediately notify Campus Security at 985-448-7953 for Schriever and 985-447-5937 for Thibodaux.
- Give the following information:
  - The name of person suspected of bringing the weapon.
  - Location of the weapon.
  - Whether the suspect has threatened anyone.
  - Any other details that may prevent the suspect from hurting someone or himself/herself.
- Teachers who suspect that a weapon is in the classroom: STAY CALM.
- Do not call attention to the weapon.
- Notify Campus Security at 985-448-7953 at 985-448-7953 for Schriever and 985-447-5937 for Thibodaux or a neighboring instructor as soon as possible.
- Instructor should not leave the classroom.
- Note: Act 684 of the 2008 Louisiana Legislature allows for a person who lawfully possesses a firearm to transport it on campus in a locked, privately-owned vehicle in any parking lot, parking garage or other designated parking area.
- Regardless, immediately contact Campus Security at 985-448-7953 to address the firearm's compliance with this legislation.

If a person displays a firearm or begins shooting:

- Move to or seek safe shelter.
- Call 911.
- Notify Campus Security at 985-448-7953 for Schriever and 985-447-5937 for Thibodaux.
- If you hear gunshots:
  - If possible, determine where shooting is taking place.
  - Seek safe shelter.

# SAFETY AND SECURITY POLICIES

- If outside, stay as low to the ground as possible, and find any kind of cover.
  - If inside, go to lockdown procedures.
  - Teachers take attendance and notify the building administrator of missing students or staff as soon as it is safe to do so.

Vice Chancellor of Finance & Administration:

- Consider implementing lockdown procedures.
- Assess the situation as to:
  - The shooter's location.
  - Injuries.
  - Potential for additional shooting.
  - Call 911 and give as much detail as possible about the situation.
  - Secure the college, if appropriate.
  - Help students and staff find safe shelter.
  - Care for the injured if it is safe to do so until emergency responders arrive. Do not add to the victim list by exposing yourself to danger.
  - Notify Chancellor's office.
  - Refer media to Public Relations for media procedures.

## CHEMICAL OR BIOLOGICAL THREAT POLICY

If a telephone threat references a chemical or biological device or package, complete the Checklist for Telephone Threats (next page) and refer to safety procedures in the Bomb Threat and Hazardous Materials Emergency Plans. This page addresses receiving, by mail or delivery service, a suspicious letter or package that might be a chemical or biological threat. When sorting mail or receiving delivered packages:

- Look for characteristics that make you suspicious of the content excessive postage, excessive weight misspellings of common words, oily stains, discolorations, odor no return address or showing a city or state in the postmark that does not match return address.

# SAFETY AND SECURITY POLICIES

- Package not anticipated by someone in the college or not sent by known college vendor.
- If a letter/package is opened and contains a written threat but no suspicious substance.
- Notify building administrator and law enforcement.
- Limit access to the area in which the letter/package was opened to minimize the number of people who might directly handle it. It is considered criminal evidence.
- Ask the person who discovered/opened the letter or package to place it into another container, such as a plastic bag.
- Turn the letter/package over to law enforcement. Document all activities.
- If a letter or package is opened and contains some type of suspicious substance:
  - Notify building administrator and law enforcement.
  - Isolate the people who have been exposed to the substance. The goal here is to prevent/minimize spreading contamination.
  - Limit access to the area in which the letter/package was opened.
  - Ask the person who discovered/opened the letter/package to place it into another container, such as a clear plastic zip-lock bag. Handle with gloves if possible.
  - Emergency officials will determine the need for decontamination of the area and the people exposed to the substance.

Vice Chancellor of Finance & Administration:

- Vice Chancellor of Finance & Administration and emergency officials determine whether evacuation is necessary.
- Implement post crisis procedures as necessary. Consider having gloves and zip-lock bags available at mail sorting areas.

If you receive a telephoned threat (bomb/chemical/other):

- Remain calm.
- Do not hang up. Keep the caller on the line as long as possible and listen carefully.

# SAFETY AND SECURITY POLICIES

- Ask the following questions:
  - Where is the bomb/chemical or other hazard?
  - When will it explode/be activated?
  - What does it look like?
  - What kind of bomb/hazard is it?
    - What will cause it to explode/activate?
    - What is your name?
    - Did you place the bomb/hazard? WHY?
    - Where are you?
- Exact wording of the threat:
- If voice is familiar, who did it sound like?
- Caller ID information: male female adult juvenile age
- Call origin: local long distance internal cell phone
- Caller's voice: Note pattern of speech, type of voice, tone. Check all that apply.
  - Calm Excited Loud Soft Deep Nasal
  - Raspy Distinct Slurred Normal Crying Laughter
  - Slow Rapid Disguised Accent Lisp Stutter
  - Drunken Familiar Incoherent Deep breathing
  - Background sounds?
  - Threatening language?
  - Well-spoken (educated)
  - Message read from script
- Did caller indicate knowledge of the building? Give specifics:
- Person receiving call: Phone number where call received:

LEAVE YOUR PHONE OFF THE HOOK. DO NOT HANG UP AFTER CALLER HANGS UP.

## CAMPUS SEXUAL VIOLENCE PREVENTION PROGRAM

### Overview

Fletcher Technical Community College is committed to creating an environment free of sexual violence. The College strives to achieve this goal through prevention and promotion awareness, survivor support, due process procedures, and referrals to law enforcement. In accordance with the Campus Sexual Violence Elimination Act (Campus SaVE Act) and 2013 Violence Against Women Reauthorization Act, the College is actively working to increase

# SAFETY AND SECURITY POLICIES

transparency about the scope of sexual violence on campus, guarantee survivors enhanced rights, and provide College-wide prevention educational programming.

The College implements relevant policies in such a manner to ensure that all students and employees have equal access to the information and services related to sexual violence, regardless of race, color, religious or political affiliation, gender, sexual orientation, citizenship, national origin, age, disability/ handicap, marital status or veteran's status, pregnancy, childbirth and any related medical conditions. Applicable services are available to any student or employee, whether the alleged assault occurred on or near campus, or elsewhere.

## *Definitions*

Sexual violence is defined by the U.S. Department of Education Office of Civil Rights as physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the student's age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent). A number of different acts fall into the category of sexual violence, including rape, sexual assault, intimate partner abuse/domestic violence, dating violence, sexual battery, sexual abuse, sexual coercion, and stalking. Sexual violence can be carried out by College employees, other students, or third parties. All such acts of sexual violence are forms of sex discrimination prohibited by Title IX.

In this policy, the person reporting the incident is referred to as a "survivor" to acknowledge those who have experienced sexual violence as individuals who have survived these experiences. While in other contexts, the term "victim" or "patient" may be used; however, "survivor" is used as term of respect to acknowledge that people who experience sexual violence have survived an event or events that can be life-changing.

# SAFETY AND SECURITY POLICIES

## *Rights*

It is the survivor's right to decide how to cope with and report the experience. All individuals who report an incident of sexual violence have specific rights whether or not they pursue any formal complaint or not. Fletcher affords anyone who reports alleged sexual violence, either on or off-campus, with the following information and rights:

- Procedures that should be followed in the event of an incident of sexual violence including to whom the offense should be reported.
- Options for reporting to law enforcement including the right to be assisted by campus authorities, as well as the right to decline to report to law enforcement.
- The right to a prompt, fair and impartial investigation and resolution.
- Changes to the academic, transportation and working situations if requested and reasonably available whether or not a formal report is made.
- Possible sanctions or protective measures that may result from an institutional disciplinary proceeding.
- Notification that the College is obligated to follow up on all allegations and that confidentiality will be ensured to maintain the survivor's safety, provided that doing so does not interfere with the College's ability to investigate and take appropriate corrective action.
- Reasonable safeguards to prohibit retaliation.
- Notification about existing counseling, health, mental health, survivor advocacy, legal assistance and other services available on and off-campus.

## *Reporting to Police*

Terrebonne and Lafourche Parish Sherriff's Offices is the primary investigative agencies for crimes that occur on Fletcher property owned or leased. An individual who has experienced an incident of sexual violence may report this to the police by calling 9-1-1, the local police department.



# SAFETY AND SECURITY POLICIES

Reporting a crime is the process of officially documenting what has occurred with the police. Following the report, an investigation may occur. During the investigation police may use discretion in informing survivors regarding the investigation's progress; however, survivors may contact the department for updates. Following an investigation, a charge may be filed and/or the matter forwarded to be prosecuted. An arrest of a suspect may or may not occur at any point in the process. The Terrebonne and Lafourche Parish Sheriff's Offices have specialized training in the investigation of sex offenses and shall conduct all investigations of sexual offense incidents reported to Fletcher Security or Administration.

## *Reporting to the Director of Student Affairs*

If the alleged perpetrator of sexual violence is a student, survivors may report to the Director of Student Affairs to file a grievance. Fletcher has a student judicial process for incidents of misconduct involving Fletcher students. Complaints of sexual violence and harassment may also be submitted to any one of the College's Confidential Advisors, who are professional staff and faculty on each campus and site trained in appropriately handling complaints of sexual violence and harassment and referring to the appropriate College office.

If there is enough evidence to go forward, a student judicial hearing may result. If a student is found in violation of the code of conduct, possible sanctions range from an official reprimand to expulsion. However, when students are found in violation of sexual misconduct, more common sanctions involve possible suspension, probation and "no contact" directives. Depending on the facts of the case, sanctions are designed to address the behaviors and are both educational and punitive in nature.

## *Reporting to the Office of Human Resources/Equal Access Equal Opportunity Officer/College Confidential Advisors*

Incidents of sexual violence allegedly committed by an employee of the College may be reported to the Office of Human Resources or the Equal Access Equal Opportunity Officer. Incidents may also be reported to any one of the College's Confidential Advisors, who are professional staff and faculty on each campus and site trained in appropriately handling complaints of sexual violence and harassment and referring to the appropriate College office.

# SAFETY AND SECURITY POLICIES

The Office of Human Resources and the Equal Access Equal Opportunity Officer may be consulted about situations, take reports/complaints, initiate investigations/proceedings, and make recommendations/ determinations. Depending on the outcome of the investigation/proceedings, if corrective action needs to be imposed, the Office of Human Resources or Equal Access Equal Opportunity Officer will advise College leadership on appropriate action.

These offices take steps to protect the confidential nature of reports and to resolve the matter as discreetly as possible, while remaining attentive to any concerns regarding retaliation during the process.

## *Annual Crime Reporting*

Fletcher's Student Services Office is responsible for meeting Clery Act reporting requirements, including reporting and publishing annually the number of sexual assaults reported on each campus/site and the number of sexual assault investigations conducted on each campus/site.

## *Response Training and Education*

The College has trained Title IX Confidential Advisors and responsible employees listed on its website.

## **SEX OFFENDER REGISTRY AND ACCESS**

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

Louisiana Revised Statute 15:542B(3) states that *“If the sex offender is a student at an institution of postsecondary education in this state, the sex offender shall also register with the campus law enforcement agency of the institution at least one business day prior to the beginning of the school term or semester.”* 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

# SAFETY AND SECURITY POLICIES

education 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 institution. It requires state law enforcement agencies to provide 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 laws cited above. Information about any such registered individual affiliated with Fletcher Technical Community College may be found at the public SOPR website: <http://www.lsp.org/socpr/default.html>

In addition to the amendments previously mentioned the CSCPA also amends the Family Education 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.

## SEXUAL ASSAULT

Ensure the safety of students and staff first.

- Notify Campus Security at 985-448-7953, if circumstances lead you to believe that criminal activity is involved, e.g., if a weapon is used, if there has been a sexual assault or there is a physical injury that causes substantial pain.
- Call 911 for local police department response.
- Seal off area to preserve evidence and disperse onlookers.
- If victim requires medical attention, follow Medical Emergency procedures.
- Do not leave the victim alone.
- Document all activities witnessed by staff.
- Assess counseling needs and implement post-crisis procedures as needed.

# SAFETY AND SECURITY POLICIES

## SEXUAL MISCONDUCT/HARASSMENT

The College is committed to having a positive learning and working environment for its students and employees and does not tolerate sexual harassment of its members. Sexual harassment is a form of discrimination that is illegal under Title VII of the Civil Rights Act of 1964 and Title IX of the Elementary/Secondary Education Act of 1972. Sexual harassment is demeaning and degrading; it affects an individual's self-esteem and can have a negative impact on performance at work or in class. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or academic advancement; (2) submission to or rejection of such conduct by an individual is used as the basis for decisions affecting an individual's employment or academic standing; or (3) such conduct has the purpose or effect of unreasonably interfering with a person's work or academic performance or creating an intimidating, hostile or offensive work, learning or social environment.

It is the policy of Fletcher Technical Community College that no member of the College community may sexually harass another. This includes sexual harassment of an employee by another employee, of a student by an employee, of an employee by a student, and of a student by another student. Visitors to the campus are also covered by this policy should the alleged incident occur on College property. Additionally, the College does not tolerate harassment of its students or employees at campus-sponsored events or programs held at off-campus locations or by non-institutional personnel in programs sponsored or supported by the institution. Through the procedures established by the College and outlined in this memorandum, employees and students who believe they have been subject to sexual harassment can have their complaints handled promptly and receive due process for the filing of grievances.

## SECURITY (KEYS) AND BUILDING SAFETY POLICY

The purpose of Fletcher Technical Community College's access control program is to ensure the safety of employees, students and visitors while safeguarding the physical assets of the College.

# SAFETY AND SECURITY POLICIES

The primary objective of Fletcher Technical Community College's access control policy is to balance the goal of maximum utilization of and access to facilities with the need to control such utilization and access for safety and security purposes. These objectives are supported through responsible access privilege (key and electronic) control. Maintaining accurate, effective access control – through metal keys and electronic devices – is critical to protecting individuals and physical assets. The recent addition of the Access Control System allows for more controlled access to buildings on campus. The Access Control System creates a record of times and dates when facilities are in use and allows for the automatic opening and closing of buildings and securing them after hours.

## LIGHTING

Facility Services personnel examine the campus regularly to ensure adequate lighting. Facility Services assesses any areas requiring lighting repairs and/or additional illumination, and submits these items to the appropriate department.

# SAFETY AWARENESS TIPS

## SECURITY SERVICES

Fletcher Technical Community College Campus Security offers escorts to student's staff, faculty and visitors. Contact campus security to request an escort at 985-448-7953 at Schriever or 985-448-5937 at Thibodaux.

## MAPS

Campus maps may be located at this link:  
<https://www.fletcher.edu/about-us/contact-us>

## COMPREHENSIVE SAFETY PROGRAM

Fletcher Technical Community College is committed to providing a safe environment for students, employees, visitors, and persons using College facilities. A comprehensive safety program has been established to address the various threats to the safety of the College's constituents.

The College works in cooperation with appropriate federal, state and external agencies – in particular the State of Louisiana Office of Risk Management, which is responsible for coordination, implementation and maintenance of safety and loss prevention programs within all State agencies.

Furthermore, Fletcher strives for adherence to and compliance with all safety-related laws and regulations.

### *Comprehensive Program: A College-wide Structure*

Fletcher's commitment to a college-wide safety program is demonstrated by the adherence to a comprehensive structure for administering the program. This structure begins with the Chancellor designating an Operations and Public Safety Manager and a Property and Compliance Coordinator who coordinate all components of the program. The Operations and Public Safety Manager chairs a college-wide Safety Committee, composed of appropriate college-wide and campus/site specific representatives involved in the safety program and deemed by the Chancellor. The function of the Safety Committee is to address all components of the college-wide safety program and make policy and procedural recommendations for improvements on an ongoing basis.

# SAFETY AWARENESS TIPS

## SAFETY TIPS

Here are some suggestions to keep you safe while on campus at Fletcher:

- When working late, make sure doors are locked.
- Avoid using stairs in remote areas of the building.
- Never prop doors open.
- Keep belongings in an area that can be locked up, such as a desk or cabinet.
- Do not hold doors open for strangers when the building is closed for the evening.
- Let others know where you are when working late.
- Use the Safe Escort Services provided by Campus Security to walk you to your vehicle.
- Think of the “what ifs” and have a plan in mind.
- Do not be distracted while walking or jogging.
- Office personnel should have a plan in place for emergencies such as angry or volatile persons or domestic violation situations.
- Always roll your windows up and lock your car.
- Don't leave valuables in plain view. Items left in the open attract thieves. Store them in the trunk if necessary.
- Engrave expensive accessories, such as car stereos and speaker systems, with your driver's license number. This aids the police in tracing the stolen items.
- Never leave your vehicle running and unattended.
- Install an antitheft device that is highly visible, hard to defeat and renders the car inoperable.
- Drop a business card or address label in the map pockets of your doors.
- Don't hide a spare key.
- Don't leave important papers such as bank statements, credit card statements, and other important documents in your car.
- Photocopy your registration and insurance information and keep it in a safe place other than your vehicle.
- Most importantly, be crime wise. Think of what you can do to protect your belongings ahead of time before you become a victim. Don't become complacent.
- If you find your car has been burglarized, contact Campus Security immediately and try not to touch the vehicle. The more you touch your vehicle, the more you contaminate the crime scene.

# SAFETY AWARENESS TIPS

If you are confronted by an armed robber:

- Do not resist.
- Look at the robber but do not stare. This will enable you to provide a description to the police later.
- Assure the robber you are complying with his or her demands.
- Move slowly – avoid quick movements.
- Carry only as much cash and credit cards as you will need for the occasion.
- Take a cab to move about the city or travel in groups.
- Report any incidents to Campus Security or if off campus to the local law enforcement authorities.

Protecting yourself against sexual assault:

- If you are being victimized by a person who is attempting to sexually assault you, take the following steps to stop the assault from progressing. Remember that the goal is survival.
- Stall for time. Figure out your options. Each situation is different. Decide if you will fight, try to talk your way out of the assault, scream, or, if necessary for your survival, submit.
- If you fight, hit hard and fast. Target the eyes and groin.
- Try to dissuade the attacker from continuing. Tell him you have a sexually transmitted disease, tell your attacker you are menstruating, urinate, vomit, or do anything to discourage the attacker.

Protecting yourself against stalking:

- In recent years, society has become more aware of the dangers of stalking. Stalking, under Louisiana law, is repeated harassment that could or does cause the victim to feel intimidated, threatened, or frightened. While it is difficult to prevent stalking from occurring, you can take steps to prevent it from continuing.
- If you are a victim of stalking, report this to Campus Security or local police department, even if you do not know if you will be filing charges.
- Gather information to help your case, such as recordings of threatening phone calls, license plate state and number, description of vehicle, a personal description, and a detailed listing of any contacts the stalker makes with you.



# SAFETY

## AWARENESS TIPS

- Follow up in court. Take out an anti-stalking order at your local circuit court, and/or file a civil lawsuit against the stalker for damages resulting from the stalker's behavior.
- If the stalking continues after the anti-stalking order has been sent, contact the police. No method of crime prevention is guaranteed to work 100% of the time. However, in taking these steps, you are removing the opportunity from would be criminals, and you will be less likely to be victimized. Be smart. Learn these steps, and make them a habit in your life.

### Protect yourself from Date Rape Drugs

- Never leave your drink unattended. Date rape drugs can be slipped into any type of drink and they are odorless.
- Do not accept drinks from strangers.
- Watch bartenders pour your drink.
- Attend parties and bars with friends who will be with you throughout the evening.
- Have a designated driver arranged before going out to a party. The designated driver doesn't consume any alcohol or illegal substances.
- If you think your drink has been tampered with, seek medical attention right away and request the hospital conduct a toxicology test.

# CRIME STATISTICS

CRIMINAL OFFENSES	ON CAMPUS	PUBLIC PROPERTY
<b>Murder/Non-Negligent Manslaughter</b>		
2021	0	0
2020	0	0
2019	0	0
<b>Negligent Manslaughter</b>		
2021	0	0
2020	0	0
2019	0	0
<b>Sex Offenses, Forcible</b>		
2021	0	0
2020	0	0
2019	0	0
<b>Sex Offenses, Non-Forcible</b>		
2021	0	0
2020	0	0
2019	0	0
<b>Robbery</b>		
2021	0	0
2020	0	0
2019	0	0
<b>Aggravated Assault</b>		
2021	0	0
2020	0	0
2019	0	0
<b>Burglary</b>		
2021	0	0
2020	0	0
2019	1	0
<b>Motor Vehicle Theft</b>		
2021	0	0
2020	0	0
2019	0	0
<b>Arson</b>		
2021	0	0
2020	0	0
2019	0	0
<b>Domestic Violence</b>		
2021	0	0
2020	0	0
2019	0	0
<b>Stalking</b>		
2021	0	0
2020	0	0
2019	0	0
<b>Illegal Weapons Possession</b>		
2021	0	0
2020	0	0
2019	0	0
<b>Drug Law Violations</b>		
2021	0	0
2020	0	0
2019	0	0
<b>Liquor Law Violations</b>		
2021	0	0
2020	0	0
2019	0	0

# CRIME STATISTICS

<b>DISCIPLINARY ACTIONS/JUDICIAL REFERRALS</b>	<b>ON CAMPUS</b>	<b>PUBLIC PROPERTY</b>
Illegal Weapons Possession		
2021	0	0
2020	0	0
2019	0	0
Drug Law Violations		
2021	0	0
2020	0	0
2019	0	0
Liquor Law Violations		
2021	0	0
2020	0	0
2019	0	0

