



bossier parish  
community college

EMBRACING • EDUCATING • EMPOWERING

# 2020 ANNUAL COLLEGE SAFETY & SECURITY REPORT

Campus Crime Report:  
2018-2020 Statistics with Required Clery Act Policies

**Office of Campus Police**  
**6220 East Texas Street**  
**Bossier City, LA 71111**  
**318-678-6195**  
**318-678-6318**  
**bpcc.edu**

Bossier Parish Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas, and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Bossier Parish Community College. • Bossier Parish Community College does not discriminate on the basis of race, color, national origin, gender, age, religion, qualified disability, marital status, veteran's status, or sexual orientation in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations. Bossier Parish Community College does not discriminate in its hiring or employment practices. • Coordinator for Section 504 and ADA: Angie Cao, Student and Disability Services Specialist - Disability Services, 6220 East Texas Street, Bossier City, LA 71111 - (318) 678-6511 - [acao@bpcc.edu](mailto:acao@bpcc.edu) - 8:00 a.m.–4:30 p.m. M-F, excluding holidays and weekends. • Equity/Compliance Coordinator: Teri Bashara, Director of Human Resources - Human Resources Office, 6220 East Texas Street, Bossier City, LA 71111 - (318) 678-6056 - 8:00 a.m.–4:30 p.m. M-F, excluding holidays and weekends.

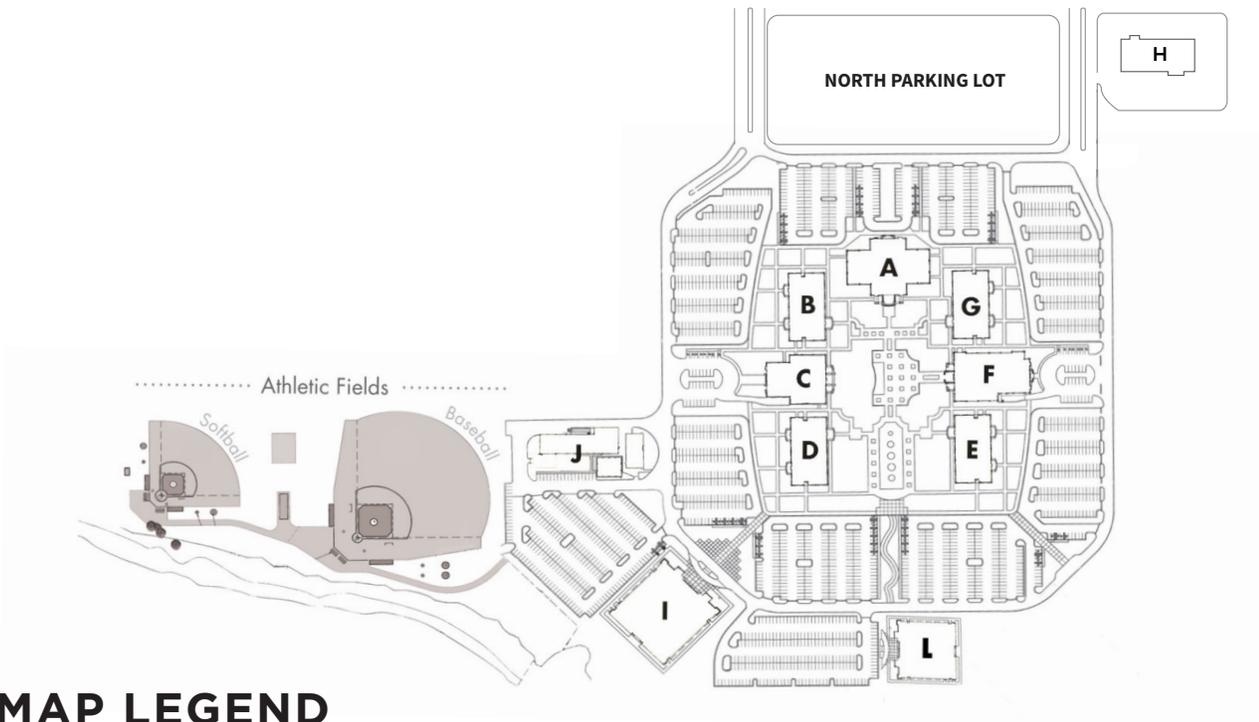
A list of the web links for all of the Gainful Employment (GE) Programs can be found at: <http://www.bpcc.edu/academics/gainfulemployment/index.html>.

It will include important information about the educational debt, earnings, and completion rates of students who attended these GE programs.



# CAMPUS MAP

## ANNUAL SECURITY REPORT



### MAP LEGEND

**BUILDING A**

Administration  
Donna Service Gallery  
Human Resources  
Innovative Learning  
Institutional Research & Grants  
Learning Commons  
Library  
Tutoring Center  
Public Relations  
Recruiting

**BUILDING B**

Science & Allied Health

**BUILDING C**

Performing Arts Theatre  
Music

**BUILDING D**

BPCC Testing Center  
College Transition Programs  
Communication & Performing Arts  
Educational Technology  
Workforce Development & Continuing Education

**BUILDING E**

Behavioral & Social Sciences  
Technology, Engineering, & Mathematics

**BUILDING F**

Emmett E. Cope Student Services Building  
Academic Advising Center  
Admissions  
Bookstore  
Business Office  
Campus Police

**BUILDING G**

Career Services Center  
Culinary Arts  
Disability Services  
Financial Aid  
Student Life

**BUILDING H**

Business  
Computer Services  
Liberal Arts  
Technology, Engineering, & Mathematics

**BUILDING I**

Science, Nursing, & Allied Health  
**BUILDING I**  
Health & Physical Education Complex

**BUILDING J**

Plant Maintenance  
Purchasing

**BUILDING L**

Center for Advanced Manufacturing & Engineering Technology

# TABLE OF CONTENTS

<b>Introduction: Campus Safety and Security</b> .....	<b>4</b>
<b>Overview of Campus Police</b> .....	<b>5-6</b>
Campus Police Mission Statement and Purpose	
Policy Authority and Jurisdiction	
Campus Police Services	
<b>Reporting</b> .....	<b>7-9</b>
Crimes and Emergency Situations	
Issuing Timely Warnings	
Security and Access to College Property	
Emergency Evacuation Procedure	
<b>College Policies</b> .....	<b>10-24</b>
Weapons	
Violent Outbreak on Campus	
Active Shooter	
Major Disaster Plan: Lockdown or Evacuation	
Emergency Notification System	
Missing/Endangered Persons	
Title IX	
Sexual Harassment	
Hazing	
Alcohol and Drug-Free Campus	
<b>Crime Prevention Tips</b> .....	<b>25-26</b>
<b>Crisis Intervention &amp; Referral Policy</b> .....	<b>27</b>
<b>Community Resources</b> .....	<b>28</b>
<b>Crime Statistics 2018-2020</b> .....	<b>29-35</b>



# CAMPUS SAFETY & SECURITY

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## ANNUAL SECURITY REPORT

### CAMPUS SAFETY AND SECURITY

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics (Clery Act) is a federal law which requires colleges that participate in federal financial aid programs to keep and disclose information about crime on, and near their respective campuses. Bossier Parish Community College (BPCC) will adhere to all requirements of the Clery Act and Section 304 of the Violence against Women Reauthorization Act of 2013 (VAWA), which extends the Clery Act to include dating violence, domestic violence and stalking.

The following information is provided to the public for compliance with the federal Campus Security Act of 1990 and the Higher Education Amendments of 1992. This document contains policy statements and crime statistics for the College. Included in this report are crime statistics for 2018, 2019, and 2020. The crime categories within the report are mandated to be reported by the Jeanne Clery Act of 1990, also known as the Crime Awareness and Campus Security Act. Also included are policies imperative to the safety and security of our campus community.

BPCC shares the public's genuine concern about public safety in a college setting and offers services and preventative measures to improve the safety of the College community. Ultimately, each individual is responsible for his/her own personal safety by being aware of his/her surroundings and using good judgement.

On a semester basis, Campus Police provides programs such as Active Shooter Training, Fire Drills, Weather Drills and other safety seminars .



# OVERVIEW OF CAMPUS POLICE

## ANNUAL SECURITY REPORT

### CAMPUS POLICE MISSION STATEMENT AND PURPOSE

To provide Bossier Parish Community College with a safe and secure educational environment through a professional law enforcement department dedicated to deterring crime, educating and ensuring personal safety, and emergency management planning by formulating a partnership with the entire university community.

#### **VISION**

The vision of Bossier Parish Community College Police Department is to become a model of professionalism for others to follow in law enforcement.

#### **CORE VALUES**

##### **Professionalism**

Our goal is to provide professional, effective, and quality police services for the college community.

##### **Respect**

The respect of the college community should be earned by being professional and having considerable and courteous regard for all persons on campus.

##### **Integrity**

All officers are expected to conduct themselves in a manner that is fair, ethical, self-disciplined and morally sound, exhibiting a high standard of dignity, courtesy, respect, duty and honor.

##### **Dedication**

Dedicated to providing the college community with a safe educational environment for all by having a sense of urgency beyond expectation.

##### **Excellence**

Strive for personal and professional excellence, dedication to duty, and service to the public in general.

By following the values of **PRIDE**, we strive to serve and protect the college and the surrounding community in the best way possible.

### POLICE AUTHORITY AND JURISDICTION

BPCC is patrolled by both campus police, off-duty and on-duty commissioned Bossier City police officers during all school hours, and normal patrol of the Bossier City Police Department 24 hours a day. Police cars are visible on campus during these hours. Since Campus Police and Bossier City Police are the same, BPCC benefits from their arrest authority.

All crimes occurring in or on the facilities of BPCC shall be reported immediately to any Campus Police Officer or a faculty/staff member who will notify the proper authority.

BPCC has a formal agreement with the Bossier City Police Department to receive reports of criminal activity on campus, on public property, and on non-campus locations. The Chief of Campus Police shall be responsible for establishing and maintaining files used to report criminal activity for the Uniform Crime

Report in accordance with the Crime Awareness and Campus Security Act of 1990.

BPCC has a Memorandum of Understanding with local law enforcement regarding investigations of sexual assaults, criminal offenses, drug and alcohol violations, etc.

## CAMPUS POLICE SERVICES

- Hours of operation are 7:00 a.m to 10:00 pm. (subject to change dependent on needs of college)
- Campus Patrol
- Emergency Assistance, Weather, Fire, Hazardous Materials
- Crime Reporting and Investigation. Any victims or witnesses should report crimes on a voluntary , confidential basis. BPCC encourages accurate and prompt reporting of all crimes to the Campus Police and the appropriate police agencies, when the victim of a crime elects to, or is unable to, make such a report.
- Accident Reporting
- Safety and Crime Prevention
- Distribution of Crime Prevention Materials
- Escort to Vehicle
- Lost and Found
- Campus Police recognizes the rights of victims and the College's responsibilities for orders of protection, "no-contact" orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court or by the College if such orders are presented to the Office of Campus Police.

## BOSSIER PARISH COMMUNITY COLLEGE POLICE DEPARTMENT

<b>BUILDING F-104</b>	<b>318-678-6318</b>	<b>RENEE RYAN –SECRETARY</b>
<b>BUILDING F-104</b>	<b>318-678-6261</b>	<b>JIMMY WEBB - SECURITY AND SAFETY COORDINATOR</b>
<b>BUILDING F-106</b>	<b>318-678-6195</b>	<b>JIMMY STEWART - CHIEF OF POLICE</b>



### CRIMES AND EMERGENCY SITUATIONS

The Campus Police Department is located in F104.

In the event of a crime, accident, emergency, or injury occurring on campus, please do the following:  
**Call 911 if there is a fire or life-threatening medical emergency.**

Report the incident to the proper school authority as soon as possible using any of the following:

- Campus Police: 318-678-6318, or 318-678-6195, or 318-347-4412
- Campus Operator: 318-678-6292
- Bossier City Police Department: 318-741-8605
- Bossier City Fire Department: 911
- Notify any uniformed campus police officer.
- Notify any faculty or staff member.
- Notify the Vice Chancellor for Student Services: 678-6276 or 678-6310

### ISSUING TIMELY WARNINGS

Bossier Parish Community College and the Campus Police Department are committed to notifying the campus community in a timely manner about crimes in and around the campus. BPCC will, without delay, take into account the safety of the community, determine the content of the notification, and initiate the notification. The only reason Campus Police would not immediately issue a notification for a confirmed emergency or dangerous situation would be if in their professional judgement, doing so would compromise efforts to assist a victim, contain the emergency, respond to the emergency, or otherwise mitigate the emergency.

In an emergency, Campus Police will do the following:

- Use CAVSAlert, an emergency mass notification company that provides BPCC with instant notification capabilities during an emergency on campus.
- In accordance with BPCC's MOU with local law enforcement, Campus Police will notify local law enforcement and first responders.
- Initiate the building lockdown procedures if warranted.

In the event of an emergency situation, the community will be notified by the Director of Public Relations. This notification will be conducted through emails and telephone.

Emergency response and evacuation procedures are tested annually or semi-annually. The test may be announced or unannounced.

## SECURITY AND ACCESS TO COLLEGE PROPERTY

The Physical Plant Department maintains the College buildings and grounds with a concern for safety and security. Security considerations such as lighting, sidewalks, ice in inclement weather, etc. are monitored by Campus Police and reported to Physical Plant.

Bossier Parish Community College has no student housing.

All classrooms are to remain locked during and between classes.

Reports of potential safety hazards noted on campus should be reported to 318-678-6116.

## EMERGENCY EVACUATION PROCEDURE

### **BUILDING EVACUATION**

- All building evacuations will occur when a fire alarm sounds and/or upon notification by Bossier Parish Community College Intercom System.
- When an alarm is activated or notification received, leave the building by the nearest exit and alert others to do the same.
- Exit in an orderly fashion.
- Assist the handicapped in exiting the building.
- Do not use the elevator.
- Once outside the building proceed to a clear area that is at least 500 feet away from the affected building or area.
- Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel.
- Do not return to the evacuated building unless told to do so by an authorized official.

### **CAMPUS EVACUATION**

- Evacuation of all or part of the campus grounds will be announced by Bossier Parish Community College Intercom System.
- All persons are to immediately vacate the area of the campus in question and relocate to another part of the campus or vacate the campus as instructed.
- In the event that evacuation of the campus by vehicle is restricted, evacuation of the campus by foot may be at any point on the perimeter of the campus, on the opposite side from the crisis area.
- Proceed toward the nearest safe emergency exit.
- Close all doors behind you to keep smoke out of the stairway. If the stairway should become unsafe, proceed to a safe area away from smoke and fire, closing doors behind you to isolate the smoke.
- If in a room with a window, signal rescuers by however means necessary. If possible place a cloth/wet material around under the door to prevent smoke from entering.
- Persons who cannot speak loudly should carry a whistle or other means of attracting assistance.

### **NON-AMBULATORY PERSONS**

When assisting someone, always consult the person about the following:

- Ways the person would prefer to be removed from the wheelchair.
- Whether to extend or move extremities when lifting because of pain, catheter leg bags, braces etc.
- Whether a seat cushion or pad should be brought along with the person if he or she is removed from the chair.
- Whether the person would prefer being carried forward or backward on a flight of stairs.
- Whether the person prefers a stretcher, chair with cushion or medical assistance when being removed from the wheelchair.
- WHEELCHAIRS SHOULD NOT BE USED IN STAIRWELLS IF AT ALL POSSIBLE.

### ***VISUALLY IMPAIRED PERSONS***

- Tell the person the nature of the emergency.
- Offer to guide him or her to safety.
- As you walk, say where you are and advise of any obstacles.
- When safety is reached help to orient the person and ask if additional assistance is needed. Do not leave the person alone.

### ***HEARING IMPAIRED PERSONS***

Since alarms may not be heard and some buildings do not have visual alarms, do one of the following:

- Write a note explaining the nature of the emergency. Include "Go to \_\_\_\_\_ exit now"
- Turn light switch on and off to gain attention, then indicate through gestures or writing what is happening and what to do.

### ***FIRE SAFETY REPORT***

The Fire Safety Report can be accessed through Emergency Procedures Guide which is located on the Campus Police web page at:

[https://campussuite-storage.s3.amazonaws.com/prod/1558970/b0553148-049f-11ea-a2dd-12558ec82d69/2321241/fe7365ac-2077-11ec-a297-024fd5616a85/file/emergencyprocedures\\_sept2021.pdf](https://campussuite-storage.s3.amazonaws.com/prod/1558970/b0553148-049f-11ea-a2dd-12558ec82d69/2321241/fe7365ac-2077-11ec-a297-024fd5616a85/file/emergencyprocedures_sept2021.pdf)



# COLLEGE POLICIES

## ANNUAL SECURITY REPORT

### WEAPONS

Bossier Parish Community College, is designated as a “Firearm-Free Zone” as defined in Louisiana Law Revised Statute 14:95.6, which states “a firearm-free zone is an area inclusive of any school campus and within one thousand feet of any such campus, and within a school bus. According to Louisiana Law Revised Statute 14:95.2, the definition of a “school” is any elementary, secondary, high school, vocational-technical school, college, or university in this state.

Therefore, pursuant to Louisiana Law Revised Statute 14:95.2(A) carrying a firearm or dangerous weapon by a student or non-student on school property, at a school-sponsored function or affiliated function, or in a firearm-free zone is unlawful and shall be defined as possession of any firearm or dangerous weapon, on one’s person, at any time while on a school campus, on school transportation, or at any school-sponsored function in a specific designated area including but not limited to athletic competitions, dances, parties, or any extracurricular activities, or within one thousand feet of any school campus.

A firearm is defined as any pistol, revolver, rifle, shotgun, machine gun, submachine gun, or assault rifle, which is designed to fire or is capable of firing fixed cartridge ammunition or from which a shot or projectile is discharged by an explosive.

A dangerous weapon is defined as any gas, liquid or other substance or instrumentality, which, in the manner used, is calculated or likely to produce death or great bodily harm.

Weapons may not be dropped off or stored at the Bossier Parish Community College Police Department. Violators of the “Weapons on Campus Policy” shall be subject to criminal charges. Additionally, students found in violation shall be subject to administrative discipline. A federal, state, or local law enforcement officer in the performance of his official duties, is exempt from the prohibitions of Louisiana Revised Code 14.95.

Report any violations of weapons on campus to the Bossier Parish Community College Police Department located at 6220 East Texas, Bossier City Louisiana 71111, Room F104 (318-678-6318)

### VIOLENT OUTBREAK ON CAMPUS

All employees and students at BPCC should be observant to possible outbreaks of violence in the classroom or on campus. Report immediately any unusual or potentially dangerous behaviors to the Campus Police Department or proper school authority. If an outbreak does occur, please do the following:

1. Always use good judgment according to the situation’s circumstances.
2. Determine immediate appropriate action, such as evacuation or cover. Act accordingly.
3. Notify emergency 911 and proper school authority as soon as possible.
4. Remain mentally sharp and cognizant of what is taking place.
5. Determine continued appropriate action for yourself and others to minimize injury, etc.
6. Provide ALL information possible to the authorities to assist in intelligence gathering.

## ACTIVE SHOOTER POLICY

### PURPOSE:

To establish guidelines and procedures that will help to ensure the safety and well-being of the Bossier Parish Community College campus community. These types of incidents are unpredictable; therefore, the following guidelines and procedures may need to be altered depending upon the situation.

### GUIDELINES AND PROCEDURES FOR FACULTY, STAFF, AND STUDENTS:

#### RUN

- If an active shooter is in a building, exit your building immediately, but ONLY if it is safe to do so. Leave your belongings behind.
- Notify anyone you may encounter to exit the building.
- Call or text 911, and give them the following information:
  - Your specific location/building name and office/room number
  - Number of people in your specific location
  - Injuries, the number of injuries, and types of injuries
  - Shooter's/shooters' location (if known), race/gender, clothing description, physical features, types of weapons (long gun or hand gun), backpack, identity (if known), and any other information you may have to help law enforcement identify the shooter(s)
  - You also may call BPCC Campus Police at 318-678-6318 or Bossier City Police Department at 318-741-8605.

Do not stop to ask officers who are entering your area for help or direction when exiting. Keep your hands visible, and proceed in the direction from which the officers are entering.

#### HIDE

- If it is not safe to exit your building, or a lockdown has been announced, seek shelter in a safe location out of the shooter's view.
- Go to the nearest room or office.
- If safe, allow others to refuge with you.
- Close and lock the door. If the door does not lock, barricade it with items available (desk, chairs, bookshelves, etc.)
- Cover the doors and windows.
- Turn off the lights.
- Use a belt or tie around the door knob or handle to hold the door shut while staying away from the window of a door.
- Stay quiet.
- Silence cell phones.
- Call or text 911 from a cell phone that has been silenced, or use your walkie-talkie on Channel 1 to notify Campus Police.
- Use the RED or GREEN cards. If you are secure, slide the GREEN card under the door into the hallway. If you are in distress, slide the RED card into the hallway. If officers see the RED card or NO card, the officers will assume you are in trouble and act accordingly: All personnel should exercise good judgement when an active shooter is in their area. If it is unwise to slide a card under the door, then by all means, do not do so. The object is to remain in a secure area hidden from the shooter's view. Never take a life-threatening chance of exposing yourself to gunfire.
- Do not try to exit the building on your own. Police officers will assist you out of the building.

**REMEMBER!** The shooter will not stop until he or she is engaged by an outside force. Attempts to rescue

people only should be attempted if the rescue can be accomplished without further endangering the persons inside a secured area. If doubt exists for the safety of the individuals inside the room, the room should remain secured.

When law enforcement arrives, do the following:

- Remain calm, and follow officers' directions
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as attempting to hold on to them for safety
- Avoid pointing, screaming, and/or yelling

## **FIGHT**

- Do this as a last resort and **ONLY** when your life is in imminent danger
- Attempt to incapacitate the active shooter
- Act with physical aggression and throw items at the active shooter (keys, books, chairs, etc.)

## *Police Response*

Police are trained to respond to an active shooting incident by entering the building as soon as possible and proceeding to the area of the shooter(s). Officers will move quickly and directly. Early in the incident, officers may not be able to rescue people because their main goal is to get to the shooter(s). Involved persons need to remain calm and patient during this time, so as not to interfere with police operations.

BPCC Campus Police in conjunction with BCPD and area law enforcement agencies will do the following:

- Immediately contact 911
- Place the campus on lockdown mode from the nearest alarm panel
- Establish control of the scene by eliminating the threat
- Establish a perimeter
- Establish a command site building or safe area for a safe zone
- Establish a rescue team to search for injured persons and get everyone safely out of the buildings

## **MAJOR DISASTER PLAN: LOCKDOWN OR EVACUATION**

In the event of a disaster situation, such as a school shooting or any other life threatening acts, the following guidelines should be adhered to:

- a. An announcement will be broadcast on the intercom system directing you to go into a lockdown mode or evacuation of the building/campus.
- b. The lockdown mode consists of five simple steps:
  1. Lock your door from the outside. Most doors are pre-locked, keep door closed at all times.
  2. Turn out the lights.
  3. Move yourself and students away from the door and windows.
  4. Keep everyone quiet and sit down on the floor.
  5. Locate the manila folder containing the RED AND GREEN TAGS. If everything is okay in your room or area, slide the GREEN TAG under the door into the hallway. If there is a problem in your room or area, slide the RED TAG under the door into the hallway.
- c. If the criminal act has been committed in your building and you are aware of it, immediately go into lockdown without notification. Call 911, BCPD – 318-741-8605, or Campus Police – 318-678-6318. Stay on the phone with person contacted until emergency has subsided.

- d. All staff and faculty that are not in a classroom should lock their office doors and remain out of sight from any windows. If you are located in a front desk type area, you should lock the glass doors, turn out the lights and go to an office with another employee.
- e. All physical plant staff should go to a locked closet area or the nearest office.

Assessing the threat/situation:

- a. The assigned police officers will determine if the threat warrants a continued lockdown, an evacuation, or a return to normal activities.
- b. If an evacuation is required, you will be given the evacuation command either on the intercom system or by a police officer in your area. (Room to room)
- c. If an officer comes to your room, they will advise you when and how to exit the building and where to go.
- d. If the evacuation notice is given by the paging system, you should proceed to the nearest exit or where you are directed by campus personnel and await instructions.

## EMERGENCY NOTIFICATION SYSTEM

CAVSalert is an emergency mass notification company that provides BPCC with instant notification capabilities during an emergency on campus.

BPCC students are registered with CAVSalert through their BPCC-issued email accounts. To best utilize this alert system, we need you to ensure CAVSalert has your appropriate contact information.

To update your information, you can access CAVSalert by using your initial log-in information that was sent to you directly from CAVSalert. This information was sent to your college-issued email account (example@student.bpcc.edu). Please update your information accordingly.

BPCC Faculty and staff have the option of registering with CAVSalert.

BPCC Faculty, Staff and Students are able to update their contact information at the BPCC CAVSalert web site after receiving their log-in information and instructions.

Emergency contact information will be collected by Bossier Parish Community College and sent to CAVSalert Interactive Network. CAVSalert has been contracted by the State of Louisiana's Board of Regents to transmit emergency alerts in the event of a campus emergency. The information provided to CAVSalert is secure and will not be used for proprietary or non-emergency purposes. Your information will only be used for contacting you in the event of an emergency and will not be shared.

The community will be notified of the emergency situation by the public relations officer. This notification will be conducted through emails and telephone.

The Campus Police Department is responsible for carrying out the above process. They may be reached at 318-678-6318, 318-678-6195, or 318-286-4922.

Emergency response and evacuation procedures are tested annually or semi-annually. This test may be announced or unannounced. For reporting purposes, contact the BPCC Campus Police Department at 318-678-6318.

BPCC publishes an Emergency Procedures Guide on the website at <https://campussuite-storage.s3.amazonaws.com/prod/1558970/b0553148-049f-11ea-a2dd-12558ec82d69/2102963/f84c6da2-9f10-11ea-80be-0ab651cbc40d/file/emergencyprocedures.pdf>.

## MISSING OR ENDANGERED PERSONS

It is the policy of the Bossier Parish Community College Campus Police Department to thoroughly investigate all reports of missing persons from our campus. Additionally, the department holds that every person reported missing will be considered at risk until significant information to the contrary is confirmed. It shall be the policy of this department to support and assist missing person investigations originating outside our jurisdiction. It should also be noted that there is no required waiting period for reporting a missing person. A person may be declared "missing" when his or her whereabouts are unknown and unexplainable for a period of time that is regarded by knowledgeable persons as highly unusual or suspicious in consideration of the subject's behavior patterns, plans, or routines.

The purpose of this policy is to establish procedures to be followed if a missing person complaint is made to the Campus Police. If a complaint is made to this office, Campus Police officers will follow the steps listed below:

- Person receiving the complaint will immediately dispatch a Campus Police officer to the location of the complaint.
- The responding officer will gather all essential information about the person (description, clothes last worn, where subject might be, who they might be with, vehicle description, etc). An up-to-date photograph may also be obtained to aid in the search.
- The responding officer will also gather information about the physical and mental well being of the individual.
- Appropriate campus staff will be notified to aid in the search for the individual.
- A quick, but thorough search will be conducted in all campus buildings, grounds, and parking lots.
- Class schedules will be obtained and a search of appropriate classrooms will be conducted.
- The Chancellor or his designee will be promptly notified and responsible for communicating with the family or relatives of the missing person within 24 hours.

If the above actions are unsuccessful in locating the person or it is apparent from the beginning that the person is actually missing, (i.e. call from parents, guardians) the investigation will be turned over to the appropriate local law enforcement agency. This will take place as soon as practical but never later than 24 hours from the initial report. The local police then become the authority in charge and the Campus Police Department and Chancellor's Office will assist them in any way necessary.

## Title IX

Bossier Parish Community College's Title IX policy is located on the website at:

<https://www.bpcc.edu/current-students/title-ix>.

### **BoR Uniform Policy on Power-Based Violence/Sexual Misconduct**

### **BoR Title IX Grievance Procedures**

## SEXUAL HARASSMENT POLICY

Harassment, including sexual harassment, is prohibited by the Equal Employment Opportunity Commission, the Office for Civil Rights, and state regulations (R.S.23:301,312,332), and therefore, it is the policy of the Louisiana Community and Technical College System Board of Supervisors and Bossier Parish Community College that unlawful harassment of employees and students is prohibited.

Harassment is physical, verbal, and visual conduct that creates an intimidating, offensive, or hostile environment, which interferes with work/academic performance. This includes harassment because of race, sex, sexual orientation, religious creed, color, national origin, ancestry, disability or medical condition, age, or any other basis protected by federal, state or local law, ordinance or regulation.

Sexual Harassment is defined by the Equal Employment Opportunity Commission as: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature...when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment/academic success, (2) submission or rejection of such conduct by an individual is used as the basis for employment/academic decisions affecting such individual, or (3) such conduct has the purpose and effect of unreasonably interfering with an individual's work/academic performance or creating an intimidating, hostile or offensive working/academic environment.

LCTCS applies this definition to the areas of academic advancement, academic standing, or academic performance.

Workplace/academic harassment infringes on employees/student's rights to a comfortable work/academic environment and it is a form of misconduct that undermines the integrity of the employment/academic relationship. No employee/student, male or female, should be subjected to unsolicited and unwelcome overtures or conduct, either verbally, visually, physically, or electronically transmitted. Although this list is not all-inclusive, examples of conduct that is prohibited include:

- Taking any personnel/academic action on the basis of an employee's/student's submission to or refusal of sexual overtures
- Unwelcome or unwanted conversation
- Unwelcome or unwanted touching
- Continued or repeated verbal abuse of sexual nature
- Explicit or degrading verbal comments, suggestions, or slurs about another individual or his/her appearance
- Offensive comments regarding sexual or private matters
- Display of sexually suggestive pictures, objects
- Offensive jokes
- Verbal abuse, comments, names, or slurs that in any way relate to an individual's race, color, sex, sexual orientation, age, religion, national origin, or disability
- Any other offensive or abusive physical, visual or verbal conduct

This policy applies to all members of the LCTCS Board of Supervisors, unclassified employees, students, supervisors, managers, faculty, vendors, and all other individuals doing business with LCTCS. It is the policy of LCTCS that no member of the LCTCS community may harass another. This includes harassment of an employee by another employee, of a student by an employee, of an employee by a student, of a student by another student. Additionally, under appropriate circumstances, LCTCS may take action to protect its employees and students from harassment, on LCTCS property, or at LCTCS sponsored events, by individuals who are not students or employees of LCTCS.

A complaint of harassment should be presented as promptly as possible after the alleged harassment occurs. Any employee who believes he/she is the subject of harassment or who has knowledge of harassing behavior must report such conduct to his/her direct supervisor, and the institution's human resource department. All institutions are required to develop a system of recording all formal written complaints to be submitted and kept on file in the institution's Chancellor's office and in the office of the System President for LCTCS system office staff.

Any student who believes he/she is the subject of harassment or who has knowledge of harassing behavior must report such conduct to Student Services personnel. He/she also may submit a complaint to the institution's Chancellor. No student or employee is required to report or make a complaint of harassment to the person who is allegedly engaging in the problematic conduct. In the event that an individual feels uncomfortable making a complaint at the institution level, such complaints may be made at the system level with the LCTCS Director of Human Resources (225-219-8700), Louisiana Community and Technical College System, 265 South Foster Drive, Baton Rouge, Louisiana 70806. Each campus is required to provide to employees and students a copy of this policy and post a poster with contact list identifying individual names, titles, physical locations and telephone numbers where complaints may be filed.

**Employee complaints of harassment should be reported to:**

Teri Bashara, Director of Human Resources  
Human Resources Office, A-105; Phone 318-678-6040

**Student complaints of harassment should be reported to:**

Vice Chancellor for Student Services, Karen Recchia  
Student Services Office; Phone 678-6036  
Chancellor Rick Bateman, A-233; Phone 318-678-6112

Complaints of harassment will be investigated promptly and in as impartial and confidential a manner as possible. A member of human resources will conduct investigations, unless otherwise deemed necessary, in order to assure an impartial and confidential investigation. LCTCS will not tolerate any type of discipline or retaliation, direct or indirect, against any employee or other person who, in good faith, files a complaint of or responds to questions in regard to having witnessed prohibited harassment. False charges are treated as serious offenses and may result in disciplinary and/or civil action.

Any employee/student or member of management who is found, after appropriate investigation to have engaged in harassing conduct is subject to appropriate disciplinary action up to and including termination of employment and/or student standing per the institution's current policies which govern students, the Code of Student Conduct.

## HAZING POLICY

The Board of Supervisors of the Louisiana and Community Technical College System (LCTCS) and Bossier Parish Community College (BPCC) are committed to providing a safe academic and social environment for all students. In accordance with Louisiana Revised Statute 17:1801, hazing in any form is prohibited at BPCC.

**DEFINITION:**

Any action taken or situation created, whether on or off college property, which has a potential for causing physical injuries or mental anguish to the individual. Hazing may include but is not limited to the following activities when these activities are life-threatening or are intended to hurt or physically or mentally humiliate the individual:

- A. Physical abuse such as kidnapping, paddling, slapping, branding, burning;
- B. Physical exercise, such as scavenger hunts, road trips, or any activity resulting in excessive fatigue, physical or psychological shock;

- C. Wearing apparel which is uncomfortable to the individual or, if worn publicly, is conspicuous or not normally in good taste;
- D. Engaging in public stunts, hair cutting, morally degrading or humiliating games or activities, giving of food or drink (alcoholic or non-alcoholic) which is distasteful or designed to provoke nausea or inebriation;
- E. Any form of verbal harassment, any action or situation which subjugates an individual to a condition where he/she might tend to lose self-respect or suffer injury to personal or religious values;
- F. Any activities which interfere with the student's scholastic responsibilities; and
- G. The use of obscenities and vulgarities in dress, language, or action.

### ***DUTY TO REPORT:***

No student organization or individual shall employ a program of student initiation/pledge education or social events which includes hazing. It is the duty of all student organization members and any faculty or staff member to report immediately any violation of this policy to the Vice Chancellor for Student Services for student violations and the Director of Human Resources for employee violations. Any violation of this policy shall be investigated and appropriate disciplinary action taken.

### ***EXPECTATIONS FOR VIOLATIONS:***

Any violation of this policy, including knowledge of and failure to report, may result in expulsion in the case of students and termination in the case of employees, and suspension of activities for a minimum of one academic year of any student organization that participates in hazing. Individuals accused of violations of this policy will be adjudicated through the College's codified student and/or employee judicial process.

### ***EDUCATION, AWARENESS, AND PREVENTION:***

BPCC provides education, awareness, and prevention activities for hazing that include but are not limited to the following:

- A. Awareness seminars with organization advisors and student organization members.
- B. Awareness seminars with athletic coaching staff and student-athletes.
- C. Participation in National Hazing Prevention Week each September.
- D. Inclusion in new faculty/staff orientation.
- E. Policy posting on Canvas for students and employees

## **ALCOHOL AND DRUG FREE CAMPUS POLICY**

The Drug Free Schools and Communities Act Amendment of 1989 (Public Law 101-226) requires the College to certify to the Department of Education that it has adopted and implemented a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees.

This program must include the following:

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

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

## **STATEMENT OF PURPOSE**

In an effort to assure compliance with Public Law 101-226, all facilities of BPC are designated as Drug Free Zones. It is unlawful to possess, use, or distribute illicit drugs on BPC property or at any College-sponsored event. Alcohol and drug use is a major issue in the community and on college campuses. Alcohol and drugs can seriously damage physical and mental health, as well as jeopardize personal and public safety. In addition, excessive alcohol consumption may lead to physical abuse, date rape, auto accidents, violence, and other behaviors which lead to self-destruction.

The College abides by all state, federal, and local laws pertaining to alcohol and will enforce underage drinking laws. BPC policy prohibits the consumption, possession, or distribution of alcoholic beverages or other drugs in or on any College property or while participating in any College-sponsored trip or activity. All state, local, and federal laws are enforced and may result in disciplinary action by the College as well as criminal prosecution. Violation of the underage drinking laws will be enforced.

## **COLLEGE SANCTIONS**

Complete sanctions and hearing procedures are described in the Code of Student Conduct section of the Student Handbook. Examples of sanctions may include suspension of privileges, community service, suspension, or expulsion from campus.

## **PROGRAMS WITH A CLINICAL COMPONENT**

Upon acceptance into a program with a clinical component, each student will be required to sign an Authority to Release Drug and/or Alcohol Testing Records release form and is assessed a non-refundable drug screen fee. Drug testing can be performed randomly, selectively or as a group. Refusal of the program student to submit to a drug test or a positive drug screen indicating alcohol or drug use will result in the student's immediate dismissal from the program.

A student who has been dismissed from a program for a positive drug screen indicating alcohol or drug use may reapply to the program from which he/she was dismissed or to another clinical program after a period of one year with the understanding that the positive drug screen will remain on his/her record. Should a student have another positive drug screen, the student will be dismissed from the program immediately and shall not be permitted to apply to any Bossier Parish Community College allied health program. Programs with a clinical component also abide by regulations set forth by accreditation agencies, state and federal regulatory boards/agencies, and state and federal law. Program specific management of positive drug/alcohol screen results may vary due to these external requirements. Program specific management is outlined in the program handbook.

## **ALCOHOL AND DRUG 101**

### ***What kind of substance is alcohol?***

Alcohol is classified as a depressant because it slows down the central nervous system, causing a decrease in motor coordination, reaction time and intellectual performance. At high doses, the respiratory system slows down drastically and can cause a coma or DEATH.

### ***How does alcohol move through the body?***

Once swallowed, a drink enters the stomach and small intestine, where small blood vessels carry it to the bloodstream. Approximately 20% of alcohol is absorbed through the stomach and most of the remaining 80% is absorbed through the small intestine. Alcohol is metabolized by the liver, where enzymes break down the alcohol. In general, the liver can process one ounce of liquor (or one standard drink) in one hour. If you consume more than this, your system becomes saturated, and the additional alcohol will accumulate in the blood and body tissues until it can be metabolized. This is why pounding shots or playing drinking games can result in high blood alcohol concentrations that last for several hours.

### ***How much is “one” drink?***

A standard drink contains about 14 grams (about 0.6 fluid ounces) of pure alcohol. Counting your drinks gets tricky when a drink container holds multiple standard drinks, such as a red cup or certain mixed drinks.

Approximate standard drink equals to:

- 12 oz. of beer (Note: a red SOLO cup holds 16 oz.)
- 5 oz. table wine (Note: table wine bottles (typically 750 ml) hold five standard drinks)
- 8-9 oz. of malt liquor (Note: malt liquor is often sold in 16, 22, or 40 oz. containers that hold 2-5 standard drinks)
- 1.5 oz. of 80 proof liquor (Note: the same amount of liquors with higher alcohol content (above 80 proof) contain more than one standard drink)

### ***What are some common effects of drinking alcohol? Alcohol may:***

- Cause mood swings.
- Make you less patient.
- Give you a false sense of confidence.
- Make you more aggressive.
- Impede your ability to make responsible decisions.
- Make you less cautious

Alcohol may impair:

- Memory
- Muscle coordination
- Balance
- Sense of touch
- Hearing
- Sense of Control
- Your ability to react and form judgments
- Vision by decreasing
- Peripheral (side) vision
- Frontal vision and focusing
- Ability to recover from glare
- Number and speed of scans
- Depth perception
- Color sensitivity

These effects increase substantially when alcohol is combined with other drugs.

### ***What are the short-term risks of drinking?***

Blood Alcohol Content Table When you're drinking, one of the first things to go is your judgment.

So, celebrating or having fun with friends can quickly turn into embarrassing yourself, getting hurt, throwing up or nursing a hangover. These statistics show the very real risks of drinking in college:

- 70% of college students admit to engaging in unplanned sexual activity primarily as a result of drinking or to having sex they wouldn't have had if they had been sober.
- At least 1 out of 5 college students abandons safer sex practices when they're drunk, even if they do protect themselves when they're sober.
- Heavy drinkers consistently have lower grades.
- One night of heavy drinking can impair your ability to think abstractly and grasp difficult concepts for as long as a month.

## ***Alcohol poisoning***

### **What is Alcohol Poisoning?**

Alcohol Poisoning occurs when someone has consumed more alcohol than their body can safely metabolize.

Warning Signs Include:

- Won't wake up
- Vomiting while passed out
- Slow/Irregular Breathing
- Extreme Confusion
- Pale Skin

### **What do you do?**

- Call 911 immediately.
- Do not let them "sleep it off". Even though the person may have stopped drinking, alcohol continues to be released into the bloodstream and alcohol levels continue to rise. If left alone, the person's symptoms could get worse.
- Do not try to make the person vomit. Someone who is very drunk has an impaired gag reflex and may choke on their vomit or accidentally inhale vomit into their lungs.
- Turn the person on their side to prevent choking while vomiting.
- Stay calm.

### **What Happens If I Don't Do Anything?**

If someone with alcohol poisoning is left untreated, they can suffer from:

- hypothermia (severe low body temperature)
- heart beats become irregular or stop
- breathing slows, becomes irregular or stops
- severe dehydration
- death

Even if the person lives, an alcohol overdose can cause irreversible brain damage.

### **Not Sure? Call 911.**

- Not sure if you should call? Just Call 911. Let the medical professionals make the educated decision.
- Serious medical repercussions or death are obviously worse than a hospital bill.

## ***Blackouts***

A blackout is caused by the intake of any substance that disrupts the creation of long term memory.

Alcohol also affects the functioning of the hippocampus, which affects emotion, memory, and learning capabilities.

Blackouts ("alcoholic or drug related amnesia") occur when people lose or have no memory of what happened while intoxicated. These periods may last from a few hours to several days. During a blackout, someone may appear fine to others; however, cannot remember parts of the night and what they did. The cause may involve the brain's diminished ability to store short term memory, deep seizures, or in some cases, psychological depression. Blackouts shouldn't be confused with "passing out," which happens when people lose consciousness from drinking excessive amounts of alcohol. Anyone who loses consciousness has reached a very dangerous level of intoxication and could slip into a coma.

## How can I prevent a blackout?

- Blackouts tend to occur after rapid consumption of alcohol, especially on an empty stomach.
- It's not how much you drink, but how fast you drink.
- Avoid chugging or gulping alcoholic beverages.
- Eat a meal before you begin drinking.

## Types of Blackouts

### True blackout:

- No details are remembered
- People tend to fall asleep before it's over
- Conversations and behaviors are only stored for 2 minutes or less
- Memory is intact for 2 minutes or less

### Partial blackouts (brown-out):

More common than full blackouts

Partial blockade of memory function

Missing information but some memory recall

## Hangovers

### What is a hangover and can I prevent it?

Hangovers are the body's withdrawal symptoms from alcohol use and the body's reaction to the toxicity of alcohol. The severity of symptoms varies according to the individual and the quantity of alcohol consumed.

Symptoms may include:

- Fatigue
- Depression
- Headache
- Thirst
- Nausea
- Vomiting

There are many myths about how to prevent or alleviate hangovers, and many different approaches to relieve the effects of "the morning after, but the only safe way to prevent a hangover is to drink in moderation:

- Eat a good dinner and continue to snack throughout the night.
- Alternate one alcoholic drink with one non-alcoholic drink. (Water is a GREAT choice)
- Avoid drinking games or shots. Drinking a large amount of alcohol in a short amount of time is the most likely way to become dangerously intoxicated.

Here are some of the things that WON'T help a hangover:

- Drinking a little more alcohol the next day. This simply puts more alcohol in your body and prolongs the effects of the alcohol intoxication.
- Having caffeine while drinking will not counteract the intoxication of alcohol; you simply get a more alert drunk person. Excessive caffeine will continue to lower your blood sugar and dehydrate you even more than alcohol alone.
- Cold Showers will only make you cleaner not sober or help with a hangover.
- Giving water to someone who is throwing up. Once the stomach is irritated enough to cause vomiting, it doesn't matter what you put into it -- it's going to come back up. Any liquid will cause a spasm reaction and more vomiting.
- Tylenol (Acetaminophen) may help with a headache, but the liver is on overdrive getting rid of the alcohol. Acetaminophen will only make it work harder and may become lethal.

Here are some things that MIGHT help a hangover:

- Hydrate, Hydrate, HYDRATE!! Drink plenty of water and juice.
- Eat a healthy meal. Processing alcohol causes a drop in blood sugar and can contribute to headaches.
- An over-the-counter antacid (Tums, Pepto Bismol or Maalox) may relieve some of the symptoms of an upset stomach.
- Simple sugars from soft drinks and candy get used up quickly. Eat complex carbohydrates like breads, cereals or pasta.

## ***Mixing Drugs/Alcohol***

### **Alcohol and Energy Drinks/Caffeine:**

When using Red Bull or Monster as a mixer or drinking pre-mixed drinks like Four Loko or Sparks, you are tricking your body into thinking it's not tired. Your body is more intoxicated than you may feel, which can lead to alcohol poisoning. Energy drinks also increase dehydration which leads to hangovers the next day. Those who consumed both alcohol and caffeine were at least two times as likely -- compared to those drinking alcohol without caffeine -- to be hurt, need medical attention, take sexual advantage of another, or accept a ride with someone who was inebriated.

### **Alcohol and Adderall:**

Adderall causes one to feel like they are not as drunk as they really are. This can lead to making very dangerous decisions since you are unaware of your level of intoxication. Because alcohol is a depressant and Adderall is a stimulant, drinking alcohol while taking Adderall can cause cardiac arrhythmias, and paranoid or psychotic reactions, on top of the risks of vomiting, dizziness, muscle twitching and headaches that are more likely to increase when mixed with alcohol.

When prescribed Adderall, patients are advised not to drink alcohol. The side-effects could be much more dangerous for students using Adderall without a prescription.

### **Alcohol and Painkillers:**

Includes: Vicodin, Xanax, Oxycontin, Percocet, Demerol, Norco, etc.

Mixing painkillers with alcohol is dangerous. The mixture of these two substances can lead to intensified sedative effects and respiratory depression. Painkillers can lead to liver problems and disease when used recreationally, the mixture of this drug with alcohol can intensify these side-effects.

### **Alcohol and Marijuana:**

Mixing these two substances can cause heavy vomiting, spins, very strong paranoia, decreased motor control and decreased mental concentration. Also, because marijuana suppresses the gag reflex, you may not be able to throw up alcohol when your body needs to.

### **Alcohol and Cocaine:**

These two substances are commonly mixed with the thought that they cancel each other out; this is NOT TRUE. Combining cocaine and alcohol produces a high amount of a third unique substance, called cocaethylene. A high amount of cocaethylene in the body increases the already harmful risk of cardiovascular toxicity to a much higher extent than any other drug. Cardiovascular toxicity causes pressure and stress on the heart.

### **Alcohol and Heroin:**

Each of these substances alone causes depression of the central nervous system, so the mixture of the two is extremely dangerous and has been proven to be fatal.

### **Alcohol and Ecstasy:**

It is very well known that one should never mix ecstasy with any other drug substance, especially alcohol. It is known that most ecstasy related deaths have been due to the mixture of alcohol with the drug. When the two are mixed the alcohol reduces the feeling of the ecstasy's high and puts a much greater strain on the kidneys. Also, dehydration caused by drinking alcohol occurs more rapidly when on ecstasy.

### **Alcohol and LSD/Acid:**

Alcohol is mixed with LSD to take down or slow down the effects and relax. However, more commonly combining alcohol can make the comedown of the drug much worse with extreme nausea and vomiting.

### **Alcohol and Amphetamines:**

Amphetamines alone are very risky because of the strain on the heart and the increase in blood pressure. When mixing alcohol with amphetamines side-effects can become much more serious. Consuming alcohol while taking amphetamines can make someone act very aggressive and irresponsible; it is extremely harmful to the kidneys and intensifies hangover effects.

### **Alcohol and Antibiotics:**

It is important to always read the labels on prescription medications and adhere to the warnings about alcohol intake. Drinking alcohol while on antibiotics can cause nausea, dizziness, vomiting, fatigue and in some cases convulsions, immense headache, flushing, rapid heart rate and shortness of breath. Since antibiotics and alcohol are both broken down through the liver the combination of these substances can result in liver damage. This combination also diminishes the effects of the antibiotics you are taking. Try to focus on getting healthy again. You'll probably enjoy drinking more once you're healthy anyway.

### **Alcohol and Antidepressants**

Combining alcohol with antidepressants (Zoloft, Prozac, etc.) can cause an increased response to alcohol -- For example, having one drink might feel like two. Also, the combination might create unexpected emotions and inhibit the antidepressant from doing what it's supposed to do. If it is a new prescription, try it out without drinking alcohol so you are familiar with your body's reaction first and ask your doctor if you have problems.

### **Alcohol and Antihistamines:**

Drinking alcohol while taking antihistamines can cause a less effective outcome of the medication. Your body will choose to metabolize the alcohol before the antihistamines. Labels typically suggest you stay away from alcohol all together when on antihistamines so it is very important to always check any label on the drug.

### **Alcohol and Birth Control Pills:**

Birth control pills take three full hours to get into your blood stream and be effective. If you vomit due to drinking or any other causes before that three hour window, the effectiveness of birth control pills is diminished. Mixing alcohol and birth control can make some people feel nauseous, which can cause vomiting.

*Information adapted from National Institute on Alcohol Abuse and Alcoholism and University of Rochester Health Service.*

## **Sobering Up**

**Question: What's the best way to sober up?**

- A. take a cold shower
- B. drink black coffee
- C. exercise
- D. eat bread
- E. make yourself throw up

**Answer: None of the above!**

The amount of alcohol in your blood is controlled by the metabolic rate of the liver. The only effective thing that will sober someone up is time.

F.Y.I.- It takes as many hours to sober up as the number of drinks ingested. Even after a night's sleep, someone can still wake up with a BAC over .08, which is legally drunk in Louisiana.

**Louisiana DUI laws/Penalties for D.U.I. or D.W.I.**

*First conviction*

- Offender shall be fined \$300-\$1,000
- Imprisoned for 10 days to 6 months
- Probation with a minimum condition of two days in jail and a court-approved substance abuse program and participate in a court-approved driver improvement program
- May be ordered to variety of community service projects

*Second Conviction*

- Offender shall be fined \$750-\$1,000
- Imprisoned for 30 to 6 months
- 48 mandatory jail time without parole or suspension of sentence
- May be ordered to variety of community service projects
- Probation includes 15 day jail stay and substance abuse training.

*Third Conviction*

- Offender shall be fined \$2,000
- Imprisoned for 1-5 years
- 30 eight-hour days of community service
- Psychological evaluation
- Must participate in a appointed treatment program

*Penalties for Drunk Driving Vehicular Homicide*

- Vehicular Homicide: Not less than 5 years (3 years mandatory) or more than 30 years and not less than \$2,000 or more than \$15,000. LA R.S. § 14:32.1(B).

**DRUG OR ALCOHOL ABUSE EDUCATIONAL PROGRAMS**

- Core Alcohol and Drug Survey
- Alcohol and drug awareness speakers
- Campus Safety and Victimization Survey
- Arrive Alive Tour student activity



# CRIME PREVENTION TIPS

## ANNUAL SECURITY REPORT

### ON CAMPUS

Be alert. Look around and be aware of your surroundings before entering or exiting a building or vehicle.

Utilize the escort service available. If you do not see a police officer or campus watch personnel, call 318-678-6318 for an escort.

Walk in public areas. Do not take shortcuts with little or no lighting.

Walk with confidence and determination, holding your head up, always looking around.

Recognize potentially dangerous situations before they develop. Trust your intuition, it is usually correct.

Carry your keys in your hand, along with your chemical spray. Never place your name, address, or phone number on your key ring.

Do not leave valuables in plain view in your vehicle.

Look inside your vehicle before entering it.

If you see something suspicious, call Campus Police. If you are unable to reach an officer, call the police department.

If you see someone sitting in a vehicle or standing near your vehicle, turn around, go back inside, and call for an escort.

If someone has entered your vehicle and told you to drive, then drive your vehicle into anything available: walls, buildings, curbs, or other vehicles. Never drive off.

Never let someone force you into a vehicle. Your chances of survival go down after you are inside a vehicle. If grabbed, let your body go limp. Fall to the ground and scream. Dead weight is hard to lift and takes a lot longer to move. Stretch your arms out to grab onto anything, but try to keep out of the vehicle. If you are forced into the trunk, kick out a taillight and push your hand out, waving it.

If confronted, surrender your valuables, including your purse. Toss your purse or wallet away from you and run in the other direction.

Scream or shout if attacked.

If you must fight someone, hit hard and fast. Use your fingers to target the eyes. Use the palm of your hand to strike the nose. Strike the groin area with your hands and/or knees. Use your elbows when close enough.

When using the stairwells, walk in pairs or groups. Use the elevator when alone. The elevator has an emergency use phone and is a direct line to the Campus Police.

Never leave your books, book bag, or personal items unattended.

Mark all items with your name or student ID number, especially books.

Keep a record or copy of your credit card numbers, identification cards, and checking account numbers. Never write down your PIN number where it can be used, such as in your check book.

## OFF CAMPUS

If your vehicle breaks down or you have a flat:

- Pull off the side of the road past the white line.
- Lock all of your doors and roll up your windows.
- Immediately call a family member or friend to assist you.
- If no one is available, call the police department and ask for a police officer to stand by with you until help arrives.
- If a stranger stops to help, do not get out of your car. If you do not have a phone, ask him/her to call the police, but remain in your car until the police arrive.

If you believe you are being followed, do not go home. Drive to a well-lighted public place or the police station. Try to get the license number, a vehicle description, and suspect description of the person following you.

If you see what appears to be an emergency situation, do not stop. Call 911 and describe the situation you observed. There are numerous ploys that are used to attempt to get drivers to stop and render aid. One such ploy would be a child's car seat with a doll dressed as a child sitting on the shoulder of the road. Once you stop, you are subject to criminal activity such as rape, kidnapping, mugging, robbery, car-jacking, etc.

Safety tips to promote the awareness of dating violence, domestic violence, sexual assault and stalking shall be provided by the Campus Police monthly.



# CRISIS INTERVENTION & REFERRAL POLICY

## ANNUAL SECURITY REPORT

The Personal Crisis Intervention Team (PCIT) was established by the College to support and strengthen safety and security efforts across the campus. The PCIT is made up of two licensed counselors, a crisis intervention staff member, BPCC Confidential Advisors, the BPCC Safety and Security Officer, and the BPCC Chief of Police. The Campus Counselor leads the team and reports directly to the Vice Chancellor for Student Services. The purpose of the PCIT is to provide immediate crisis intervention for students if needed and to serve as the referral team for counseling services, emergency basic needs, psychiatric and dependency assistance, sexual assault, domestic abuse, and other crisis situations.

### **During regular office hours (8:00 am - 4:30 pm), call:**

- Carrie Coley                      Campus Counselor                      (office) 318-678-6476    (cell) 318-771-2565
- Denise Morgan                    Coordinator, Student Services                      318-678-6276
- Angie Cao                         Student and Disability Services Specialist    318-678-6511
- Karen Recchia                    Vice Chancellor for Student Services                      318-678-6310

### **From 4:30-10:00 pm, call:**

- BPCC Campus Police                      318-678-6318

### **After 10:00 pm, call:**

- Emergency Services                      911

### **Crisis Lines**

- Suicide Hotline                      800-273-8255 (TALK)
- Sexual Assault Hotline                      800-656-4673 (HOPE)
- Domestic Violence Hotline    800-799-7233 (SAFE)
- Alcoholics Anonymous (AA)    318-865-2172
- Al-Anon                                 318-683-1399
- Narcotics Anonymous (NA)    318-677-4344
- Gambling Hotline                      877-770-7867

BPCC will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the College and in the community.

BPCC will provide written notification to victims about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures. BPCC will make such accommodations or provide such protective measures if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to Campus Police or local law enforcement.

When a student or employee reports to BPCC that the student or employee has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, BPCC will provide the student or employee a written explanation of the student's or employee's rights and options.



# COMMUNITY RESOURCES

## ANNUAL SECURITY REPORT

### COUNSELING SERVICES

Council on Alcoholism and Drug Abuse of NWLA (substance abuse treatment)	318-222-8511
Legal Services of North Louisiana	318-222-7186 or 1-800-826-9265
Northwest Louisiana Human Services District (individual/family counseling)	318-862-3085
Project Celebration (domestic violence, sexual assault)	318-221-8003 or 318-227-7900
Samaritan Counseling Center (individual/family counseling)	318-221-6121
YWCA of Northwest Louisiana (counseling and support services for female trauma victims)	318-550-4417

### EMERGENCY BASIC NEEDS

Catholic Charities	318-865-0200
Food Bank of Northwest Louisiana	318-675-2400
Hub: Urban Ministries	318-606-2518
Providence House	318-221-7887
Salvation Army	318-424-3200

### PSYCHIATRIC & DEPENDENCY ASSISTANCE

Steps Detox Program	318-222-1289
LSUSHC Emergency Room	318-675-6885
Shreveport Mental Health Center	# during office hours - 318-676-5111 # after office hours - Adults 1-866-416-5370 Kids 1-800-820-6143
Samaritan Counseling	318-221-6121
Center for Families	318-222-0759
David Raines Community Center	318-425-2252
Shreveport/Bossier Rescue Mission	318-227-2868



# ANNUAL CRIME STATISTICS

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## ANNUAL SECURITY REPORT

The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act mandates that each higher education institution to compile and report a list of crime statistics. BPCC Campus Police prepares this report. Once completed, the report is placed on our website. Notice of the availability of the report is distributed by Campus Memo and is placed on CANVAS for students, faculty, and staff. A copy of the report is available on request by contacting Campus Police at 318-678-6318.

**THE FOLLOWING PAGES ARE THE ANNUAL CRIME STATISTICS FOR  
BOSSIER PARISH COMMUNITY COLLEGE FOR THE YEARS LISTED.**

Bossier Parish Community College has one campus location and has no fraternities or sororities; therefore, the College does not have any non-campus building or property owned or controlled by a student organization officially recognized by the College. In addition, the College owns no building or property that is used in direct support of, or in relation to, the College's educational purposes, is frequented by students, and is not within the reasonably contiguous geographic are of the institution.

The College has made a good faith effort to obtain crime statistics from all of the law enforcement agencies with jurisdiction for the College. The College has received no crime statistics from these agencies.



# CRIME STATISTICS 2018-2020

## ANNUAL SECURITY REPORT

CRIMINAL OFFENSES	ON CAMPUS	PUBLIC PROPERTY
<b>Murder/Non-Negligent Manslaughter</b>		
2018	0	0
2019	0	0
2020	0	0
<b>Negligent Manslaughter</b>		
2018	0	0
2019	0	0
2020	0	0
<b>Sexual Assaults Rape</b>		
2018	0	0
2019	0	0
2020	0	0
<b>Sexual Assaults Fondling</b>		
2018	0	0
2019	0	0
2020	0	0
<b>Sexual Assaults Incest</b>		
2018	0	0
2019	0	0
2020	0	0
<b>Sexual Assaults Statutory Rape</b>		
2018	0	0
2019	0	0
2020	0	0
<b>Robbery</b>		
2018	0	0
2019	0	0
2020	0	0
<b>Aggravated assault</b>		
2018	0	0
2019	1	0
2020	1	0
<b>Burglary</b>		
2018	0	0
2019	1	0
2020	1	0



# CRIME STATISTICS 2018-2020

## ANNUAL SECURITY REPORT

CRIMINAL OFFENSES	ON CAMPUS	PUBLIC PROPERTY
Motor Vehicle Theft		
2018	0	0
2019	0	0
2020	0	0
Hate Crimes Murder and Non-Negligent Manslaughter		
2018	0	0
2019	0	0
2020	0	0
Hate Crimes Sexual Assault		
2018	0	0
2019	0	0
2020	0	0
Hate Crimes Robbery		
2018	0	0
2019	0	0
2020	0	0
Hate Crimes Aggravated Assault		
2018	0	0
2019	0	0
2020	0	0
Hate Crimes Burglary		
2018	0	0
2019	0	0
2020	0	0
Hate Crimes Motor Vehicle Theft		
2018	0	0
2019	0	0
2020	0	0
Hate Crimes Arson		
2018	0	0
2019	0	0
2020	0	0
Hate Crimes Larceny-Theft		
2018	0	0
2019	0	0
2020	0	0



# CRIME STATISTICS 2018-2020

## ANNUAL SECURITY REPORT

CRIMINAL OFFENSES	ON CAMPUS	PUBLIC PROPERTY
Hate Crimes Simple Assault		
2018	0	0
2019	0	0
2020	0	0
Hate Crimes Intimidation		
2018	0	0
2019	0	0
2020	0	0
Hate Crimes Destruction/Damage/Vandalism of Property		
2018	0	0
2019	0	0
2020	0	0
Arson		
2018	0	0
2019	0	0
2020	0	0
Domestic/Dating Violence		
2018	1	0
2019	3	0
2020	1	0
Stalking		
2018	1	0
2019	0	0
2020	1	0

ARRESTS	ON CAMPUS	PUBLIC PROPERTY
Illegal Weapons Possession		
2018	0	0
2019	0	0
2020	0	0
Liquor Law Violations		
2018	0	0
2019	0	0
2020	0	0



# CRIME STATISTICS 2018-2020

## ANNUAL SECURITY REPORT

ARRESTS	ON CAMPUS	PUBLIC PROPERTY
<b>Drug Abuse Violations</b>		
2018	1	0
2019	2	0
2020	2	0
<b>Weapons Possessions</b>		
2018	0	0
2019	0	0
2020	0	0
<b>Hate Crimes Murder and Non-Negligent Manslaughter</b>		
2018	0	0
2019	0	0
2020	0	0
<b>Hate Crimes Sexual Assault</b>		
2018	0	0
2019	0	0
2020	0	0
<b>Hate Crimes Robbery</b>		
2018	0	0
2019	0	0
2020	0	0
<b>Hate Crimes Aggravated Assault</b>		
2018	0	0
2019	0	0
2020	0	0
<b>Hate Crimes Burglary</b>		
2018	0	0
2019	0	0
2020	0	0



# CRIME STATISTICS 2018-2020

## ANNUAL SECURITY REPORT

ARRESTS	ON CAMPUS	PUBLIC PROPERTY
Hate Crimes Motor Vehicle Theft		
2018	0	0
2019	0	0
2020	0	0
Hate Crimes Arson		
2018	0	0
2019	0	0
2020	0	0
Hate Crimes Larceny-Theft		
2018	0	0
2019	0	0
2020	0	0
Hate Crimes Simple Assault		
2018	0	0
2019	0	0
2020	0	0
Hate Crimes Intimidation		
2018	0	0
2019	0	0
2020	0	0
Hate Crimes Destruction/Damage/Vandalism of Property		
2018	0	0
2019	0	0
2020	0	0



# CRIME STATISTICS 2018-2020

## ANNUAL SECURITY REPORT

DISCIPLINARY ACTIONS/ JUDICIAL REFERRALS	ON CAMPUS	PUBLIC PROPERTY
<b>Illegal Weapons Possession</b>		
2018	0	0
2019	0	0
2020	0	0
<b>Drug Law Violations</b>		
2018	0	0
2019	0	0
2020	0	0
<b>Liquor Law Violations</b>		
2018	0	0
2019	0	0
2020	0	0

VAWA OFFENSES	ON CAMPUS	PUBLIC PROPERTY
<b>Domestic/Dating Violence</b>		
2018	1	0
2019	3	0
2020	0	1
<b>Stalking</b>		
2018	1	0
2019	0	0
2020	1	0
<b>Sexual Assault</b>		
2018	0	0
2019	0	0
2020	0	0