



**Policy # 58007**  
Safety and Security  
Program



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**UNIVERSITY POLICE**  
**Safety and Security Program**

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**Effective Date:** October 18, 2021  
**Responsible Office:** University Campus Police  
**Division:** Operations

**Revised Date:** March 31, 2023

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**I. Purpose and Scope**

The purpose of the Campus Security Policy is to facilitate a safe and secure environment for students, faculty, staff, and campus visitors while complying with federal laws regarding security on campus.

**II. Definitions**

- A. "Campus Security Authority" or "CSA" for purposes of this policy shall mean campus police and security, offices designated to receive crime reports, and any University employee who has significant responsibility for student and campus activities, including but not limited to student housing, deans of students, college deans, athletic coaches, advisors to officially sponsored student organizations, resident advisors and victim advocates.
- B. "Professional Counselor" means a person whose official responsibilities include providing mental health counseling to members of the University's community and who is functioning within the scope of his or her license or certification.
- C. "Pastoral Counselor" means a person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling and is functioning within the scope of that recognition as a pastoral counselor.
- D. "Clery Geography" means any location on which the University is required to report crime statistics for purposes of the Clery Act, including
  - 1. Campus Property: Any building or property owned or controlled by the University within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes including residence halls. Any building or property that is reasonably contiguous to the campus that



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is owned by the institution but controlled by another person, if frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

2. Public Property Within or Immediately Adjacent to the Campus. All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.
  3. Non-campus Building or Property: Any building or property owned or controlled by an officially sponsored student organization. Any building or property owned or controlled by the University that is used in direct support of, or relation to, the institution's educational purposes, if frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.
- E. "Clery Act Crimes" means criminal homicide, sex offenses (rape, fondling, incest, statutory rape), aggravated assault, robbery, burglary, motor vehicle theft, arson, and any crimes that may be later added to the Jeanne Clery Act.
- F. "Annual Security Report" or "ASR" is the annual report of crime statistics and other campus information that, pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092 (f)) ("Clery Act"), must be prepared and distributed to all University employees and students on an annual basis.

### III. Policy

- A. Reporting Criminal Actions and Other Emergencies Occurring within Clery Geography
  1. Reporting Crimes and Emergencies.
    - a. Students and others who become aware of criminal actions or other emergencies anywhere within Clery Geography should report these to the University Police Department of Public Safety/Police Department ("University Police or GSUPD"). The process for reporting crimes and emergencies is outlined in the University Procedure Handbook.
    - b. Incidents reported to University Police will be investigated for the purpose of reducing crime, improving safety, making disciplinary referrals, and imposing



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criminal sanctions as appropriate. Additionally, incidents reported to University Police will be included in the ASR.

- c. Criminal actions may also be reported to the individuals or offices listed below. Reports made to these persons or offices, and not also made to GSU Police, will be included in the statistical report in the Campus Security Report but generally will not be investigated by the police.

Office of Student Affairs	318-274-2415 403 Main St.
Department of Human Resources	318-274-6118 403 Main St.
Housing & Residential Life	318-274-2504 403 Main St.
Student Government Association	318-274-6115 403 Main St.

2. **Timely Warnings.** The University shall provide timely warnings to the campus community when Clery Act Crimes are reported to a CSA and are determined by the chief of police (or the chief's designee) to represent serious or continuing threat to students and employees. Anyone with information warranting a timely warning should report the circumstances to the University Police. The University may issue these warnings via postings on campus, through the Campus Alert system, through local news media, or in other ways. The individual or office responsible for issuing the warning will vary depending on how the warning is issued.
3. **Reporting Crimes on a Voluntary, Confidential Basis.** Individuals who witness or are the victim of crime, but who wish to remain anonymous, may report the crime to the University Police on a confidential basis. To do so, individuals should specifically request that they remain anonymous. The report ensures that the occurrence of the crime will be included in the University's ASR, assists the police in determining if there is a pattern of crime with regard to a particular location, method, or suspect, and enables the police, in appropriate circumstances, to alert the campus community to potential dangers. Filing an anonymous report may limit the ability of the police department to provide specific assistance or to investigate or solve a crime.



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#### B. Security of and Access to Campus Facilities

1. As is addressed in the procedure policy handbook, Grambling State University (GSU) manages building access according to the building type and purpose and considers security in maintenance of campus facilities. Academic and administration buildings are locked after five o'clock p.m. daily and unlocked at seven o'clock a.m. the next day.
2. During regular business hours, GSU buildings (including housing facilities) are open to students, employees, contractors, and visitors. Some buildings may have individual hours that differ from the standard business hours, for example, the field house, performing arts center, natatorium, Frederick C. Hobdy Assembly Center, etc. These buildings will be secured by a designee from that perspective building and checked for secureness by the GSU Police Department. During non-business hours, entrance into buildings by faculty or staff personnel will be granted by GSU Police Department after the employee signs a sign-in sheet. The Department Heads who also have keys assigned to them may grant access to that particular building. Admittance by the GSU Police Department is provided only to persons with GSU IDs whose assigned workspace is in the building for access is requested. If persons having access to a building bring a visitor, the person having the visitor is totally responsible for those individual(s).
3. All University employees are responsible to ensure there are no unauthorized persons in their areas. The GSU Police Department should be notified of any suspicious person(s).
4. Residence halls have the capability to be secured 24 hours a day. The newer residence halls are accessed via card access device; the six older residence halls are accessed with keys. If the key or access device is lost or misplaced, the Residence Assistant (RA) assigned to the building for which access is requested should be contacted for access. Over extended breaks, the doors of all halls are secured around the clock by a mechanism separate from the card access system. All students who are staying on the campus during the break are moved to one hall and provided temporary access to that hall.

#### C. Campus Law Enforcement

1. Enforcement Authority of Police and Security. Grambling State University officers are trained and certified peace officers, and have the same arrest, detention, and police authority as any other police officer in Louisiana. Additionally, University Police officers have the authority to enforce Grambling State University's regulations. University Security personnel have no enforcement or arrest authority.
2. Relationship of University Police and Other Law Enforcement Agencies. University Police works closely with other law enforcement agencies as well as state and federal



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authorities. University Police maintains a written mutual aid agreement between all municipal agencies and the Lincoln Parish Sheriff's Department. The University Police has primary jurisdiction on the University Campus, University Police shares responsibility with the local city police with roadways adjoining the campus. Off-campus sites and remote campus sites receive police services from the local jurisdictions in which the sites are located.

3. Referral for Disciplinary Action. Incidents involving student misconduct, which University Police investigate, may be referred to the Office of Students Affairs for disciplinary action. Incidents involving faculty or staff misconduct may be referred to the Office of Human Resources and/or Office of Title IX for possible disciplinary action. Incidents involving faculty misconduct may be referred to the respective dean or senior vice presidents.
  4. Reporting. The University encourages accurate and prompt reporting of all crimes to University Police and other appropriate police agencies.
  5. Professional and Pastoral Counselors. Professional Counselors and Pastoral Counselors, when acting in such capacity, are not required to report crimes disclosed to them for inclusion in the ASR. However, as described in the accompanying Procedure, Professional and Pastoral Counselors are encouraged; when they deem it appropriate, to inform the persons they are counseling of how to report crimes on a voluntary, confidential basis for inclusion in the ASR.
- D. Monitoring and Recording of Criminal Activity at Off-Campus Locations of Officially Recognized Student Organizations
1. Criminal activity at recognized fraternity and sorority residences is monitored and recorded by the University Police Department. Additionally, the law requires either the University or fraternities and sororities to fund a two-officer roving patrol on Friday and Saturday nights. The patrol is to monitor fraternity and sorority compliance with “all applicable city and county ordinances, state laws, and college or university regulations.” The officers on the roving patrol send a report on the patrol to the Director of the Office of Fraternity & Sorority Life. University Police gather Clery Act Crime statistics from the Grambling City Police Department for annual reporting in the ASR.
  2. Local law also requires the University to have specific regulations governing fraternities and sororities. Among other things, these regulations prohibit consumption of alcohol on fraternity or sorority property by individuals under age 21, require fraternities and sororities to provide alternative nonalcoholic beverages, and require fraternities and sororities to hire uniformed officers for certain large gatherings. The University regulations compliant with those local law requirements are encompassed in University. Student Affairs at the University maintains contact with recognized fraternity and sorority



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organizations through the Director of Fraternity & Sorority Life. Student Affairs and the University Police also maintain a working relationship with the Grambling City Police Department.

3. The University maintains contact with the Grambling City Police Department to collect crime statistics for the activities of other officially recognized student group's off-campus.
4. No provisions beyond normal local law enforcement efforts are made to monitor any other off-campus locations of student organizations other than those officially recognized by the University.

#### E. Alcoholic Beverages and Illegal Drugs

1. Students. Under University policy, students are subject to discipline for use, possession, or distribution of alcoholic beverages of any type on University premises except as expressly permitted by law and University regulations. Students are also subject to discipline for use, possession, or distribution of any narcotic or other controlled substance on University premises, at University activities, or on premises over which the University has supervisory responsibility pursuant to state statute or local ordinance, except as permitted by law and University regulations.
2. Employees. Under University policy, the University is a drug-free workplace. It is a violation of the University's Drug-Free Workplace policy for "employees to engage in the unlawful manufacture, distribution, dispensation, possession, and/or use of a controlled substance or alcohol at university workplace, or while engaged in university business off campus." Employees are subject to discipline for violating this policy. Enforcement of Laws. University Police enforce state alcohol laws and federal and state drug laws on the Grambling State University campus.

#### F. Emergency Response and Evacuation

1. Confirmation and Notice of Significant Emergency or Dangerous Situation
  - a. Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus, the University will notify the campus community using the procedures described in a University Procedure Handbook. The Procedure describes the process the University will use to confirm the emergency, determine the appropriate segment or segments of the campus community to receive a notification, determine the content of the notification, and initiate the notification system. The Procedure also lists titles of persons or organizations responsible for



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- b. carrying out this process as well as procedures for disseminating emergency information to the larger community.
  - c. The University will, immediately, and taking into account the safety of the community, determine the content of the notification, and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.
2. Testing of Procedures. The University will maintain procedures, to annually test the University's emergency response and evacuation procedures.

#### G. Missing Student Notification

1. Scope. This section applies only to students residing in on-campus student housing facilities.
2. Reporting a Missing Student. When a student has been missing for twenty- four hours, students, employees, and other individuals should make a report to the University Police (318-274-2222), to Housing & Residential Life (318-274-2504) Student Government Association (318-274-6115). Any person to whom a missing student report is made shall immediately refer the matter to the University Police.
3. Emergency Contact. Students who reside in on-campus student housing facilities have the option of identifying a contact person or persons whom the University shall notify within twenty-four hours of a determination that the student is missing, if the student has been determined missing by University Police. Students residing in on-campus student housing may register this information as directed in the Procedure. This contact information will be registered confidentially and will be accessible only to authorized campus officials. The information may not be disclosed outside the University except to law enforcement personnel in furtherance of a missing person investigation.
4. Students under 18. If a student is under 18 years of age and is not emancipated, in addition to notifying any contact person designated by the student, the University is required by law to notify a custodial parent or guardian within twenty-four hours of the determination that the student is missing.
5. Notifying Local Law Enforcement Agencies. The University will notify the surrounding law enforcement agencies when any student who lives in on-campus student housing has been determined to be missing for 24 hours.



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### H. Fire Safety Policies

1. Those residing in Housing & Residential Education and University Student Apartments facilities shall abide by restrictions and guidance contained in the applicable handbooks and/or contracts concerning electrical appliances, smoking, and open flames. Links to these handbooks and contracts are contained in and University Procedure Handbook.
2. The accompanying University Procedure Handbook describes any fire safety education and training provided to students and employees in the University's on-campus student housing facilities and the procedures these students and employees should follow in case of a fire.

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### IV. Rules, Procedures, Guidelines, Forms, and other Related Resources

- A. Rules
- B. Procedures – (Procedures Handbook: Campus Security)
- C. Guidelines
- D. Forms
- E. Other related resource materials.

### V. References

- A. Federal, State, and Local State Laws
  1. Federal Clery Act, 20 U.S.C. § 1092(f), 34 C.F.R. § 668.46
  1. Fire Safety Requirements, 20 U.S.C. § 1092(i), 34 C.F.R. § 668.49
  2. Missing Student Notification Requirements,
- B. Relevant University Regulations
  1. Plant Operations/Maintenance
  2. Key Policy





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3. Environmental Health and Safety
  
4. Use and Security of Property
  
5. Corrective Action and Termination Policy for Staff Employees
  
6. Drug-Free Workplace
  
7. Code of Faculty Rights and Responsibilities
  
8. Code of Student Rights and Responsibilities

## **VI. Contacts**

The designated contact officials for this Policy are:

- A. Policy Owner (primary contact person for questions and advice): Director of Public Safety (Chief of University Police Department)
  
- B. Policy Officer: University Compliance Administrator
  
- C. These officials are designated by the University President or designee, with the assistance of the Institutional Policy Committee, to have the following roles and authority, as provided in University Rule 1-001:

"A 'Policy Officer' will be assigned by the President for each University Policy, and will typically be someone at the executive level of the University (i.e., the President and his/her Cabinet Officers). The assigned Policy Officer is authorized to allow exceptions to the Policy in appropriate cases. .... "

"The Policy Officer will identify an 'Owner' for each Policy. The Policy Owner is an expert on the Policy topic who may respond to questions about, and provide interpretation of the Policy; and will typically be someone reporting to an executive level position (as defined above), but may be any other person to whom the President or a Vice President has delegated such authority for a specified area of University operations. The Owner has primary responsibility for maintaining the relevant portions of the Regulations Library; [and] bears the responsibility for determining - requirements of particular Policies. " University Rule