

## CHAPTER II

### STUDENTS

#### SECTION XXI. SAFETY AND SECURITY

- A. Uniform Crime Reports. Each institution shall report, on at least a monthly basis, the numbers and types of reported criminal offenses occurring on property owned or under the control of the institution. Such report shall be made to the System office and shall be public record. The form and control of such reports shall be prescribed by the System office but shall be such as to be acceptable for the purposes of compiling uniform crime reports. The reports shall be limited to those offenses included in Part I of the most recently published edition of the Uniform Crime Reports for the United States as printed by the Federal Bureau of Investigation and the United States Department of Justice. (R.S.17:3351, Acts 1988, No. 791). (*See PPM*)
- B. Catalog Information About Security Procedures and Practices. Each institution shall publish in its general catalog basic information about security procedures and practices maintained by the institution. Such information, to the extent not otherwise exempt by law from disclosure, shall include, but need not be limited to, the following:
1. The enforcement authority and training requirements for campus police and other security personnel.
  2. The number of security personnel employed by type, including full-time, part-time, and supplemental personnel.
  3. Basic procedures for responding to emergencies or criminal actions, such as the provision of an emergency telephone number for student and employee use.
  4. The administrative office responsible for security and campus police services.
- C. Development and Adoption of Written Security Rules, Regulations and Procedures. Such rules, regulations and procedures shall include, but not be limited to, the following information:
1. Procedures for responding to emergencies or criminal actions.
  2. Procedures for securing campus buildings and residence halls.
  3. Procedures for investigating violations of criminal statutes and university regulations.
  4. Procedures related to campus police and other security personnel activity within student housing.
  5. Rules and regulations governing the possession and use of firearms by campus

police and other security personnel.

6. Rules and regulations governing the possession and use of firearms on campus by employees, students and visitors.
7. Security considerations used in the construction, maintenance, groundskeeping, and lighting of campus buildings and grounds.
8. Methods used to inform the campus community about security matters. (Acts 1989, No. 543). (Addition approved 12/3/93)

D. Construction and Implementation of an Emergency Preparedness and Recovery Plan (EPRP). Campuses shall develop and regularly update an Emergency Preparedness and Recovery Plan. At a minimum, the Plan shall replicate some of the campuses' responses to section C (above) and address the following:

1. Creation of an Emergency Management Team with specific responses assigned to each member and the designation of a primary (and secondary) emergency operations center. The membership shall develop strategies which shall be routinely exercised through trial run.
2. Housing, mental and physical care, and overall safety of students, faculty, staff, and emergency personnel.
3. Evacuation of students, faculty, and staff.
4. Development of an on- and off-campus communications plan that addresses relationships with the community and governmental resource bases (i.e., media, federal, state, and local agencies).
5. Development, testing, and implementation of the capability to back up and/or transfer information to and restore critical data and systems from geographically remote locations in a timely fashion.
6. Protection of records, research material, and memorabilia.
7. Recovery of losses, both physical and financial.
8. Establishment, maintenance, and closure of shelters.
9. Provision for food, water, security and other necessary services.
10. Procedures to inform the students, parents, university personnel, and public officials of the elements of the emergency plan.
11. Opportunities for students to continue their education.

Where feasible, emergency plans should incorporate collaborative approaches with other ULS institutions.