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## Availability of SOWELA Annual Security Report

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

SOWELA's Annual Security Report is made available to the general public via the Security section of the SOWELA website. A notice of the report's release and availability is disseminated electronically to all current students, faculty, and staff members; this notice includes the following direct link to the report:

<https://www.sowela.edu>

If necessary, a paper copy can be obtained by contacting the SOWELA Security Department at 337-274-9790. The Annual Security Report is also composed of a Daily Crime Log used to record alleged criminal incidents reported to the Security Department. Crime Log entries include *all* crimes reported to the Security Department, in addition to *Clery-Act* Crimes. SOWELA Technical Community College provides the Daily Crime Log in a hard copy format for all criminal incidents reported to the Security Department within the 60-day period prior to October 1 annually. Requests for data can be made on-site during normal business hours at the SOWELA Security Department (Charleston Building) located on the main campus at 3820 Sen. J Bennett Johnston Avenue, Lake Charles, LA 70615.

## Legal Requirements of the Campus Security (Jeanne Clery) Act

The *Campus Security Act* (also known as the *Jeanne Clery Act*) requires colleges and universities to:

- Publish an annual report every year by October 1 that contains three years of campus crime statistics and certain campus security policy statements;
- Disclose crime statistics for the campus, public areas immediately adjacent to the campus, and certain non-campus facilities and remote classrooms. The statistics must be gathered from campus security, local law enforcement, and other College officials who have "significant responsibility for student and campus activities;"
- Provide "timely warning" notices of those crimes that have occurred and pose an ongoing "threat to students and employees;"
- Disclose in a public crime log "any crime that occurred on campus...or within the patrol jurisdiction of the campus security."

It should be noted that SOWELA does not have off-campus student clubs/organizations. While SOWELA student clubs/organizations may conduct activities off-campus, College regulations require the approval of the College administration and the presence of a faculty/staff advisor(s) at all such activities. These advisors serve as monitors for such events and can notify the appropriate law enforcement authorities of any criminal activity.

The Executive Director of Facilities and the SOWELA Security Department is responsible for preparing and distributing this report, this is compiled through a cooperative effort with other departments and agencies including the Executive Director of Enrollment Management & Student Affairs, the Lake Charles Police Department, the Louisiana State Police, and the Calcasieu Parish Sheriff's Office for the Lake Charles campus. Other campus reports are compiled through the assistance of the local law enforcement agencies within that campus' jurisdiction.

## **SOWELA SECURITY DEPARTMENT**

The Security Department is charged with the responsibility for on-campus security, safety, emergency services, traffic, and parking. The Department is located in the Charleston Building. The Department operates on a schedule that encompasses College operating hours and employs full-time, non-commissioned support staff.

### **Co-ordination of law enforcement efforts with other agencies**

SOWELA maintains Memoranda of Understanding and Operational Agreements with local, parish, and state law enforcement agencies. The SOWELA Security Department will investigate all criminal activity and incidents committed on SOWELA property. In the event of an emergency or crisis on campus that poses an immediate threat to the health or safety of SOWELA students, faculty, staff, or visitors, the College will call upon the Calcasieu Parish Sheriff's Department as the primary agency to assist in handling major crimes/incidents occurring on SOWELA campus property. The Louisiana State Police will provide additional forensics and investigative support in handling suspicious persons and major incidents. The Lake Charles Police Department (LCPD) will provide extra assistance as needed. LCPD, as the primary assisting law enforcement agency, may coordinate with other assisting law enforcement agencies and emergency responders, and designate operational responsibility as needed to assist in managing the incident or the parties clarify agency jurisdiction and the collaborative roles and responsibilities of each agency as required by the Higher Education Act (HEA), amended July 2010. All other campuses located in the surrounding parishes have a MOU with their perspective local law enforcement agencies. These agencies include: Allen Parish Sheriff's Office, Oakdale Police Department, Jennings Police Department and Jeff Davis Parish Sheriff's Office.

### **Campus Security Authorities (CSA)**

The *Jeanne Clery Act* (and its accompanying guidance from the Department of Education) considers certain personnel members at colleges and universities to be *Campus Security Authorities (CSA)*. In addition to all members of an institution's campus security department, Campus Security Authorities also include:

- 1) Any individual or individuals who have responsibility for campus security but who are not part of the campus Security Department (e.g., an individual who is responsible for monitoring the entrance into college/university property).
- 2) Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.





## SOWELA's Crisis Communication Team

The SOWELA Crisis Communication Team is the group charged with executing the College's emergency response and evacuation procedures in the event of an emergency on campus. The Team is led by the Chancellor and includes the following personnel:

- Chancellor
- Vice Chancellor of Academic Affairs
- Vice Chancellor of Finance
- Executive Director of Facilities
- Manager of Security
- Executive Director of Enrollment Management & Student Affairs
- Chief Information Resources & Technology Officer

## Distribution of Information to the Public

Taking into account the safety of the general community, efforts to assist victims, and actions in progress to respond to an emergency, the Chancellor may direct SOWELA's Office of Institutional Advancement to provide information to various local and regional news/media outlets as necessary to assist in the safety and security of the general community at large.

## SAFETY POLICIES

SOWELA makes every effort to ensure that the campus facilities, buildings and grounds are designed and maintained in such a way to promote safety and reduce criminal opportunity. Particular attention is paid to landscaping and exterior lighting.

### • Use and Security of College Facilities

- With the exception of events open to the general public and advertised as such, SOWELA's facilities and programs are generally reserved for accomplishing the objectives and programs of the college. As an institution of higher education funded by the State of Louisiana, SOWELA is considered public property; however, access is reserved for those who have legitimate business with the College (students, faculty/staff, authorized visitors, etc.) and who have not been restricted from campus (e.g., recipients of disciplinary suspensions). Visitors and groups not affiliated with SOWELA seeking to utilize College facilities are expected to make prior arrangements with the appropriate office.

Authorization to use SOWELA facilities is determined by current college regulations.

During normal operating hours, campus buildings are available to the public. Security-sensitive and non-public areas (such as some offices) may have access restricted to authorized personnel even during normal operating hours. After business hours, when College offices are closed but weekend/evening classes are being held, certain areas within buildings are locked, requiring personnel to have the proper

identification for entry. When the College is closed for the night and during holidays, all campus buildings are locked. SOWELA Security, Facilities, and Information Technology personnel have full access to campus facilities during both regular and non-business hours for security, technology and maintenance purposes. Security and Facilities personnel wear uniforms clearly identifying them as SOWELA employees. SOWELA currently does not have residential facilities for students

- **Academic and Administrative Buildings**

- Academic and administrative buildings are secured by SOWELA's Security Department personnel. Hours of security may vary from building to building, depending upon use. These buildings contain fire safety equipment that includes smoke detectors and/or heat sensors that activate the central fire alarm system.

- **Weapons Policy**

- SOWELA prohibits the possession or use of a dangerous weapon by students, employees, or visitors while on campus. If you observe a person on campus with a firearm or other deadly weapon, contact Security immediately. If a person is threatening someone, call 911 immediately.

- **Sales or Use of Illegal Drugs**

- SOWELA complies with all federal and state laws which prohibit the use, possession, and sale of illegal drugs. SOWELA is a drug-free zone under Louisiana law and will not shield any student, employee, or visitor from action by civil authorities.

- **Sales or Use of Alcoholic Beverages**

- SOWELA complies with all federal and state laws which regulate the sale and use of alcohol. The College neither condones nor shields from prosecution any individual found in violation of Louisiana Alcoholic Beverage Control laws. LRS 14:93.11 prohibits the purchase, possession or consumption of alcoholic beverages by those less than 21 years of age.

## **TIMELY WARNINGS**

It is the policy of SOWELA and its Security Department to keep the campus community informed of serious incidents. Working in conjunction with other College departments, the Security Department will issue safety bulletins in a timely manner to the campus community about crimes in and around the campus. When the department 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 E-mail and the campus' Smart Notice Emergency Notification System.

A Crime Alert will also be posted to the SOWELA Security Website. The Safety Bulletin and Crime Alert will contain the following information:

- **Type of incident**
- **Time of the incident**
- **Location of the incident**
- **Summary of the incident**
- **Safety tips**



## **SAFETY PROGRAMS**

SOWELA uses a variety of means to inform students and employees about campus security, crime prevention, and personal safety principles applicable on- or off-campus. The College and the Security Department offer programs on general safety, safeguarding your identity, etc. Students and employees may report to the Security Department for individual personal safety issues.

## **SEXUAL ASSAULT POLICY**

When reporting a sexual assault, confidentiality is vital. Sexual assault is an act of violence in which a person subjects a victim to contact of a sexual nature against the victim's will. It is an illegal act on the SOWELA campus. Sexual assault includes rape, assault to commit rape, sexual battery, aggravated sexual battery, object rape, statutory rape, sodomy, aggravated sodomy, public indecency, and stalking. Sexual assault, in its various forms, is defined under Louisiana law.

### **Procedures**

1. Students should immediately report incidents of sexual assault to the SOWELA Security Department, Director of Student Services, or the Executive Director, Enrollment Management & Student Affairs.

2. Students will be assisted in seeking counseling and follow-up medical care, addressing academic concerns, and reporting incident(s) to the appropriate authorities. It is crucial that a victim receive prompt medical attention. For medical and counseling services, contact the Louisiana Rape Crisis Center 24-hour crisis line at (800) 656-HOPE (4673).

3. A victim of sexual assault should preserve any evidence that can be used to prove an occurrence of sexual assault. Victims are advised to consult law enforcement officials before showering, bathing, changing, or laundering clothing worn during an assault. Even if a victim bathes, showers, or somehow compromises evidence, the victim should report the assault. Valuable information can still be obtained by an investigation conducted from remaining evidence taken from a victim's person.

4. After a sexual assault is reported, campus personnel should take reasonable and necessary steps to secure the crime scene and protect the victim.

### **Rights and Responsibilities of the Victim**

1. A report of sexual assault is treated seriously, and the victim treated with dignity. Campus organizations/personnel who deal with sexual assaults should be contacted to assist the victim.

2. A victim has the right to have the alleged sexual assault(s) investigated and adjudicated by the duly constituted criminal and civil authorities of the governmental jurisdiction where the alleged incident(s) occurred, and to full and prompt cooperation and assistance of campus personnel in notifying the proper authorities. Campus disciplinary proceedings are held in addition to these procedures.



## SEX OFFENDER STATEMENTS

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

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 education in 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 institutions; it requires state law enforcement agencies to provide SOWELA with 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 law cited above. Information about any such registered individual affiliated with SOWELA may be found at the public SOCPR website:

<http://www.lsp.org/socpr/default.html>

In addition to the amendments previously mentioned, the CSCPA also amends the *Family Educational 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 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 institutions; it requires state law enforcement agencies to provide SOWELA with a list of registered sex offenders who have indicated that they are enrolled, employed, or carrying on a vocation at the College.

## CRIME STATISTICS

The SOWELA Security Department complies with the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act*. Campus crime, arrest, and referral statistics include those incidents reported to the SOWELA Security department, designated campus officials, and local law enforcement agencies. These statistics may also include crimes that have occurred in private residences or businesses, and is not required by law.

The Lake Charles Police Department, Calcasieu Parish Sheriff's Department, Allen Parish Sheriff's Office, Oakdale Police Department, Jennings Police Department, Jeff Davis Parish Sheriff's Office assist SOWELA Security as necessary with crimes that occur within the geographical confines of SOWELA's campuses. However, within the *Public Property* reporting category, crimes occurring in locations that are adjacent to or easily accessible from the campus fall under the direct jurisdiction of each of the law enforcement agencies listed above.

Because of the reporting standards utilized by that agency, the statistics for those areas cover geographical patrol zones and subzones which are far larger than the adjacent-area standard required by the *Jeanne Clery Act*. For details on crimes occurring within those non-campus areas, please review the websites of the agencies listed and review their *Crime Statistics for their individual jurisdictions*.

SOWELA currently does not have residential facilities for students either on- or off-campus. The SOWELA Security Department currently reports crime statistics to the U.S. Department of Education, and continual efforts are made to inform the SOWELA community of matters that affect their personal safety and well-being. SOWELA believes that an informed public is a safer public.

For the Security Department, please visit our website at [www.sowela.edu](http://www.sowela.edu) or call us at (337) 274-9790.

The following SOWELA statistics are provided for your information, in compliance with the 1998 provisions of the Student Right-To-Know and Campus Security Act (*Jeanne Clery Act*). An attempt has been made with each law enforcement agency within SOWELA campus jurisdictions to respond to a request for the required crime statistics. However, some agencies did not reply to the request for this information.

## Crime Statistics

### Lake Charles Campus

#### Selected Crimes

Calendar Year

(January 1-December 31)

	<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>Murder/ Non-negligent Manslaughter</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Negligent Manslaughter</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Sex Offenses – Forcible</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Sex Offenses – Non-Forcible</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Robbery</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Aggravated Assault</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Burglary</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Motor Vehicle Theft</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Arson</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Hate-Base Crimes</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Illegal Weapons Possessions</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Drug Law Violations</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Liquor Law Violations</b>	<b>0</b>	<b>0</b>	<b>0</b>

The *Jeanne Clery Act* requires higher education institutions to collect and post Campus Crime Statistics (CCS). Statistics noted above represent actual reporting to the United States Department of Education. Note: These statistics are for on-campus incidents only. They do not reflect occurrences at locations considered non-campus or public property. Non-campus locations are defined as any building or property owned or controlled by the school that is not within the same reasonable contiguous area, is used in direct support of or in relation to the school's educational purpose and is frequently used by the students. Public property includes thoroughfares, streets, sidewalks, and parking facilities within the same campus or immediately adjacent to and easily accessible from the campus.

## Crime Statistics

Morgan Smith

Selected Crimes

Calendar Year  
(January 1-December 31)

	2016	2017	2018
<b>Murder/ Non-negligent Manslaughter</b>	0	0	0
<b>Negligent Manslaughter</b>	0	0	0
<b>Sex Offenses – Forcible</b>	0	0	0
<b>Sex Offenses – Non-Forcible</b>	0	0	0
<b>Robbery</b>	0	0	0
<b>Aggravated Assault</b>	0	0	0
<b>Burglary</b>	0	0	0
<b>Motor Vehicle Theft</b>	0	0	0
<b>Arson</b>	0	0	0
<b>Hate-Base Crimes</b>	0	0	0
<b>Illegal Weapons Possessions</b>	0	0	0
<b>Drug Law Violations</b>	0	0	0
<b>Liquor Law Violations</b>	0	0	0

The *Jeanne Clery Act* requires higher education institutions to collect and post Campus Crime Statistics (CCS). Statistics noted above represent actual reporting to the United States Department of Education. Note: These statistics are for on-campus incidents only. They do not reflect occurrences at locations considered non-campus or public property. Non-campus locations are defined as any building or property owned or controlled by the school that is not within the same reasonable contiguous area, is used in direct support of or in relation to the school's educational purpose and is frequently used by the students. Public property includes thoroughfares, streets, sidewalks, and parking facilities within the same campus or immediately adjacent to and easily accessible from the campus.

## Crime Statistics

Oakdale

(As of July 1, 2018)

Selected Crimes

Calendar Year

(January 1-December 31)

	<b>2018</b>
<b>Murder/ Non-negligent Manslaughter</b>	<b>0</b>
<b>Negligent Manslaughter</b>	<b>0</b>
<b>Sex Offenses – Forcible</b>	<b>0</b>
<b>Sex Offenses – Non-Forcible</b>	<b>1</b>
<b>Robbery</b>	<b>0</b>
<b>Aggravated Assault</b>	<b>0</b>
<b>Burglary</b>	<b>0</b>
<b>Motor Vehicle Theft</b>	<b>0</b>
<b>Arson</b>	<b>0</b>
<b>Hate-Base Crimes</b>	<b>0</b>
<b>Illegal Weapons Possessions</b>	<b>0</b>
<b>Drug Law Violations</b>	<b>0</b>
<b>Liquor Law Violations</b>	<b>0</b>

The *Jeanne Clery Act* requires higher education institutions to collect and post Campus Crime Statistics (CCS). Statistics noted above represent actual reporting to the United States Department of Education. Note: These statistics are for on-campus incidents only. They do not reflect occurrences at locations considered non-campus or public property. Non-campus locations are defined as any building or property owned or controlled by the school that is not within the same reasonable contiguous area, is used in direct support of or in relation to the school's educational purpose and is frequently used by the students. Public property includes thoroughfares, streets, sidewalks, and parking facilities within the same campus or immediately adjacent to and easily accessible from the campus.

## **DRUG AND ALCOHOL AWARENESS**

### **Substance Abuse Policy**

This information is provided pursuant to the Student-Right-To-Know Act. The mission of SOWELA is to provide traditional, distance, and lifelong learning experiences and awards associate degrees, technical diplomas, and certificates that empower learners in transfer, career, and technical education to excel as globally competitive citizens. In order to comply with the mission of our campus, the illegal use of drugs or alcohol by any member of the SOWELA community is prohibited. Louisiana law prohibits the consumption, possession, distribution, possession with intent to distribute, or manufacture of drugs described as dangerous controlled substances in the Louisiana Revised Statute 40:964, as well as the illegal possession and/or consumption of alcohol.

Counseling and support services are available through Student Services which is located in the Magnolia Building. This service is for students who are experiencing alcohol and/or other drug problems. Students who have substance abuse problems which require in-patient or specialized out-patient drug treatment are also encouraged to visit Student Services located in the Magnolia Building.

### **Conduct Prohibited by the College**

Students and employees are responsible for knowing and abiding by the provisions of Louisiana and federal law that make it a crime to possess, consume, possess with intent to distribute, dispense, or manufacture drugs, including alcohol, except as provided for by law. Any member of the campus community who violated state or federal law, either on property owned or controlled by SOWELA shall be considered in violation of SOWELA policy. The College will take disciplinary action against any student or employee whose conduct is deemed to affect the College's interest as an academic community.



## **CAMPUS SAFETY**

### **Emergency Communications**

In the event of an emergency, SOWELA will communicate vital information as quickly and efficiently as possible in a manner that provides the greatest safety for the College community. One or more of the following communication tools will be used to notify students, faculty, and staff:

- Website notices posted on SOWELA's home page; Smart Notice notification system; employee/student email system;
- News Media including local radio and TV stations.

Additionally, SOWELA has incorporated the use of SmartNotice, an electronic notification system, to provide free emergency notifications. This service offers communication through a variety of means – text messages sent to mobile communication devices, phone calls, and messages sent to school/personal E-mail accounts – to inform students, faculty and staff in the event of a crisis situation. Students are enrolled upon registration and faculty and staff are enrolled upon hiring. Smart notice sign up is located at:

<https://public.coderedweb.com/CGE/CF7B93E685AA>

### **Emergency Preparedness Plan**

SOWELA has an Emergency Preparedness Plan in place that includes procedures to ensure an immediate response to crisis situations. An Emergency Preparedness Plan is posted in every building at SOWELA. All crisis communication equipment is tested and evaluated on a regular basis.