

# **NORTHSHORE TECHNICAL COMMUNITY COLLEGE**



## **ANNUAL COLLEGE SAFETY AND SECURITY REPORT 2019**

### **Campuses:**

Sullivan Campus  
Hammond Campus  
Florida Parishes Campus  
Lacombe Campus

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## Availability of NTCC's 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 Northshore 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.

NTCC's annual security report is made available to the general public via the Facilities & Safety section of NTCC's website. A notice of the report's release and availability is disseminated electronically to all current students, faculty, and staff members; this notice includes a direct link to the report located on the NTCC website.

<http://www.NorthshoreCollege.edu>

If necessary, a paper copy can be obtained by contacting Northshore Technical Community College's Department of Public Safety at 985-545-1235, or by Email at [kellyperrin@northshorecollege.edu](mailto:kellyperrin@northshorecollege.edu)

The Annual Security Report is also composed of a Daily Crime Log used to record alleged criminal incidents reported to campus police or security departments. Crime log entries include *all* crimes reported to campus security, in addition to *Clery-Act* Crimes. Northshore Technical Community College provides the Daily Crime Log in a hard copy format for all criminal incidents reported to the Department of Public Safety Department within the 60-day period prior to October 1 annually. Requests for data can be made on-site during normal business hours at NTCC's Department of Public

Safety located on the Lacombe Campus at 65556 Centerpoint Blvd. Lacombe, LA 70445 or requested at additional locations including: Hammond Area Campus 111 Pride Drive, Hammond, LA 70401, Florida Parishes Campus 7067 Hwy 10 (P.O. Box 1300), Greensburg, LA 70441, Sullivan Campus 1710 Sullivan Drive, Bogalusa, LA 70427.

## **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:

1. Publish an annual report every year by October 1 that contains three years of campus crime statistics and certain campus security policy statements;
2. 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 must be gathered from campus police or security, local law enforcement, and other college officials who have “significant responsibility for student and campus activities;”
3. Provide “timely warning” notices of those crimes that have occurred and pose an ongoing “threat to students and employees;”
4. Disclose in a public crime log “any crime that occurred on campus...or within the patrol jurisdiction of the campus police or the campus security department and is reported to the campus police or security department.”

It should be noted that NTCC does not have off-campus student clubs/organizations. While NTCC 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 Northshore Technical Community College (NTCC) Department of Public Safety is responsible for preparing and distributing this report, which is compiled through a cooperative effort with other departments and agencies such as the Director of Facilities, Associate Provost of Student Affairs, the campus security, and the local law enforcement agencies within the college’s jurisdiction.

We encourage members of the Northshore Technical Community College community to use this report as a guide for safe practices both on and off campus.

## **NORTHSHORE TECHNICAL COMMUNITY COLLEGE DEPARTMENT OF PUBLIC SAFETY**

NTCC’s Department of Public Safety is charged with the responsibility for on-campus security, safety, law enforcement, emergency services, traffic, and parking. The department operates on a schedule that encompasses college operating hours and non-commissioned support staff and coordinates with local law enforcement officials. This department consists of the Director of

Facilities, Associate Provost of Student Affairs, Student Services personnel, campus security staff, and Deans of Campus Administration.

### **Coordination of law enforcement efforts with other agencies**

In the event of an emergency or crisis on campus that poses an immediate threat to the health or safety of NTCC's students, faculty, staff, or visitors, the college will call upon the **local police department or "911"** as the primary agency to assist in handling major crimes/incidents occurring on NTCC campus property. The Louisiana State Police could provide additional forensics and investigative support in handling suspicious persons and major incidents. The local police departments, 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 emergency. NTCC's campus security personnel do not have the authority to arrest individuals. NTCC has reached out to our local law enforcement agencies but we do not have any MOU's with them currently.

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

The *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 staff, 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 staff or safety coordinators (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.
- 3) An official of an institution who has significant responsibility for student and campus activities, including (but not limited to) student housing, student discipline, and campus judicial proceedings.

An **official** is further defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution. Examples of CSAs include (but are not limited to) the Deans of Campus Administration, Student Affairs Officers, Associate Provosts/Vice Chancellors, and faculty/staff advisors of student clubs/organizations. Pastoral counselors and professional counselors functioning within the scope of those roles are *not* considered to be CSAs. A listing of individuals NTCC identifies as its Campus Security Authorities is maintained by the College's Department of Public Safety.

#### **CSAs for Northshore Technical Community College**

Main Campus: Lacombe, **Owen Smith**, Campus Dean

Additional campuses: Sullivan, **Remy Williams**, Assistant Director of Student Affairs

Hammond, **Beth Froeba**, Assistant Director of Student Affairs; Florida Parishes, **April**

**Lavergne**, Director of Disabilities and Student Services Coordinator.

#### **Encouragement of Prompt Reporting**

It is the policy of Northshore Technical Community College that *all* crimes be promptly reported to campus security authorities, and/or other law enforcement agencies as appropriate. Additionally, NTCC's policy is reflected in the statements posted on various informational materials (including this document's section on *Reporting Crime or Emergencies*, below) which encourage faculty, staff, and students to immediately report all suspicious activity to campus security or local authorities.

### **Reporting Crime or Emergencies**

Anyone who is involved in an emergency situation, is the victim of a crime, or witnesses any criminal activity while on NTCC's campus should notify NTCC's Department of Public Safety as soon as possible.

Students can also personally notify any uniformed NTCC security personnel on-campus, or any of the individuals NTCC has designated as a Campus Security Authority (CSA) as defined under the Jeanne Clery Act. Off-campus crimes may be reported to their local law enforcement agencies listed above, for each campus location, these law enforcement agencies can be reached by dialing 911.

Crimes should be reported promptly to Northshore Technical Community College to ensure inclusion in annual crime statistics and to aid in providing timely warnings to the community when appropriate. Reports of crimes made to non-law-enforcement CSAs are forwarded to NTCC's Department of Public Safety for appropriate action. Individuals who wish to file a report of criminal activity should note that while NTCC's Department of Public Safety accepts reports made anonymously, local authorities will be contacted and are legally bound to investigate and take appropriate enforcement action on any criminal activity reported. Additionally, since all police reports are public records under state law, NTCC's Department of Public Safety cannot hold reports of crime in confidence.

## **STATISTICS FROM LOCAL LAW ENFORCEMENT AGENCIES**

Northshore Technical Community College made a good-faith effort requesting the crime statistics from the local law enforcement agencies in the geographic areas of each campus. NTCC has not received any of the crime statistics at this time. Upon request, NTCC can provide documented efforts to prove its attempt to collect data. Law enforcement links:

<http://www.bogalusa.org/department/index.php?structureid=19>, <http://wpsola.gov/> (Washington Parish) (Sullivan Campus), <https://stps.com/> (Lacombe Campus), [http://www.hammond.org/?page\\_id=336](http://www.hammond.org/?page_id=336), <https://tpso.org/> (Hammond Campus), Greensburg Police Department (225-222-3142), <http://www.sthelenaso.org/> (Florida Parishes Campus).

# GENERAL EMERGENCY EVACUATION PROCEDURES

Northshore Technical Community College's *Emergency Preparedness Plan* provides detailed information on the college's procedures in responding to various emergencies and incidents; a printed copy of the plan is provided to each faculty and staff member of NTCC. The evacuation plans are located in each classroom and office on each campus which details a map of the building and evacuation routes.

## **Initial Reporting**

The Facilities staff and the Office of Public Safety actively monitors the campus for hazardous situations, as well as naturally-occurring conditions that can develop into emergencies, such as severe weather. Additionally, students, faculty, and staff are encouraged to report emergencies to NTCC's Office of Public Safety. Once a dangerous condition has been reported, police officers and/or personnel from NTCC's Office of Public Safety will immediately verify and evaluate the hazard, and report this information to the Chancellor of NTCC (for this section, the term "Chancellor" includes any appointed designee or authorized administrator, as in instances when the Chancellor is absent).

## **Determination of Notification**

Taking into account the safety of the college community, NTCC's Chancellor will, without delay, take the following actions:

1. Use the information reported to determine if the emergency is of significance to require notification to the campus and college community,
2. Determine the content of any such notification and who should be notified.
3. Authorize the activation of the institution's emergency notification systems and dissemination of the notification via those systems.
4. In the event of immediate or imminent physical injury or the potential of serious injury the Chief of the Public Safety Department may send emergency notifications or timely warnings which will aid in the safety and protection of any student or employee.

The Chancellor may decline to take any action or disseminate any information that, in his/her professional judgment, would compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

Northshore Technical Community College's *Emergency Preparedness Plan* provides detailed information on the college's procedures in responding to various emergencies and incidents; a printed copy of the plan is provided to each faculty and staff member of NTCC. The evacuation plans are located in each classroom and office on each campus which details a map of the building and evacuation routes.

## **NTCC's Crisis Communication Team**

The Northshore Technical Community College 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 college's Chancellor and includes the following personnel:

1. Chancellor
2. Provost & Vice Chancellor of Academic Affairs
3. Vice Chancellor of Finance & Administration
4. Director of Institutional Research & Effectiveness
5. Director of Facilities
6. Head Librarian
7. Deans of Campus Administration
8. Associate Provost of Student Affairs
9. Campus Security/Safety Coordinators
10. Director of Financial Aid
11. Director of IT

## **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 NTCC's Director of Institutional Research & Effectiveness 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.

## **Testing Procedures**

NTCC's Crisis Communications Team and/or the Department of Public Safety reviews the emergency preparedness plan annually. The resulting refinement of operational principles and procedures are then utilized in actual physical tests involving the campus' buildings, with each building being tested at least once a year. Tests of traffic evacuation procedures are periodically scheduled by implementing the procedures to divert traffic away from campus during high attendance periods/events. The details (dates, times, exercise parameters/conditions, etc.) and results of NTCC's tests and procedural reviews are available to the general public; they can be obtained by contacting the Department of Public Safety.

## **Safety Policies**

Northshore Technical Community College makes every effort to ensure that the campus facilities, buildings, and grounds are designed and maintained in such a way as 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, NTCC'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, NTCC 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 NTCC seeking to utilize college facilities are expected to make prior arrangements with the appropriate office. Authorization to use NTCC 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 become 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. NTCC security and facilities personnel have full access to campus facilities during both regular and non-business hours for security and maintenance purposes. Both departments' personnel wear uniforms clearly identifying them as NTCC college employees. NTCC currently does not have dormitories or residential facilities for students either on- or off-campus.

## **Academic and Administrative Buildings**

Academic and administrative buildings are secured by Department of Public Safety 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**

The use of weapons by NTCC's Department of Public Safety is governed by state law and departmental regulation. LRS 14:95.2 prohibits the possession or use of a dangerous weapon by students, employees, or visitors while on campus.

### **Sales or Use of Illegal Drugs**

Northshore Technical Community College complies with all federal and state laws which prohibit the use, possession, and sale of illegal drugs. NTCC 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**

Northshore Technical Community College 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 NTCC and its Department of Public Safety to keep the campus community informed of serious incidents. Working in conjunction with other college departments, the Department of Public Safety 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 Email and the campus' ECN Emergency Notification System. A Crime Alert will also be posted to the NTCC Facilities & Safety Website.

The Safety Bulletin and Crime Alert will contain the following information:

- **Type of incident.**
- **Time of the incident.**
- **Location of the incident.**
- **Description of the suspect(s).**
- **Summary of the incident.**
- **If possible, information that could help avoid a similar incident.**

If a crime or serious incident is reported to a non-security administrator, that administrator should notify the NTCC Department of Public Safety of the incident. Working with the reporting administrator and other campus officials, the Department of Public Safety will decide whether or not to issue a Safety Bulletin and/or Crime Alert.

## Safety Programs

NTCC 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/or the Department of Public Safety may conduct safety event semi-annually on a relevant topic (e.g., safeguarding identity, physical defense tactics, etc.). Additionally, various college brochures and publications such as this one include campus crime prevention and safety information. Students and employees may report to the Department of Public Safety for individual personal safety issues and advice. Finally, NTCC may post information on its social media outlets that addresses present issues of campus safety, based on current events and/or situations at other colleges and universities.

### Lighting

A group of administrators, security officers, and Facility Services personnel examines the campus on a daily basis to ensure adequate lighting. NTCC's Public Safety Department assesses any areas requiring lighting repairs and/or additional illumination, and submits these items to the appropriate department.

# Campus Sexual Violence Prevention Program

## Overview

Northshore 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 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, gender, race, sexual orientation, nation of origin, religion, age, disability, pregnancy, childbirth and related medical conditions, and the sickle cell trait. 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.

## 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.

Northshore 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 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 and/or Sheriff Department**

The Local Police and/or Sheriff Department is the primary investigative agency for crimes that occur on Northshore 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 or the Local Police or Sheriff Department.

Reporting a crime is the process of officially documenting what has occurred with the Law Officials. Following the report, an investigation may occur. During the investigation the Local Police or Sheriff Department may use discretion in informing survivors regarding the investigation's progress; however, survivors may contact the Local Police or Sheriff 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 Local Police or Sheriff Department has specialized training in the investigation of sex offenses and shall conduct all investigations of sexual offense incidents.

### **Reporting to the Office of Student Affairs**

If the alleged perpetrator of sexual violence is a student, survivors may report to the Office of Student Services, which administers the Student Judicial Code of Conduct. NTCC has a student judicial process for incidents of misconduct involving NTCC students.

Complaints of sexual violence and harassment may also be submitted to any one of the following Office of Student Services for Students, and Human Recourse for Employees, and/or Campus Security Staff. Staff may not be "Professionally Trained."

If there is enough evidence to go forward, a student judicial hearing may result. If a student is found in violation of the Student Judicial Code, 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.

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**

Northshore's Facilities Management 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.

NTCC Campus Security Staff are responsible for reporting crimes stat reports to the Director of Facilities 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. The Office of Student Affairs is responsible for notifying students of the Annual Report.

### **Education and Prevention**

Northshore provides education about sexual assault through orientation and follow-up programs for students, faculty, and staff. Northshore is in compliance with LCTCS Harassment policy # 6.011. In fall 2014, all supervisors will receive appropriate training to take leadership in implementing the policy. They will inform people under their direction of this policy and assume leadership in implementing the procedures. In spring 2015, Northshore will implement a comprehensive education program for students in conjunction with all LCTCS institutions. This program will encompass all legally required education components as set by the Campus SaVE Act.

## **Crime Statistics Report**

The NTCC Department of Public Safety 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 NTCC Department of Public Safety, 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 NTCC Campus local police departments assist NTCC as necessary with crimes that occur within the geographical confines of NTCC'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 agency.

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 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*.

NTCC currently does not have dormitories or residential facilities for students either on- or off-campus. The NTCC Department of Public Safety currently reports crime statistics to the U.S. Department of Education, and continual efforts are made to inform the NTCC community of matters that affect their personal safety and well-being – Northshore Technical Community College believes that an informed public is a safer public. For more information on the NTCC Department of Public Safety, please visit our website at [www.NorthshoreCollege.edu](http://www.NorthshoreCollege.edu) or call us at (985) 545-1500.

The following NTCC 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).

<b>Sullivan Campus</b>			
<b>SELECTED CRIMES</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>MURDER/NON NEGLIGENT MANSLAUGHTER</b>	0	0	0
<b>NEGLIGENT MANSLAUGHTER</b>	0	0	0
<b>SEX OFFENSE-FORCIBLE</b>	0	0	0
<b>SEX OFFENSE-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-BASED CRIMES</b>	0	0	0
<b>ILLEGAL WEAPONS POSSESSIONS</b>	0	0	0
<b>DRUG VIOLATIONS</b>	0	0	0
<b>LIQUOR LAW VIOLATIONS</b>	0	0	0

The Clery Act requires higher education institutions to collect and post Campus Crime Statistics. 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.

<b>Hammond Campus</b>			
<b>SELECTED CRIMES</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>MURDER/NON NEGLIGENT MANSLAUGHTER</b>	0	0	0
<b>NEGLIGENT MANSLAUGHTER</b>	0	0	0
<b>SEX OFFENSE-FORCIBLE</b>	0	0	0
<b>SEX OFFENSE-NON FORCIBLE</b>	0	0	0
<b>ROBBERY</b>	0	0	0
<b>AGGRAVATED ASSAULT</b>	0	0	0
<b>BURGLARY</b>	0	1	0
<b>MOTOR VEHICLE THEFT</b>	0	0	0
<b>ARSON</b>	0	0	0
<b>HATE-BASED CRIMES</b>	0	0	0
<b>ILLEGAL WEAPONS POSSESSIONS</b>	0	0	0
<b>DRUG VIOLATIONS</b>	0	0	0
<b>LIQUOR LAW VIOLATIONS</b>	0	0	0

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<b>Florida Parishes Campus</b>			
<b>SELECTED CRIMES</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>MURDER/NON NEGLIGENT MANSLAUGHTER</b>	0	0	0
<b>NEGLIGENT MANSLAUGHTER</b>	0	0	0
<b>SEX OFFENSE-FORCIBLE</b>	0	0	0
<b>SEX OFFENSE-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-BASED CRIMES</b>	0	0	0
<b>ILLEGAL WEAPONS POSSESSIONS</b>	0	0	0
<b>DRUG VIOLATIONS</b>	0	0	0
<b>LIQUOR LAW VIOLATIONS</b>	0	0	0

The Clery Act requires higher education institutions to collect and post Campus Crime Statistics. 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.

<b>Lacombe Campus</b>			
Campus opened February 2017			
<b>SELECTED CRIMES</b>		<b>2017</b>	<b>2018</b>
<b>MURDER/NON NEGLIGENT MANSLAUGHTER</b>		0	0
<b>NEGLIGENT MANSLAUGHTER</b>		0	0
<b>SEX OFFENSE-FORCIBLE</b>		0	0
<b>SEX OFFENSE-NON FORCIBLE</b>		0	0
<b>ROBBERY</b>		0	0
<b>AGGRAVATED ASSAULT</b>		0	0
<b>BURGLARY</b>		0	0
<b>MOTOR VEHICLE THEFT</b>		0	0
<b>ARSON</b>		0	0
<b>HATE-BASED CRIMES</b>		0	0
<b>ILLEGAL WEAPONS POSSESSIONS</b>		0	0
<b>DRUG VIOLATIONS</b>		0	0
<b>LIQUOR LAW VIOLATIONS</b>		0	0

The Clery Act requires higher education institutions to collect and post Campus Crime Statistics. 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 Northshore Technical Community College is to identify and meet the educational and workforce needs of our community through innovative, accessible, and dynamic programs. In order to comply with the mission of our campus, the illegal use of drugs or alcohol by any member of the Northshore Technical Community College 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 may be available at NTCC's Student Affairs Office for all full-time and part-time 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 a local rehabilitation facility. Information about local agencies is available in the Student Affairs Office on each of our campuses.

## **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 violates state or federal law, either on property owned or controlled by NTCC, or at such other locations in the community which affect the college's interest as an academic institution, shall be considered in violation of NTCC policy. The college will take disciplinary action against any student, faculty member, unclassified staff, classified staff, or other college employee whose alleged criminal conduct is deemed by responsible authority to affect the college's interest as an academic community. Students are also required to read and adhere to all rules and regulations outlined in the Student Handbook, which can be found on the college website. Students are encouraged to consult with the Student Affairs staff for additional information.

## **Drug Abuse and Alcohol Prevention Program**

Northshore Technical Community College is committed to ensuring that both faculty and staff are aware the risks that are associated with alcohol and drug use. Each Fall semester NTCC hosts wellness week which covers topics such as drug abuse, alcohol abuse, mental health, healthy eating, exercise, etc. In addition to wellness week, NTCC provides a database of online resources to assist students who may be experiencing difficulty with overcoming these and related issues.

# **Campus Safety**

## **Emergency Communications**

In the event of an emergency, NTCC will communicate vital information as quickly and efficiently as possible in a manner to provide 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 NTCC's home page; first call notification system; employee/student email system.
- News Media
  - Additionally, NTCC has incorporated the use of Emergency Notification System, an electronic notification system, to provide free emergency notifications. This service is optional and offers communication through a variety of means – text messages sent to mobile communication devices, phone calls, and messages sent to school/personal Email accounts – to inform students, faculty, and staff in the event of a crisis situation, emergencies, or campus closures. Everyone is encouraged to sign up at:

<https://www.northshorecollege.edu/notifications>

NTCC has an extensive Emergency Preparedness Plan in place that includes procedures to ensure an immediate response to crisis situations. An Emergency Preparedness Plan is provided to all faculty

and staff at Northshore Technical Community College. All crisis communication equipment is tested and evaluated on a regular basis.

## **Important Safety Tips**

Crime prevention means being aware of your environment and remaining alert to situations that could make you vulnerable to crime. It is impossible to list specific measures that will protect you from every threatening situation that may arise. Instead, we hope to teach you how to think "crime prevention" in day-to-day living. The suggestions presented should not be thought of as a list of crime prevention measures, but as examples and common-sense principles that will help you to make life safer and more secure.

**IF ANYTHING MAKES YOU “LOOK TWICE” OR FEEL UNCOMFORTABLE, CALL THE POLICE or 911. REPORT ANY UNUSUAL OR SUSPICIOUS ACTIVITY IMMEDIATELY.**

### **Protect Yourself**

Do not give your name, address, or phone number to strangers. If you have your name published in the local telephone directory, use only initials and do not list your address. At night, travel in frequently-used and well-lit areas. Avoid taking “shortcuts” that you may not be as familiar with or that may take you out of frequently-traveled areas. Walk facing traffic whenever possible. This increases awareness of potential traffic hazards and also reduces the possibility of being followed by someone in a vehicle. Avoid walking by the curb, near buildings, or close to shrubbery. Walk in the middle of the sidewalk with confidence. If you feel threatened or suspect that you are being followed, walk toward lighted areas where there are people. Look over your shoulder frequently - this lets the follower know that you are aware of both his presence and your surroundings.

### **Protect Your Car**

Keep your car in good working order and the gas tank at least half full. When riding in a car, keep the doors locked. Do not park in isolated, dark places if these areas can be avoided. Park where the car will be well-illuminated, and if possible, where people will also be about. Lock your car and take the keys with you. Many car burglaries and car thefts occur because the owner did not take the time to secure the car. Don't make your vehicle a target of opportunity by leaving it unlocked.

Do not leave valuable items unattended in your car. Place expensive items such as cameras, packages, and even textbooks out of sight in the locked trunk. Upon returning to your car, have your keys ready as you approach your vehicle. Check the back and front seats to make sure that the car is empty before you get in.

### **Protect Yourself While Driving**

If you get a flat, drive carefully on it until you reach a safe, well-lit, and well-traveled area. If your car breaks down, put the hood up and the hazard lights on...stay inside the car with the doors locked. Use flares as roadside markers if you have them and it is safe to deploy them. If someone stops to help, don't get out of your car. Roll down the window slightly and ask the person to contact the police or a tow service. Never stop to assist a stranger whose car has broken down. Instead, call the police for help. Exercise extra caution when using underground and enclosed parking areas. Try not to enter alone.

If you are being followed, don't drive home. Go to the nearest police or fire station and honk your horn. If that is not possible, drive to an open gas station or other business where you can safely contact the police. Don't leave your car unless you are certain you can make it inside the building safely. If possible, try to obtain the license plate number and the description of the vehicle following you.

### **Protect Yourself in Public Areas**

Do not leave personal property unattended in public areas such as the library and classrooms...not even "just for a minute." Do not carry more cash than you need. Avoid "flashing" your cash in public. Avoid carrying both your identification cards and checks in your wallet. Keep them separate: I.D.s in your wallet in one pocket and your checkbook in another pocket. Do not write your PIN number down – this helps prevent a thief from gaining access to that number if you do lose your checkbook or bankcard.

Carry your purse or your backpack close to your body, and keep a tight grip on it. Mark items that you normally take to class, such as textbooks, backpacks, and calculator, with either your name or school ID number. Keep a list of your credit cards, identification cards, and checking account numbers. If they are stolen or lost, you will have a list of numbers to provide to the police. Remember that you must contact not only the police, but also all of the credit card companies and banks with which you do business. Make these notifications immediately. Keep and maintain a working cellular telephone...it is an excellent way to remain in touch and summon help in an emergency.

### **Personal Security at the Office**

1. Never leave your purse, backpack, or briefcase in plain view.
2. Personal property should be marked with your driver's license number.
3. Don't leave cash or valuables at the office.
4. If you work alone or before/after normal business hours, keep the office door locked.
5. If you work late, try to find another worker or call for a security escort when exiting the building.
6. Be alert for pickpockets on crowded elevators.
7. Be aware of escape routes for emergencies, and post phone numbers of the campus police near telephones.
8. Be extra careful in stairwells and restrooms.
9. In an elevator, stand near the controls and locate the emergency button.
10. If you are assaulted while in an elevator, hit the emergency or alarm button and press as many floor buttons as possible.

### **If you are Attacked**

1. Keep your head.
2. Stay as calm as possible, think rationally, and evaluate your resources and options.
3. It may be more advisable to submit than to resist and risk severe injury or death. You will have to make the appropriate decision based on the circumstances. Be especially careful if your attacker has a weapon.
4. Continue to assess the situation as it develops.
5. If one strategy doesn't work, try another.

6. Possible options in addition to nonresistance include negotiating, stalling for time, distracting the assailant and fleeing to a safe place, verbal assertiveness, screaming to attract attention, and physical resistance.
7. Stay alert and observant so that you can better describe your attacker(s) and the assault to the police.

### **After an Attack**

1. Go to a safe place and call the police.
2. The sooner you make the report, the greater the chances the attacker will be caught.
3. Do not destroy any clothing you were wearing at the time of the assault.
4. Do not disturb anything in the area where the assault took place.
5. Write down a description of the attacker and the circumstances of the assault. Police will need all the information they can get about the assailant.

### **Know How to Call for Help**

The following guidelines apply to emergency conditions on campus. It is not possible to establish procedures for every type of emergency, but these guidelines cover many emergency or hazardous situations. Please review them frequently so that you will be prepared in an emergency.

- **FIRE ALARMS** - If you hear a fire alarm, you must leave the building immediately. In multistory buildings, do not use the elevator; exit via the stairway. Cooperate with all staff members and other authorities. Do not reenter the building until you are given permission to do so by a police officer, fire fighter, or staff member.
- **BOMB THREATS** - Notify the police at once if you receive a bomb threat. Try to be as specific as possible when relaying what the caller said.
- **MEDICAL EMERGENCIES** - For any situation requiring emergency medical assistance on campus, call 911.
- **MOTOR VEHICLE ACCIDENTS** - State statutes require that the police be notified of any motor vehicle accident resulting in personal injury or property damage in excess of \$500.00. Accidents on campus should be reported to the local Police Department or 911.