



*Academy of Interactive Entertainment –
Louisiana*

Clery Act Annual Security Report 2020

Revision 5

July 20, 2020

Introduction

The Academy of Interactive Entertainment Louisiana (AIE-Louisiana) prepares this report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report includes statistics for the previous three years concerning reported crimes that occurred on campus; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies on campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, domestic violence, dating violence, stalking and other matters.

The full text of this report is available online at <https://aie.edu/student-information/lafayette-safety-handbook-and-clery-act-statistics/>, this report is prepared in cooperation with local law enforcement agencies and Student Services Manager. These entities provide updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest, and referral statistics include those reported to the Academy of Louisiana at Lafayette police, designated campus security officials as defined under the Act, and local law enforcement agencies.

Each year, an email notification is sent to all enrolled students, faculty, and staff. The email provides information on how to access the Annual Security Report online. Copies of this report may also be obtained at the AIE-Louisiana front office at 537 Cajundome Blvd., Suite 211 Lafayette, LA 70506.

All phone numbers use the area code (337-205-6604) unless otherwise noted.

In compliance with the Jeanne Clery Disclosure of Campus Crime Statistics Act, a copy of this Annual Security report is available on our website

<http://www.theaie.us/StudentInformation/lafayette-safety-handbook-and-clery-act-statistics>

For additional information on the Clery Act please visit:

<http://www.ed.gov/admins/lead/safety/campus.html>

A hard copy may be obtained by contacting the Head of School at 337-205-6612.

University of Louisiana Lafayette Police (ULL Police) - Authority and Role

The ULL Police is a department within the Division of Public Safety and is a team of professionals working to provide a safe environment in which the educational mission of the Academy can be fully realized. The ULL Police is service-oriented and tailored to meet the needs of a large progressive institution. The department provides police services such as police patrol, taking of crime/offense reports, criminal investigations, traffic supervision, emergency first aid, the maintenance of public order, and other related services. The department's ability to function as an independent law enforcement agency enables it to provide assistance while still maintaining the autonomy of the Academy.

The ULL Police provides a 24-hour-a-day patrol protection to the campus and its satellite facilities. Officers are vested with full law enforcement powers and responsibilities of any law enforcement officer of the state on property owned or operated by the ULL Police, including adjacent streets. Title 17 Section 1805 (A) of the Louisiana Revised Statutes grants police powers to Academy officers. In addition, this law grants officers the authorization to carry concealed weapons, powers of arrest on and off campus, jurisdictional boundaries, and authorization for the investigation of crimes occurring within ones jurisdiction to include the entire state. Officers must successfully complete a minimum of 360 hours of basic law enforcement training at a Louisiana Peace Officers Standards and Training (POST) approved academy. In addition, officers also receive advanced training in areas of criminal investigation, firearms, OWI detection, defense tactics, legal updates, narcotics, forensics, etc.

The ULL Police has a working relationship with all local, state, and federal law enforcement agencies. The department is part of a parish-wide emergency preparedness response team and responds when requested by other agencies. Additionally, the ULL Police is a member of the FBI JJTF (Joint Terrorism Task Force).

ULL also uses a private contract security guard service for access control at the Academy's residence halls during nighttime hours. Daytime hours are staffed by student workers managed by the Housing and Student Life and Conduct Departments. Additionally, there are Community Assistants assigned to each residence hall. An Area Coordinator, a professional staff person, is assigned to each residence hall area. They live on-site. These persons serve as additional "eyes and ears" for reporting.

Reporting Crimes or Emergencies

The ULL Police is located in Bittle Hall on the ULL Campus, 210 Hebrard Boulevard. The department is open 24 hours a day and is staffed by commissioned police officers. Students have 24 hour access to emergency phone lines to ULL Police as well as 911. **If you are the victim of a crime, involved in an emergency, a witness to an incident, learn of something suspicious, and/or in need of assistance, contact the ULL Police on an on-campus phone by dialing:**

- **26447 or 911**
- **To contact the ULL Police on an off-campus line dial 482-6447**
(long distance code is "337").
- **911**

Accurate and Prompt Reporting

Community members, students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents to the ULL Police in a timely manner and, when applicable, also to the Head of School of Academy of Interactive Entertainment-Louisiana (AIE) at 337-205-6612 . Reporting in a timely manner allows for the police department to assess the complaint for the purpose of making timely warnings reports and the annual statistical disclosure of the complaint. Failure to report as soon as practical hinders our ability to review for timely warnings.

The ULL Police and, when applicable, Head of School will investigate all complaints. A person wishing to file a report with the ULL Police has the right to file a report with local law enforcement agencies, to wit: Lafayette Police Department, Lafayette Parish Sheriff's Office, Iberia Parish Sheriff's Office, St. Martin Parish Sheriff's Office and/or Acadia Parish Sheriff's Office depending on the jurisdiction.

Any Code of Student Conduct violations will be forwarded to the Student Services Manager for review. Any employee matters will be forwarded to Human Resources for review. When appropriate, an incident will be referred to the Head of School Office for review.

Off-Campus Crime & Student Organizations

If local law enforcement is contacted about criminal activity occurring off-campus involving Academy students, that agency may notify the Head of School of AIE (The Academy). However, there is no official policy requiring such notification. Students in these cases may be subject to arrest by the local law enforcement agency and AIE disciplinary proceedings through the Student Services Coordinator.

The Academy does not have an official recognized student organization that has housing facilities.

Limited Voluntary Confidential Reporting

If you are the victim of a crime and do not want to pursue action within the Academy system or the criminal justice system, you may still consider making a confidential report. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the Academy can keep an accurate record of the number of incidents involving students, employees, and visitors; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential dangers. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution, and when they involve allegations of sexual harassment (including sexual violence) are made available to the the Head of School of AIE-Louisiana. Reporting procedures applicable to allegations of sexual assault are further discussed later in this brochure.

The ULL Police encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, the ULL Police cannot hold reports of crime in confidence. Furthermore, the police department is obligated to report the name of the victim and perpetrator to the Head of School of AIE-Louisiana. The Head of School can generally accept confidential reports. There may be some instances in which the Head of School may not be able to ensure confidentiality. The Academy has an obligation to evaluate the confidentiality request in the context of its responsibility to provide a safe and nondiscriminatory environment for all community members.

Confidential reports of crime may also be made to the ULL Police TIPS Hotline at 482-TIPS. The TIPS line is monitored by the ULL Police communications officer. The TIPS line should not be used to report emergencies. For emergencies dial 911 or (337) 482-6447. Additionally, TIPS can be reported on line at <http://police.louisiana.edu>.

Confidential Crime Reporting and Counselors

As a result of the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to people considered to be campus security authorities. Campus “Pastoral Counselors” and Campus “Professional Counselors,” when acting as such are not considered to be a campus security authority and are not required to report crimes for inclusion in the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

Counselors are defined as:

Pastoral Counselor

An employee of an institution who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

Professional Counselor

An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification.

Memorandum of Understanding (MOU)

The Academy recognizes that laws and rules are necessary for society to function and supports the enforcement of law by governmental agencies and rules by officials of the Academy. All persons on the campus are subject to these laws and rules at all times. All law enforcement agencies are expected to check in with the ULL Police when on campus to investigate further an investigation they are working on for their respective jurisdiction. **Additionally, all law enforcement agencies with concurrent jurisdiction recognize that the ULL Police is the primary law enforcement unit to handle any crime that occurs on the campus.**

The ULL Police enjoys an especially good relationship with the Lafayette Police Department and the Lafayette Parish Sheriff’s Office as well as with the St. Martin Parish Sheriff’s Office (Cade Farm), Acadia Parish Sheriff’s Office and the Iberia Parish Sheriff’s Office (New Iberia Research Center). The primary agency designation exists and is described in a “memorandum of understanding” (MOU) between ULL Police and the aforementioned agencies. **ULL Police is responsible for all crimes occurring on the campus to include our public property areas for reporting of Clery and FBI Uniform Crime Reporting (UCR).** Any Clery crime coming to the attention of another agency shall be turned over to the agency with primary jurisdiction on the campus to include the Academy’s public property areas, to wit: ULL Police. In addition, the Academy requests the Lafayette Police Department provides annually, UCR statistics for the areas surrounding the campus in a one mile radius. The ULL Police also receives a daily call for service report from the Lafayette Police Department that includes a one mile radius surrounding the campus. This aids the department in generating timely notifications to the Academy community concerning crimes that occur within the City of Lafayette within a one mile radius of the campus.

Each agency notifies each other in the event of a major crime via telephone, two way radio or in person. In addition, the ULL Police and the Lafayette Police Department participate in an additional MOU that governs a partnership between both agencies titled “CUSP” City and Academy Safety Program whereby each agency assigns an officer to a single patrol vehicle to provide patrol, safety programs, intelligence gathering and

operational support for the areas surrounding the campus where students reside and/or socialize, but not on the campus.

Timely Warnings

Notifying the Academy Community about Reported Crimes

In the event that a situation arises, either on or off campus, that, in the judgment of the Director of Public Safety/Chief of Police of ULL Police or designee, *constitutes an ongoing or continuing threat*, a campus wide “timely warning” will be issued. The warning(s) are generally written and distributed through the Academy e-mail system to students, faculty and staff. The message will be drafted by the police department’s Public Information Officer or designee and sent to the Academy’s Communication and Marketing Office for dissemination. During after hours, the Communication and Marketing Office is responsible for maintaining an on-call person 24/7 to assist in the timely warning dissemination. Updates to the Academy community about any particular case resulting in a Security and Safety alert may be distributed via blast email, may be posted on the ULL Police website, or may be shared with the media, including and specifically The Vermilion Newspaper. Safety and Security alerts may be posted in campus buildings on the monitors in various locations. These alerts are usually distributed for the following Uniform Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: arson, criminal homicide, and robbery. Incidents of aggravated assault and sex offenses are considered on a case-by case basis, depending on the facts of the case and whether there is a continuing danger to the campus community. For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to other Academy community members and a Safety and Security Alert would not be distributed. The Chief of Police or designee reviews all reports to determine if there is an on-going threat to the community and if the distribution of a Safety and Security alert is warranted. Safety and Security Alerts may also be issued for other crime classifications, as deemed necessary.

A daily crime and fire log is available for review 24 hours a day on the ULL Police website at <http://police.louisiana.edu> or at the ULL Police located at 210 Hebrard Blvd, Lafayette, Louisiana from 7:30 am to 5:00 pm Monday through Thursday and 7:30 am to 12:30 pm on Fridays, excluding holidays. The information in the crime log typically includes the case number, classification, date reported, date occurred, time occurred, general location, and disposition of each reported crime.

Incidents reported to ULL Police that fall into one of the required reporting classifications will be disclosed as a statistic in this annual brochure published by the ULL Police.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the ULL Police may also post the warning on the police department’s website at: <http://www.police.louisiana.edu>, providing the Academy community with more immediate notification. Anyone with information warranting a timely warning should report the circumstances immediately to the UL Police, by phone (337-482-6447) or in person at the police department located at 210 Hebrard Blvd, Lafayette, Louisiana.

Additionally, the Director of Public Safety/Chief of Police of ULL Police or designee, may issue an immediate Emergency Notification System warning concerning an imminent threat to public safety. This Emergency Notification System alert uses the following modes of communication: land line telephone, cell phone, text messages, RSS feeds on monitors throughout the campus, Academy on campus computer screens, website

alert, and could include face to face notification as well as public address systems such as bull horns and police unit PA.

Access to Campus Facilities

AIE-Louisiana is open to the public. The ULL Police is located on the main campus of UL - Lafayette at 210 Hebrard Blvd., Bittle Hall and is open 24/7/365. Custodial staff remains working through 12 midnight in the building. Schedules of the building fluctuate dependent upon the nature of the academic work and the semester. AIE – Louisiana staff conduct periodic educational sessions on prevention of various crimes including crimes against property and persons- specifically sexual assault and acquaintance rape.

Maintenance of Campus Facilities

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. ULL Police regularly patrols campus and reports malfunctioning lights and other unsafe conditions to Facilities Management of the LITE building for correction. LITE building management does periodic lighting surveys at night. ULL Police does this twice annually and sends a report to LITE management to address new lighting concerns in addition to lights that are malfunctioning. Other members of the AIE - Louisiana community are helpful when they report equipment problems to ULL Police or to LITE management. Additionally, unsafe conditions can be reported via the web at <http://police.louisiana.edu>.

AIE-Louisiana Emergency Preparedness

The AIE - Louisiana primarily resides within the City and Parish of Lafayette, Louisiana. As such, the Academy must abide by and is protected for emergencies by the policies and regulations set forth in the City and Parish of Lafayette, Louisiana – Lafayette Parish Office of Homeland Security and Preparedness (Lafayette OHSEP).

However, the Academy must be prepared for specific emergencies that may occur within the campus. Public safety administrators and police supervisory and line personnel have received training in Incident Command and Responding to Critical Incidents on Campus. The Incident Command System (ICS) is utilized when responding to incidents and police officers work with other Division of Public Safety units, ULL Police, and local public safety agencies to manage, mitigate, and recover from incidents. Additional preparations have been previously adopted by the police department. These documents are called Procedural Orders and exist for situations such as fires, proximity threats, terrorism, bomb emergencies and threats, suspicious packages, unusual occurrences, disasters, civil disturbances, mass arrests, etc. These Procedural Orders and other police department policies are updated regularly. Additionally, designated areas of operation outside of public safety are responsible for developing contingency plans and continuity of operations plans for their staff and areas of responsibility. These plans are termed functional annexes.

AIE-Louisiana and ULL Police conducts numerous emergency exercises each year, such as table top exercises, field exercises, and tests of the emergency notification systems on campus. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

General information about the emergency response and evacuation procedures for ULL buildings is publicized each year as part of the Academy's Clery Act compliance efforts, and is available at the website <https://aie.edu/student-information/lafayette-safety-handbook-and-clery-act-statistics/>

All Hazard Emergency Operations Plan

1.2

Purpose

The AIE – Louisiana Emergency Operations Plan establishes Academy policies, methodology, responsibilities and operations designed to effectively and efficiently leverage the human capital and resources of the Academy.

The primary objectives of the Emergency Operations Plan are:

- protect health and safety of people in the threatened or impacted area
- contain and control emergency incidents
- minimize damage to Academy property, facilities, research, and the environment
- minimize disruption of Academy activities and operations
- resume normal Academy activities and operations in a timely manner

1.2

Scope

The AIE-Louisiana EOP provides the framework for the coordination and delivery of preparedness, response, recovery, and mitigation assistance to students, visitors, and employees threatened or impacted by a large scale emergency or disaster situation affecting AIE-Louisiana.

The EOP was developed and is maintained through collaboration with the Academy stakeholders as well as public, private, non-government, and volunteers with assigned responsibilities and recognized in the plan.

The EOP takes an all-hazards approach to natural and human caused incidents that include but are not limited to those listed in section 2.2. It is scalable by design to afford maximum flexibility to Academy officials, decision-makers, and local and state partners.

This plan addresses preparedness, response, recovery and mitigation activities, it is at all times activated and relevant. Activities and tasks, including those assigned in the functional annexes that are part of this EOP, needed in response to an incident will be activated and directed by the Head of School. The EOP is applicable to all departments, agencies or organizations that provide assistance or conduct operations in the context of actual or potential incidents that may impact the Academy.

Notification to the Academy Community about an Immediate Threat Emergency Notification Systems

The ULL Division of Public Safety and Communications receive information from Head of School on campus. If there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the Academy Community, the ULL Division of Public Safety will collaborate to determine the content of the message and will use some or all of the systems described below to communicate the threat to the AIE-Louisiana community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population/campus. The ULL Division of Public Safety will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders (including but not limited to: ULL Police, LPD, LPSO, LFD), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

In the event of a serious incident that poses an immediate threat to members of the AIE-Louisiana or UL Lafayette community, the UL Police has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the Academy campus community. These methods of communication include ULL ENS, a system that provides email, phone and text message alerts to members of the Academy community. Students, staff, and faculty are automatically signed up for email alerts through their official Academy email address. The ULL ENS system is tied into the social media pages including Facebook at: <https://www.facebook.com/aieusa?fref=ts>. ULL ENS alerts may also be received directly on your computer as the alerts will take over the main website page and the message will scroll on the monitor of each Academy computer.

Updates will be communicated via the same systems. Individuals can call into the ULL ENS advisory information phone number (337) 482-2222 for updates. Members of the community at large who are interested in receiving information about emergencies on campus should use the website, social media or call the information line at (337) 482-2222.

The Academy community members are encouraged to notify the ULL Police of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students, faculty, staff, or visitors on campus. ULL Police has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, ULL Police has a responsibility to respond to such incidents to determine if the situation does in fact, pose a threat to the community. If so, federal law requires that the institution notify the campus community or the appropriate segments of the community that may be affected by the situation.

Emergency Response and Evacuation Testing Procedures

Summary of the Emergency Response Plan

ULL Police Officers and supervisors have received training in Incident Command and Responding to Critical Incidents on Campus. When a serious incident occurs that causes an immediate threat to the campus, the first

responders to the scene are usually ULL Police, Lafayette PD, Lafayette Fire and Lafayette HAZMAT, and they typically respond and work together to manage the incident. Depending on the nature of the incident, other ULL departments and other local, state, or federal agencies could also be involved in responding to the incident. General information about the emergency response and evacuation procedures for the Academy is publicized each year as part of the institution's Clery Act compliance efforts, and that information is available on the Academy website. Detailed information and updates to the ULL All Hazards Emergency Operations Plan and associated Functional Annexes which include departmental Contingency and Continuity Plans are available on the Public Safety website at <http://police.louisiana.edu>.

Summary of Emergency Evacuation Procedures

An evacuation drill is coordinated by Head of School each semester for all students on campus. Thus, the emergency response and evacuation procedures are tested at least twice each year and, for some of the buildings, multiple times a year. Students learn the locations of the emergency exits in the building and are provided guidance about the direction they should travel when exiting the facility for a short-term building evacuation. Head of School does not tell students in advance about the designated locations for long-term evacuations because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, ULL Police and ULL Safety staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. At the Academy, evacuation drills are used as a way to educate and train occupants on fire safety issues specific to their building. During the drill, occupants 'practice' drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. Palm cards with educational information are distributed to residents reentering a facility immediately after an evacuation drill. In addition to educating the occupants of each building about the evacuation procedures during the drills, the process also provides the Academy an opportunity to test the operation of fire alarm system components.

Evacuation drills are monitored by Academy officials to evaluate egress and behavioral patterns. Reports are prepared by participating officials that identify deficient equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments/offices for consideration.

Students receive information about evacuation and shelter-in-place procedures during their first floor meetings and during other educational sessions that they can participate in throughout the year. The Academy staff members are trained in these procedures as well and act as an on-going resource for the students living in residential facilities.

Shelter-in-Place Procedures

What it means to "Shelter-in-Place"

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to "shelter-in-place" means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

Basic “Shelter-in-Place” Guidance

If an incident occurs and the building you are in is not damaged, stay inside in an interior room until you are told it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, Academy ID Card, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest Academy building quickly. If police or fire department personnel are on the scene, follow their directions.

How You Will Know to “Shelter-in-Place”

A shelter-in-place notification may come from several sources, including ULL Police, Head of School or Academy staff members, the state government, Lafayette PD, Lafayette Parish Sheriff’s Office, or other authorities utilizing the Academy’s emergency communications tools.

How to “Shelter-in-Place”

No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise, follow these steps, unless instructed otherwise by local emergency personnel:

1. If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
2. Locate a room to shelter inside. It should be:
 - An interior room;
 - Above ground level; and
 - Without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms may be necessary.
3. Shut and lock all windows (tighter seal) and close exterior doors.
4. Turn off air conditioners, heaters, and fans.
5. Close vents to ventilation systems as you are able. (Academy staff will turn off the ventilation as quickly as possible.)
6. Make a list of the people with you and ask someone (House Staff, faculty, or other staff) to call the list in to ULL Police so they know where you are sheltering. If only students are present, one of the students should call in the list.
7. Turn on a radio or TV and listen for further instructions.
8. Make yourself comfortable.
9. Call the (337) 482-2222 line for updated information related to an Emergency Notification Alert message.

Campus Wide Evacuation

If you are directed to evacuate the entire campus, you should leave the main campus area and do not return until directed to do so. It is important to evacuate by foot, bicycle, and/or vehicle as soon as possible based on your individual circumstance. There will be traffic congestion and it is important to avoid major intersections and leave the outlying areas of the Academy community. The Division of Public Safety has a traffic evacuation plan that involves area law enforcement agencies; however, remember that ULL would be the 17th largest city in the state if it were classified as a city. The mass evacuation of the campus will adversely impact traffic in the Lafayette area. You should decide on your own the appropriate method for leaving the campus depending on your location and your circumstances. Simply walking on foot may be the best option if traffic congestion is a concern. You can expect limited cell phone coverage during this type of incident. The Academy will continue to use its Emergency Notification System, social media, and the ULL Police 482-

2222 emergency line to disseminate information concerning the incident and the evacuation. In addition, during an emergency and when practical, local media coverage will be used to assist in the dissemination of information.

Faculty and staff essential personnel will be directed by the Head of School to assist in the evacuation process and/or management of the incident where appropriate. There will typically be a designated staging area, to be determined and communicated, for essential personnel to be briefed on the situation and incident objectives.

Education Programs

The ULL Police provides various programs and systems designed to enhance the safety and well-being of the Academy community. ULL Campus security and fire safety procedures are discussed at new student orientation beginning of the school year. The Academy Head of School, ULL Police, and ULL: Environmental Health and Safety, Student Affairs, including Student Life and Conduct, Student Health Services and Counseling and Testing participate in forums to address students and to explain ULL Police security, public safety, and fire safety measures and procedures on UL Lafayette campus buildings. Members of the police department conduct crime prevention and general security and safety awareness presentations scheduled by the police department as well as when requested by various community groups, including students and employees of the Academy. During these presentations, the following information is typically provided: where to find crime prevention tips, statistics on crime at UL Lafayette, fire safety information, information regarding security procedures and practices, including encouraging participants to be responsible for their own security/safety and for the security/safety for others on campus, such as bystander training. In addition, ULL Police sets up demonstrations with the Mobile Operations Center and crime prevention awareness displays at various locations throughout the year. This provides for one-on-one interaction to answer questions and enter into a dialogue concerning safety and security. New employee orientation includes the distribution of this very document. The ULL Police also periodically sponsors a women's self-defense class and will provide said class to any organization requesting.

During the 2014 year, ULL Police conducted numerous events and presentations and staffed crime prevention tables. ULL Police also participates in Student Affairs programs. The ULL Student Affairs areas conducted numerous programs including information regarding alcohol education, fire safety, personal safety, and crime prevention for the Academy community. Environmental Health and Safety participated in and/or conducted 320 educational programs for students and employees. Presentation were conducted for Community Assistance (CAs), Student Orientation Staff (SOS), as well as several sections of Academy 100 on the following topics:

- Campus Security Authority
- Bystander Intervention
- Risk Reduction
- Run, Hide, Fight

482-2847: Crime Stoppers Tips Line

The ULL Police operates an anonymous Crime Stoppers Tips Line to assist the department and the community in the prevention and solving of crime. Members of the community are encouraged to report any information

regarding crimes that may or have occurred by dialing **482-2847** and follow the instructions given. All callers will remain anonymous.

On-Call Response Team

In addition to on-duty police officers, the Academy has an on-call response team consisting of the Vice President of Student Affairs, Dean of Students, Chief of Police, ULL Student Affairs staff, ULL Counseling and Testing staff, and additional police personnel. In most cases, this team can be assembled from initial contact. In cases of facility problems, there are standby personnel available for call-out by the ULL Police.

Self Defense Program

This program is offered to all members of the Academy Community. The program teaches basic self-defense skills and techniques. The programs assist participants in gaining confidence in their own abilities, as well as making them more aware of their surroundings.

Operation Safeguard

The ULL Police promotes Operation Safeguard program, engraving serial numbers or owner's recognized numbers on items of value, and makes engravers available upon request at no charge.

See Something, Say Something

Crime Statistics

The information below provides context for the crime statistics reported as part of compliance with the Clery Act.

The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the Academy community obtained from the following sources: the ULL Police, the request from Lafayette PD, Iberia SO, St. Martin SO, Acadia SO, and non-police officials (as defined below). For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported.

All statistics are gathered, compiled, and reported to the Academy via a report, entitled “Annual Security Safety Report” which is published by AIE-Louisiana. AIE-Louisiana submits the annual crime statistics published in this brochure to the Department of Education (ED). The statistical information gathered by the Department of Education is available to the public through the ED website.

AIE-Louisiana sends an email to every enrolled student and current employee on an annual basis. The email includes a brief summary of the contents of this report. The email also includes the address for the AIE-Louisiana website where the “Annual Security Safety Report” brochure can be found online <https://aie.edu/student-information/lafayette-safety-handbook-and-clery-act-statistics/> and a physical copy may be obtained by making a request to the AIE-Louisiana.

The statistics in this brochure are published in accordance with the standards and guidelines used by the FBI Uniform Crime Reporting Handbook and relevant federal law (the Clery Act).

The number of victims involved in a particular incident is indicated in the statistics column for the following crime classifications: Murder/Non-negligent Manslaughter, Forcible and Non-Forcible Sex Offenses (to include rape, fondling, incest and statutory rape), and Aggravated Assault. For example, if an aggravated assault occurs and there are three victims, this would be counted as three aggravated assaults in the crime statistics chart.

Sexual Assault (Sex Offenses). Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. Include attempted Sexual Assaults. Statistics being reported regarding Sexual Assaults:

- a) **Rape** is the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females. The crime as Rape, regardless of the age of the victim, if the victim did not consent or if the victim was incapable of giving consent. If the victim consented, the offender did not force or threaten the victim, and the victim was under the statutory age of consent, the crime is Statutory Rape.
- b) **Fondling** is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, included are instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity. Also, one offense per victim. Fondling is recognized as an element of the other sex offenses. Therefore, Fondling was reported only if it is the only sex offense.
- c) **Incest** is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. Counting one offense per victim.
- d) **Statutory Rape** is sexual intercourse with a person who is under the statutory age of consent. Counting one offense per victim. The statutory age of consent differs by state and can get complicated. If force was

used or threatened, or the victim was incapable of giving consent because of his/her age or temporary or permanent mental impairment, the offense is Rape, not Statutory Rape. The ability of the victim to give consent must be a professional determination by a law enforcement agency. Note that, while the definitions of Sexual Assault include lack of consent as an element of the offense, for the purposes of including a reported Sexual Assault in Clery Act statistics, no determination as to whether that element has been met is required. Therefore, all Sexual Assaults that are reported to a campus security authority and is included in the Clery Act statistics and also included in your crime log, regardless of the issue of consent.

The number reflected in the statistics for the following crime categories includes one offense per distinct operation: Robbery, Burglary, Larceny, Vandalism, and Arson. For example, if five students are walking across campus together and they are robbed, this would count as one instance of robbery in the crime statistics chart. In cases of Motor Vehicle Theft, each vehicle stolen is counted as a statistic. In cases involving Liquor Law, Drug Law, and Illegal Weapons violations, each person who was arrested is indicated in the arrest statistics.

The statistics captured under the “Referred for Disciplinary Action” section for Liquor Law, Drug Law, and Illegal Weapons violations indicates the number of people referred to the Office of Student Life and Conduct for disciplinary action for violations of those specific laws. Being “found responsible” for a violation includes a referral that resulted in a student being charged by the Office of Student Life and Conduct and a record of the action being kept on file.

The statistics in the Hate Crime charts are separated by category of prejudice. The numbers for most of the specific crime categories are part of the overall statistics reported each year. The only exceptions to this are the addition of Simple Assault, Intimidation, and any other crime that involves bodily injury that is not already included in the required reporting categories. If a Hate Crime occurs where there is an incident involving Intimidation, Vandalism, Larceny, Simple Assault, or other bodily injury, the law requires that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of the compliance document. Note: A hate or bias related crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender’s bias. For example, a subject assaults a victim, this is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of his/her bias, against the victim’s race, sexual orientation, gender, religion, ethnicity, or disability, the assault is then also classified as a hate/bias crime.

Statistics under the heading of “Referred for Disciplinary Action” include those individuals referred to the Office of Student Life and Conduct for disciplinary action. The numbers include incidents that are reported via AIE-Louisiana referrals and referrals provided directly to the Student Services Manager from other members of the AIE-Louisiana community.

Health and Safety Inspections (AIE-Louisiana has no student resident hall facilities.)

Fire Drills – Residence Halls (AIE-Louisiana has no student resident hall facilities.)

Fire Drill Guidelines: (AIE-Louisiana has no student resident hall facilities.)

False Alarm Procedures: AIE-Louisiana has no student resident hall facilities.)

Fire Extinguisher Safety

AIE-Louisiana utilizes 4 types of fire extinguishers for different hazards.

These include:

- A -Common Combustibles (wood, paper, trash, cloth)
- B -Flammable Liquids (gasoline, natural gas, solvents carbon dioxide)
- C -Live Electrical Equipment (computers, fax machines)
- K -Cooking materials (cooking oils and fats) **wet chemical

The location of fire extinguishers is posted on the Emergency Information Floor Plan Maps for every building. If you cannot find this information, contact the EH&S office at (337-482-1840) or safetyman@louisiana.edu .

- Ensure that the proper type of fire extinguisher for a particular area is available and operable.
- As per Life Safety Code (LSC) 27-7.2, business and residential occupants shall be periodically instructed on how to properly use a portable fire extinguisher.
- Use the **PASS** method when operating a fire extinguisher:
 - **P**ull the pin (or **P**ress the puncture lever)
 - **A**im the fire extinguisher toward the base the fire
 - **S**queeze or press the handle
 - **S**weep, from side to side, at the base of the fire until it appears to be out.
- After using a fire extinguisher, always back away from the location of the fire.
- Departmental Safety Coordinators shall inspect portable fire extinguishers during their building safety inspections.
- A contracted external vendor shall certify fire extinguishers yearly.
- For replacing uncharged or discharged fire extinguishers, or to request additional fire extinguishers, please contact the Assistant Safety Director at 482-1840.

Fire Safety Tips

A door can be the first line of defense against the spread of smoke or fire from one area to another. Some doors such as fire doors in corridors or stairwells of residence halls are designed to stand up to fire longer than those of an individual room. It is important that these doors are **CLOSED** for them to work. Additionally, if a door has a device that automatically closes the door, it should not be propped open.

Sprinklers are very effective in preventing the spread of fire when operating correctly. Please **DO NOT** hang material from the piping.

Smoke detectors cannot do their job if they are disabled or covered by the occupant, which is a violation of Academy Policy.

The majority of fires that are caused by smoking material are the result of a cigarette being disposed of incorrectly. Smoking is **NOT ALLOWED** in any rooms on campus.

Dormitory Safety Rules – (AIE-Louisiana has no student resident hall facilities.)

Section 8.33 General Campus Electrical Safety

Note: The information provided in this section supplements, but does not supersede, regulations set forth by the National Electrical Code. A copy of this code is available in the ULL Facility Management.

The following information pertains to electrical issues that apply to all campus employees and students.

- Do not attempt to repair an electrical circuit of any kind. To report broken circuits or any other electrical problem, call the ULL Facility Management at 482-6440 or email at workorder@louisiana.edu.
- If an activity you are doing “trips” an electrical breaker, do not attempt to reset the breaker. Report this problem to the ULL Facility Management at 482-6440 or email at workorder@louisiana.edu.
- Do not use an electrical receptacle or switch whose faceplate is missing or displays burn marks.
- Unplug and do not use any electrical device that emits a burnt odor.
- Do not use any device whose electrical cords are frayed or cut.
- Do not use receptacle splitters or other devices that are designed to allow multiple devices to be plugged into one receptacle. Power strips for computers are acceptable provided they are equipped with a circuit breaker or surge protection device. Only one power strip should be used in any wall receptacle – attaching multiple power strips in line with one another is unsafe and prohibited.
- Occasionally, florescent light fixtures will emit a burning smell. This is usually caused by a faulty ballast and is easily fixed. Turn off the light immediately and contact the ULL Facility Management at 482-6440 or email at workorder@louisiana.edu.
- When not in use, turn off the lights in a room. Conserve energy wherever possible.

Extension Cords

- Extension cords may not be hung over sharp edges such as nails or bolts.
- Extension cords cannot cross aisles as this creates a tripping hazard.
- Extension cords cannot be used as a substitute for fixed or permanent wiring.
- Extension cords cannot be used inside walls, above ceilings, across floors in the path of walkways, or along doorways and windows.
- When using an extension cord, ensure that the cord wire size is adequate for the devices that are to be powered by that cord. If you are unsure about this, contact EH&S office at 482-5357.

Illegal Drugs & Weapons Policy

The entire campus is considered a “Drug Free Zone” and a “Gun Free Zone” as outlined in Title 40 Section 981.3 and Title 14 Section 95.2 of the Louisiana Revised Statutes. The Academy does not condone the possession, use, and/or distribution of marijuana, LSD, or other hallucinogenic substances, narcotics, or drug paraphernalia by anyone. Any individual known to be in possession, using, or distributing such drugs is subject to Academy disciplinary action, arrest, imprisonment, or can be fined according to state law.

The Academy prohibits the use or possession of firearms while on campus. Anyone in violation is subject to disciplinary action and/or arrest according to state law.

Alcoholic Beverages Drug & Alcohol Abuse Policy/Programs

AIE-Louisiana seeks to encourage and sustain an academic environment that both respects individual freedom and promotes the health, safety, and welfare of all members of the community. In keeping with these objectives, the Academy has established a policy and guidelines governing the possession, sale, and consumption of alcoholic beverages on the Academy campus, and conforming to the laws of Louisiana. The Academy is committed to promoting the health and safety of its campus community through a program of alcohol education and the implementation of a relevant policy. A copy of this policy may be obtained requesting form the Head of School.

The Academy affirms its adherence to the following principles:

- The misuse and/or abuse of alcoholic beverages and related behavior, such as disorderly conduct, illness due to excessive consumption of alcohol, and destruction of property, pose a danger to an individual member of the Academy community and to the community at large.
- The promotion of alcoholic beverage consumption as the primary focus of on-or-off campus activities is inappropriate because it invites members of the Academy community to violate the Academy regulations and state law.
- Consumption of alcoholic beverages should only be by persons of legal age and by personal choice.
- Those that choose to consume alcoholic beverages should do so responsibly and in moderation.
- Consumption of alcoholic beverages should not be the main focus of an event or the only means of refreshment at an event.
- The responsibility for proper consumption of alcoholic beverages and for compliance with state law rests with each individual member of the Academy community.
- The Academy will contact by one and/or letter of underage students who violate the Alcohol Policy.
- The Academy does not condone the violations of laws proscribing possession, use, or sale of alcoholic beverages and possession, use, sale, manufacture, or distribution of illegal drugs. Members of the Academy community should know that violations of the laws concerning illegal drugs may lead to disciplinary action, which may include eviction from residence halls, revocation of other privileges, or suspension or expulsion from the Academy. Disciplinary action may be taken in order to protect the interests of the Academy and the rights and safety of others.

Abuse of alcohol and drugs can have a dramatic impact on the professional, academic and family life. The Academy, therefore, encourages members of the community who may be experiencing difficulty with drugs or alcohol to contact (855-242-0965).

Sex Offenders Registry

In accordance to the “Campus Sex Crimes Prevention Act” of 2000, which amends the Jacob Wetterling Crimes against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, The Academy of Louisiana at Lafayette Police Department is providing a link to the Louisiana State Police Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. ***Any person who uses information contained in or accessed through the Louisiana State Police Sex Offender and Child Predator Registry Website to threaten, intimidate, or harass any individual, including registrants or family members, or who otherwise misuses***

this information, may be subject to criminal prosecution or civil liability. The Louisiana State Police is responsible for maintaining this registry. Follow the link below to access the Louisiana State Police website.
<http://www.lsp.org/socpr/default.html>

SEXUAL ASSAULT, DATING VIOLENCE, DOMESTIC VIOLENCE, AND STALKING

The Academy of Louisiana at Lafayette (the Academy) does not tolerate *Prohibited Sexual Conduct*. The Academy is committed to creating and maintaining a campus environment in which all individuals are treated with respect and dignity and are free to participate in a lively exchange of ideas. Furthermore, the Academy is committed to fostering an environment in which all members of our campus community are safe, secure, and free from *Sexual Misconduct* of any form, including but not limited to *Sexual Assault*, *Dating Violence*, *Domestic Violence*, and *Stalking*. The Academy expects that all interpersonal relationships and interactions – especially those of an intimate nature – be grounded upon mutual respect, open communication, and clear consent. Each student has the right to learn and each employee has the right to work in an environment free of *Prohibited Sexual Conduct*.

Dating violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

For the purposes of this definition:

- dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- dating violence does not include acts covered under the definition of domestic violence. Domestic Violence is defined as a felony or misdemeanor crime of violence committed
- by a current or former spouse or intimate partner of the victim.
- by a person with whom the victim shares a child in common.
- by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner.
- by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
- by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- fear for the person's safety or the safety of others; or
- suffer substantial emotional distress. Sexual Assault is defined as an offense that meets the definition of Rape, Fondling, Incest or Statutory Rape as used in the FBI's UCR program and included in Appendix A of 34 CFR Part 668.

EDUCATION AND PREVENTION PROGRAMS SEXUAL ASSUALT

The academy engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault and stalking that:

Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and

Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Educational programming consists of primary prevention and awareness programs for all incoming students and new employees, as well as ongoing awareness and prevention campaigns for students and employees that:

- a. Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
- b. Defines using definitions provided both by the Department of Education as well as state law what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
- c. Defines what behavior and actions constitute consent to sexual activity in the State of Louisiana;
- d. Provides a description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene;
- e. Information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence; f. Information regarding:
 1. Procedures victims should follow if a crime of domestic violence, dating violence, sexual assault and stalking occurs (as described on pages 24-43);
 2. How the university will protect the confidentiality of victims and other necessary parties (as described as described on pages 24-43);
 3. Existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available within the university and in the community (as described as described on pages 24-43); emergency law enforcement, medical, and crisis response contact information
 4. Options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures (as described as described on pages 24-43); and
 5. Procedures for university disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking (as described as described on pages 24-43).

The university has developed an educational campaign in the fall and spring semester consisting of presentations that include distribution of educational materials to new students; participating in and presenting information and materials during new employee orientation; presenting programs throughout the year including sessions such as: residence hall speakers, digital flyers series, and web-based training programs.

All Academy community members are strongly encouraged to report incidents of Prohibited Sexual Conduct to the Head of School. After normal business hours, individuals are encouraged to report incidents of

Prohibited Sexual Conduct to the Lafayette Parish Police Department. As an alternative, as outlined below, an individual can also seek confidential assistance that does not involve notice to the Academy.

The Head of School upon receiving a report will conduct an Initial Assessment, considering the nature of the report, the safety of the parties and the campus community, Complainant's expressed preference for resolution, and the necessity for any Interim Protective Measures.

Following the Initial Assessment, the Head of School: (1) take no further action (e.g., at Complainant's request or where the conduct, on its face, would not rise to the level of a Policy violation); (2) pursue Voluntary Resolution; or (3) pursue Investigation to determine if disciplinary action is warranted. Each resolution process is guided by the same principles of fairness and respect for all parties. Resources are available for both Complainant and Respondent to provide support and guidance throughout the process.

A Complainant may explore all available options for resolution, including a report under the Policy and a report to law enforcement. The processes are not mutually exclusive; an individual can choose to pursue both a report under the Policy and a criminal investigation at the same time.

EMERGENCY LAW ENFORCEMENT, MEDICAL, AND CRISIS RESPONSE RESOURCES

All individuals are encouraged to seek the support of on and off campus resources, regardless of when or where the incident occurred. Trained professionals can provide guidance in making decisions, information about available resources and procedural options, and assistance to either party in the event that a report and/or resolution under the Policy is pursued.

As a first priority, the Academy encourages all individuals to report potential criminal conduct by calling 911 or by contacting the UL Police Department.

The Academy also encourages individuals to seek assistance from a medical provider or crisis response service immediately after an incident of Sexual Assault. This provides the opportunity to address physical well-being or health concerns, preserve any available evidence call **(855-242-0965)** for a quick reference on preservation of evidence), acquire preventative treatment for sexually transmitted diseases, and begin a timely investigative and remedial response. Emotional care, counseling, and crisis response are also available on and off campus.

The Academy follows policies of the Lafayette Parish Sexual Assault Response Team (SART), which allows it to quickly and effectively collaborate with local agencies in responding to reported cases of Sexual Assault. SART works to improve service delivery and response to individuals who have experienced Sexual Assault, including accompaniment in medical care, investigation, collection of forensic evidence, and related counseling. Individuals' use of these resources does not obligate them to pursue a disciplinary or criminal investigation; however, if they choose to do so, the resources provided by SART are designed to ease the process.

Furthermore, Sexual Assault Nurse Examiners (SANE) are specialized nurses who are trained in examining individuals who have experienced Sexual Assault in a sensitive manner that gathers and retains forensic evidence. If an individual uses SANE services s/he is under no obligation to file a report, but the evidence will be preserved should s/he choose to do so. Hearts of Hope maintains SANE nurses that respond to Lafayette Hospitals as well as St. Martin Hospital. Any survivor of sexual assault may request SANE services or to be connected to SART by calling the 24-hour Hearts of Hope hotline at 337-232-RAPE (7273).

The following is emergency law enforcement, medical, and crisis response contact information:

Law Enforcement	Medical Providers & Crisis Response
ULPD http://police.louisiana.edu/ 337-482-6447 Bittle Hall 210 Hebrard Blvd. Lafayette, LA 70504	
Lafayette Police Department http://www.lafayettela.gov/PoliceDepartment/Pages/default.aspx 337-291-8600 900 E. Academy Ave. Lafayette, LA 70502	Hearts of Hope http://www.theheartsofhope.org/ 337-232-RAPE (7273) Located in Lafayette, LA Hearts of Hope provides the survivor with advocacy, counseling, and accompaniment to all medical, forensic, and criminal investigations following an incident of sexual assault or abuse and other related incidents.
Lafayette Parish Sheriff's Office http://www.lafayettesheriff.com/ 337-232-9211 316 West Main St. Lafayette, LA 70501	Faith House http://www.faithhouseacadiana.com 337-232-8954 800-411-1333 (24 hour crisis hotline) Faith House provides advocacy, counseling, medical and legal assistance, shelter, safety plans, and accompaniment at hearings for all survivors of interpersonal violence and their children.
	Lafayette General Medical Center www.lafayettegeneral.com 337-289-7991
	Our Lady of Lourdes Hospital www.lourdesrhc.com 337-470-2000

Women's & Children's Hospital http://womens-childrens.com/ 337-521-9100
The Regional Medical Center of Acadiana http://medicalcenterofacadiana.com/ 337-981-2949

WHO TO REPORT TO

The Academy encourages individuals who have experienced Prohibited Sexual Conduct to talk about what happened so they can get the support they need and so the Academy can respond appropriately. This section identifies Academy employees who are authorized to receive reports, their roles, and their ability to maintain an individual's confidentiality.

Responsible Employees

A Responsible Employee is the Head of School who has the authority to redress sexual violence, who has the duty to report incidents of sexual violence or other student misconduct, or who a student could reasonably believe has this authority or duty. When an individual tells a Responsible Employee about an incident of sexual violence, the individual has the right to expect the Academy to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably. The Head of School must report to all proper authorities all relevant details about the alleged Prohibited Sexual Conduct shared by the individual, including the names of the individual who allegedly experienced Prohibited Sexual Conduct and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident. To the extent possible, information reported to Head of School will be shared only with people responsible for handling the Academy's response to the report.

- The Head of School

Confidential Reporting Resources

Some individuals on and off the Academy are required to maintain near complete confidentiality. Talking to these individuals is sometimes called a privileged communication. The trained professionals designated below can provide counseling, information, and support in a confidential setting. These confidential resources will not share information about a patient/client (including whether that individual has received services) without the individual's express, written permission unless there is a continuing threat of serious harm to the patient/client or to others or there is a legal obligation to reveal such information (e.g., suspected abuse or neglect of a minor).

Confidential resources may include clergy, medical/healthcare providers, and mental healthcare providers. Some confidential resources are listed below:

On Campus Confidential Resources	Off Campus Confidential Resources
<p>Head of School 337-205-6612 robinc@aie.edu</p>	<p>Hearts of Hope http://www.theheartsofhope.org/ 337-232-RAPE (7273) Located in Lafayette, LA</p> <p>Hearts of Hope provides the survivor with advocacy, counseling, and accompaniment to all medical, forensic, and criminal investigations following an incident of sexual assault or abuse and other related incidents.</p>
	<p>Faith House http://www.faithhouseacadiana.com 337-232-8954 800-411-1333 (24 hour crisis hotline)</p> <p>Faith House provides advocacy, counseling, medical and legal assistance, shelter, safety plans, and accompaniment at hearings for all survivors of interpersonal violence and their children.</p>
	<p>Lafayette General Medical Center www.lafayettegeneral.com 337-289-7991</p>
	<p>Our Lady of Lourdes Hospital www.lourdesrmc.com 337-470-2000</p>
	<p>Women's & Children's Hospital http://womens-childrens.com/ 337-521-9100</p>
	<p>The Regional Medical Center of Acadiana http://medicalcenterofacadiana.com/ 337-981-2949</p>

Confidential Advisors

Pursuant to La. R.S. 17:3399.15, no later than the beginning of the 2016-2017 academic year, the Academy shall designate Confidential Advisors. Contact information for the Confidential Advisors will be provided at that time on the Academy's website. Those individuals designated as Confidential Advisors shall complete online training developed by the Attorney General in collaboration with the Board of Regents.

The Confidential Advisor shall inform the Complainant of the following:

- Their rights under federal and state law, as well as Academy Policy;
- Reporting options and potential outcomes;
- Investigation and disciplinary/adjudication proceedings of the Academy and the criminal justice system;
- Potential accommodations; and
- Emergency response options.

The Confidential Advisor may liaise with the Academy on behalf of the Complainant, as appropriate. In addition, the Confidential Advisor may accompany the Complainant through various proceedings in the Investigation.

The Confidential Advisor shall not be obligated to report crimes to the institution or law enforcement in a way that identifies an alleged victim or an accused individual, unless otherwise required to do so by law.

HOW TO REPORT

The Academy encourages all individuals, whether a Complainant, witness, or third party, to promptly report Prohibited Sexual Conduct directly to the Head of School or UL Police Department. After normal business hours, individuals are encouraged to report incidents of Prohibited Sexual Conduct to the Lafayette Police Department. The reporting options are the same whether the reporter is a Complainant, a witness, third party, or other individual.

The Academy recognizes that deciding whether to make a report and choosing how to proceed are personal decisions that may evolve over time. At the time a report is made, a Complainant does not have to decide whether to request any particular course of action. Through a coordinated effort, staff from the offices listed below provide support to assist each individual in making these important decisions, and consistent with the goal of safety for all community members, will make every effort to respect an individual's autonomy in making the determination as to how to proceed. Any individual can also make a report to external law enforcement agencies, including those listed below. If a report is made to the police, the Academy and the police may share information under certain circumstances.

Reporting (Not Anonymous)

On Campus Reporting Options for Academy Action under the Policy	Off Campus Reporting Options for External Law Enforcement Action
Head of School 337-205-6612 robinc@aie.edu	911
	Lafayette Police Department http://www.lafayettela.gov/PoliceDepartment/Pages/default.aspx 337-291-8600 900 E. Academy Ave. Lafayette, LA 70502
	Lafayette Parish Sheriff's Office http://www.lafayettesheriff.com/ 337-232-9211 316 West Main St. Lafayette, LA 70501

Anonymous Reporting

Any individual may make a report of *Prohibited Sexual Conduct* to the Academy without disclosing his or her name and without identifying *Respondent* or requesting any action. Depending on the level of information available about the incident or the individuals involved, the Academy's ability to respond to an anonymous report may be limited. Contact 337-205-6612 and leave a detailed voice message.

Reporting Considerations: Timeliness and Location of Incident

All individuals, including a *Complainant*, witness, or third party, are encouraged to report *Prohibited Sexual Conduct* regardless of when or where it occurred, as soon as possible to maximize the ability to respond promptly and effectively. The Academy does not, however, limit the time frame for reporting. If *Respondent* is no longer a student at the time of the report, or if the conduct did not occur on campus, in the context of an education program or activity of the Academy, or have continuing adverse effects on campus or in an off-campus education program or activity, the Academy may not be able to fully investigate nor take disciplinary action against *Respondent*. In each instance, the Academy will still provide any fair and reasonable support and resources to a *Complainant* designed to end the *Prohibited Sexual Conduct*, prevent its recurrence, and address its effects.

Amnesty

Any individual, including a *Complainant*, witness, or third party, who makes a report will not be subject to disciplinary action by the Academy for his/her, personal consumption of alcohol or other drugs at or near the time of the incident.

Procedure for Resolution

Initial Assessment

When a report is made, the Head of School will conduct an *Initial Assessment*. The *Initial Assessment* will determine whether the alleged conduct would present a potential violation of the Policy and whether further action is warranted based on the alleged conduct.

1. Preliminary Meeting

The first step of the *Initial Assessment* will usually be a preliminary meeting between *Complainant* and the Head of School or designee to gather facts that will enable the Head of School:

- Assess the nature and circumstances of the allegation;
- Address any immediate concerns about the physical safety and emotional wellbeing of the *Complainant* and *Respondent*;
- If the conduct is criminal in nature, notify *Complainant* of the option to notify law enforcement;
- Provide *Complainant* with information about:
 - On and off campus resources, including the availability of medical treatment to address any physical and mental health concerns, including counseling and support, and to preserve evidence, whether or not *Complainant* chooses to make an official report or participate in the institutional disciplinary or criminal process;
 - The available range of *Interim Protective Measures*; and
 - Procedural options, including *Voluntary Resolution*, *Investigation*, and *Appeal*.
- Discuss *Complainant's* expressed preference for manner of resolution and any barriers to proceeding;

- Explain the Academy's policy prohibiting *Retaliation*;
- Explain the role of the *Support Person* and *Advisor*;
- Assess potential pattern evidence or other similar conduct; and

Requests for Confidentiality or No Formal Action

Where a *Complainant* requests that his/her name or other identifiable information not be shared with *Respondent* or that no formal action be taken, the Head of School will balance this request against the following factors in reaching a determination whether the request can be honored:

- The nature and scope of the alleged conduct;
- The respective ages and roles of *Complainant* and *Respondent*;
- The risk posed to any individual or to the campus community;
- Whether there have been other reports of misconduct by *Respondent*;
- Whether the report reveals a pattern of misconduct at a given location or by a particular group;
- *Complainant's* wish to pursue disciplinary action;
- Whether the Academy possesses other means to obtain relevant evidence;
- Considerations of fundamental fairness and due process with respect to *Respondent* should the course of action include disciplinary action against *Respondent*; and
- The Academy's obligation to provide a safe and non-discriminatory environment.

Where possible based on the facts, circumstances, and the factors listed above, the Head of School will seek action consistent with *Complainant's* expressed preference for manner of resolution, recognizing that the Academy must move forward with cases. The Academy's ability to fully investigate and respond to a report may be limited if *Complainant* requests that their name not be disclosed to *Respondent* or declines to participate in an *Investigation*.

Determination of Resolution Route

At the conclusion of the *Initial Assessment*, the Head of School will determine the appropriate resolution route. Resolution may include: (1) no further action; (2) *Voluntary Resolution*; or (3) the initiation of an *Investigation* that may lead to disciplinary action.

Regardless of the manner of resolution, a *Respondent* may choose to accept responsibility at any stage in the process.

Nondisclosure

The Academy will not require a party to abide by a nondisclosure agreement, in writing or otherwise, that would prevent the re-disclosure of information related to the outcome of proceedings under this Policy.

Voluntary Resolution

Voluntary Resolution is a path designed to eliminate the conduct at issue, prevent its recurrence, and remedy its effects in a manner that meets the expressed preference of *Complainant* and the safety and welfare of the campus community. *Voluntary Resolution* does not involve an *Investigation* or disciplinary action against a *Respondent*, and is not appropriate for all forms of conduct under the Policy.

If a *Complainant* requests *Voluntary Resolution*, and the Head of School concludes that *Voluntary Resolution* is appropriate based on the *Initial Assessment*, the Head of School will take appropriate action designed to protect *Complainant's* access to employment, educational, and extracurricular opportunities and benefits at the Academy. A *Complainant* may request and decide to pursue *Voluntary Resolution* at any time. In those cases in which the *Voluntary Resolution* involves either notification to or participation by *Respondent*, it is *Respondent's* decision whether to accept *Voluntary Resolution*.

Voluntary Resolution may include: establishing *Interim Protective Measures*; conducting targeted or broad-based educational programming or training for relevant individuals or groups; providing increased monitoring, supervision, or security at locations or activities where the misconduct occurred; facilitating a meeting between *Respondent* and *Complainant* (in cases that do not involve *Sexual Assault*); and any other remedy that can be tailored to the involved individuals to achieve the goals of the Policy. In some forms of *Voluntary Resolution*, the remedies will focus on supporting *Complainant* with no participation or involvement by *Respondent*. In other forms of *Voluntary Resolution*, *Respondent* may agree to participate. Depending on the remedy employed, it may be possible for a *Complainant* to maintain anonymity.

Voluntary Resolution may also include the option to allow a *Respondent* to accept responsibility for misconduct and acknowledge harm to *Complainant* or to the Academy community.

As the title implies, participation in *Voluntary Resolution* is a choice, and either party can request to withdraw and pursue an *Investigation* at any time, including if *Voluntary Resolution* is unsuccessful. Similarly, a *Complainant* can request to end an *Investigation* and pursue *Voluntary Resolution* at any time. Either party may request *Interim Protective Measures* regardless of whether any particular course of action is sought.

Voluntary Resolution is not mediation. Mediation is never appropriate in *Sexual Misconduct* cases.

Investigation

Following the *Initial Assessment*, and in consultation with *Complainant*, the Academy will initiate a prompt, thorough, and impartial *Investigation* of conduct that is a potential violation of the Policy and is not being addressed through *Voluntary Resolution*. The Head of School will designate an investigator(s) who has training and experience investigating allegations of *Prohibited Sexual Conduct*. The investigator will coordinate the gathering of information to make an *Investigative Finding* regarding whether the alleged conduct constitutes a violation of the Policy by a preponderance of the evidence. A preponderance of the evidence means that it is more likely than not that the conduct occurred.

Information gathered during the *Investigation* will be used to evaluate the appropriate course of action, provide for individual and campus safety, and identify the need for additional *Interim Protective Measures* and other remedies to eliminate the alleged conduct and to address its effects.

2. Time Frame for Resolution

Consistent with the goal to maximize educational opportunities and minimize the disruptive nature of the *Investigation* and resolution, the Head of School seeks to resolve all reports within one academic semester, depending on when the report is received. In general, an *Investigation* will typically last up to sixty (60) days, from the date the Head of School determines there is sufficient information to determine if the allegation raises a potential violation of this Policy and that *Investigation* is the appropriate route for Resolution. This time frame does not include *Appeals*. The Head of School may set reasonable time frames for required actions under the Policy.

Time frames may be extended for good cause to ensure the integrity and completeness of the *Investigation*, comply with a request by external law enforcement, accommodate the availability of witnesses, *Complainant*, or *Respondent*, account for Academy breaks, or address other legitimate issues, including the complexity of the *Investigation* and the severity and extent of the alleged conduct. *Complainant* and *Respondent* will be given periodic status updates throughout the process. Best efforts will be made to complete the process in a timely manner by balancing principles of thoroughness and fundamental fairness with promptness.

Investigative Process

After the Head of School initiates an *Investigation*, the investigator will notify *Complainant* and *Respondent* of the *Investigation*, which constitutes a formal charge. The notification will include a summary of the allegation or conduct at issue, the range of potential violations under the Policy, and the range of potential sanctions. Once the notification has been made to *Complainant* and *Respondent*, the *Investigation* phase begins.

Upon notification, or at any stage in the process, *Respondent* may choose to accept responsibility for the Policy violation. Even if *Respondent* accepts responsibility for the Policy violation, the investigator may continue the *Investigation* as necessary to determine appropriate sanction(s).

The investigator will also inform *Complainant* and *Respondent* that they have the ability to challenge the investigator on the basis of an actual conflict of interest, bias, or lack of impartiality. Any such challenge must be submitted in writing to the Head of School within three (3) business days of the notification. The challenge must clearly state the grounds to support a claim of bias, conflict of interest, or an inability to be fair and impartial. Failure to timely object eliminates the possibility of any later appeal or objection based on the assertion that the investigator had a conflict of interest, was biased, or lacked impartiality.

The Head of School will oversee the *Investigation* by the investigator. The *Investigation* is designed to provide a fair and reliable gathering of the facts by a trained and impartial investigator. All individuals, including *Complainant*, *Respondent*, and any third party witnesses, will be treated with appropriate sensitivity and respect throughout the *Investigation*. The *Investigation* will safeguard the privacy of the individuals involved in a manner consistent with federal law and Academy policy.

During the *Investigation*, *Complainant* and *Respondent* will have an equal opportunity to be heard, to submit information, and to identify witnesses who may have relevant information. The investigator will speak separately with *Complainant*, *Respondent*, and other individuals willing to participate and who have relevant information. As part of the *Investigation*, the investigator may gather or receive information that is relevant to the determination of an appropriate sanction or remedy, including information about the impact of the alleged

incident on *Complainant* and *Respondent*. The investigator will gather any available physical or documentary evidence, including prior statements by *Complainant*, *Respondent*, or witnesses, any communications between the *Complainant* and *Respondent*, email messages, social media messages, text messages, and other records as appropriate and available. In the event *Respondent* declines to participate in proceedings or withdraws from the Academy, the *Investigation* and *Appeal* may proceed without *Respondent*.

A *Respondent* that withdraws from the Academy prior to a finding will not be eligible to return to the Academy until the proceedings under the Policy have been finally concluded.

If a *Respondent* accused of *Sexual Misconduct* seeks to transfer to another institution during an *Investigation*, the Academy shall withhold the *Respondent's* transcript until such *Investigation* or adjudication is complete and a final decision has been made. The Academy shall inform the *Respondent* of the Academy's obligation to withhold the transcript during the *Investigation*.

At any meeting or proceeding related to the resolution of an allegation under the Policy, *Complainant* or *Respondent* may have a *Support Person* and/or an *Advisor* present. The *Support Person* and/or *Advisor* may not be otherwise a party or witness involved in the *Investigation* or proceedings. A party's inclusion of a *Support Person* or *Advisor* is at the sole initiative and expense of the party.

Once chosen by a *Complainant* or *Respondent* to serve as an *Advisor*, at the discretion of the Head of School or investigator, the *Advisor* may be required to meet with the Head of School in advance of any attendance of any activity related to the *Investigation* to understand the expectations of the role, privacy considerations, and appropriate decorum.

The Academy, its officials, Head of School, and investigator will at all times only communicate directly with *Complainant* and *Respondent* even if he/she authorizes the *Advisor* to receive information on his/her behalf. It is the party's responsibility to communicate and share information with his/her *Advisor*.

Where the Academy is made aware that there is a concurrent criminal investigation, the Head of School will coordinate with law enforcement so that any Academy processes do not interfere with the integrity or the timing of the law enforcement investigation. At the request of law enforcement, the Academy may agree to defer the fact-finding portion of its *Investigation* until after the initial stages of a criminal investigation. The Head of School will nevertheless communicate with *Complainant* and *Respondent* regarding resources and accommodations, procedural options, anticipated timing, and the implementation of any necessary *Interim Protective Measures* for the safety and well-being of all affected individuals.

All community members, including students, faculty, and staff, are expected to cooperate with the Head of School and investigator in the *Investigation*, as well as any *Appeal*, to assure fairness and procedural due process. The Head of School may request the appearance of persons from the Academy community who can provide relevant evidence. Both a *Complainant* and a *Respondent* may decline to participate in proceedings under the Policy.

Relevance and Special Considerations

The investigator has the discretion to determine the relevance of any witness or other evidence to the finding of responsibility, and may exclude information in preparing the *Investigation* Report if the information is irrelevant, immaterial, or more prejudicial than informative.

The investigator may also exclude statements of personal opinion by witnesses and statements as to general reputation for any character trait, including honesty. The investigator will not exclude direct observations or reasonable inferences drawn from the facts.

Character Evidence

Character evidence is information that does not directly relate to the facts at issue, but instead, reflects upon the reputation, personality, qualities, or habits of an individual. In general, information regarding the character of *Complainant*, *Respondent*, or any witness is not relevant to the determination of whether there is a Policy violation.

Prior Sexual History

Questioning about *Complainant's* sexual history with anyone other than *Respondent* should not be permitted. Further, the Academy recognizes that the mere fact of a current or previous *Consensual* dating or sexual relationship between *Complainant* and *Respondent* does not itself imply *Consent* or preclude a finding of a violation of the Policy.

Consultation of Other Administrative Units

In reaching these determinations, the investigator will consult with other administrative units with information relevant to the *Investigation*. The investigator may also seek information from the Student Service Manager regarding prior disciplinary history and ULL Police regarding prior criminal history.

Consolidation of Reports

At the discretion of the Academy, multiple reports may be consolidated in one *Investigation* if the information related to each incident would be relevant and probative in reaching a determination on the other incident. This includes, but is not limited to, matters where the evidence of the other conduct is inextricably intertwined with *Prohibited Sexual Conduct* under the Policy. Matters may also be consolidated where they involve multiple *Complainants*, multiple *Respondents*, or related conduct involving the same parties that would otherwise have been heard under the Student Code of Conduct (provided that it does not delay the prompt resolution of determinations of violations of this Policy).

Review of Draft *Investigation* Report

At the conclusion of the *Investigation*, the investigator will prepare a written report that summarizes the information gathered, synthesizes the areas of agreement and disagreement between *Complainant* and *Respondent* with any supporting information or accounts, and includes an *Investigative Finding* regarding whether a Policy violation occurred. However, at the discretion of the investigator and based on the circumstances, before the report is finalized *Complainant* and *Respondent* may be given the opportunity to review a draft *Investigation* Report, which will not include the *Investigative Finding*, and may be presented in redacted format. *Complainant* and *Respondent* will not receive an electronic or written copy, nor may they photograph or copy the draft *Investigation* Report.

If allowed to view the draft *Investigation* Report, *Complainant* and *Respondent* may submit any additional comment or information to the investigator within five (5) business days of the date of the notice of the opportunity to review the draft *Investigation* Report. This is the final opportunity for *Complainant* and *Respondent* to identify any additional information or witnesses prior to an *Investigative Finding*.

In the absence of good cause, information discoverable through the exercise of due diligence that is not provided to the investigator either at this juncture or prior to the conclusion of the *Investigation* will not be considered by the investigator or *Appeal Panel*.

Investigative Finding

Upon the conclusion of the Investigation the investigator will make an Investigative Finding, by a preponderance of the evidence, regarding whether a Policy violation occurred.

Sanctions In keeping with the Academy's commitment to foster an environment that is safe, inclusive, and free of *Prohibited Sexual Conduct*, the Policy provides the Title IX Coordinator with wide latitude in the imposition of sanctions tailored to the facts and circumstances of each violation of the Policy, the impact of the *Prohibited Sexual Conduct* on *Complainant* and surrounding community, and accountability for *Respondent*. The imposition of sanctions is designed to eliminate *Prohibited Sexual Conduct*, prevent its recurrence, and remedy its effects, while supporting the Academy's educational mission and federal and state obligations. Sanctions may include educational, restorative, rehabilitative, and punitive components, including suspension or expulsion.

The Head of School, in concert with the investigator, is responsible for determining the appropriate sanction(s).

In determining appropriate sanction(s), the following factors shall be considered:

- The nature and violence of the conduct at issue;
- The impact of the conduct on *Complainant*;
- The impact or implications of the conduct on the Academy community;
- Prior misconduct by *Respondent*, including *Respondent's* relevant prior discipline history, both at the Academy or elsewhere, including criminal convictions;
- Whether *Respondent* has accepted responsibility for the conduct;
- Maintenance of a safe and respectful environment conducive to learning; and
- Any other mitigating, aggravating, or compelling circumstances to reach a just and appropriate resolution in each case.

Restorative outcomes may also be considered that, taking into account the safety of the Academy community as a whole, allow *Respondent* to develop insight about his/her responsibility for the behavior, learn about the impact of the behavior on *Complainant* and the community, and identify how to prevent or change the behavior.

Sanctions may be imposed individually or in combination. Furthermore, if the *Respondent* is found responsible for sexually-oriented criminal offenses upon the completion of such *Investigation* and/or adjudication and seeks to transfer to another institution, the Academy is required to communicate such a violation, when the Academy becomes aware of the Respondent's attempt to transfer, with the institution(s) to which the *Respondent* seeks to transfer or has transferred.

Remedies

The Head of School may identify short and long-term or permanent remedies to address the effects of the conduct on *Complainant* and ensure there are no barriers to *Complainant's* ability to benefit from the Academy's employment or educational opportunities. Such remedies should seek to restore to *Complainant*, to the extent possible, all benefits and opportunities lost as a result of the *Prohibited Sexual Conduct*. The Head of School will also identify remedies to address the effects of the conduct on the Academy community, such as conducting targeted or broad-based educational programming or training for relevant individuals or groups; providing increased monitoring, supervision, or security at locations or activities where the misconduct occurred; and any other remedy that can be tailored to the campus community to achieve the goals of the Policy.

The Head of School will consider the appropriateness of remedies, including Protective Measures, on an ongoing basis to assure the safety and well-being of the parties throughout the process. Long-term remedies may include extending or making permanent any *Interim Protective Measures* or implementing additional measures tailored to achieve the goals of the Policy. Many of the remedies and supports that a *Complainant* might need after a finding of a Policy violation will have already been provided as *Interim Protective Measures*. The Head of School will, in all cases, consider whether there is a need for additional remedies. Additional remedies or supports may be included in the sanctions, such as reassignment or removal of *Respondent* from a class or a dormitory.

Notification of Investigative Finding, Sanctions, and Remedies

Both *Complainant* and *Respondent* will be notified of the *Investigative Finding* in writing concurrently. *Complainant* will also be notified of any individual remedies offered or provided to *Complainant* or any sanctions imposed on *Respondent* that directly relate to *Complainant*. *Respondent* will be notified of any sanctions imposed, but will not be notified of the individual remedies offered or provided to *Complainant*. These notifications will also include information on the *Appeal* process.

Investigation Outcome Conference

Upon notification to *Complainant* and *Respondent* of the *Investigative Finding*, and where appropriate, recommended sanction(s) and/or remedy (ies), each party will have the opportunity to meet, separately, with the Head of School. The Head of School will share the *Investigative Finding* and, as applicable, the recommended sanction(s) with *Complainant* and *Respondent* and the remedy (ies) with *Complainant*. During the *Investigation Outcome Conference*, *Complainant* and *Respondent* will each have an opportunity to review the *Investigation Report*, which may be redacted. *Complainant* and *Respondent* will not, however, receive an electronic or written copy, nor may they photograph or copy the *Investigation Report*.

After an *Investigative Finding*, both *Complainant* and *Respondent* may:

- Accept both the *Investigative Finding* and recommended sanction(s);
- Accept the *Investigative Finding*, but request an *Appeal* on the recommended sanction(s); or,
- Request an *Appeal* on the *Investigative Finding* and recommended sanction(s).

If either party requests an *Appeal*, the matter will be referred to an *Appeal Panel* to determine whether a Policy violation was committed and/or if the appropriate sanction(s) were issued.

Complainant and *Respondent* must communicate their chosen course of action to the Head of School in writing (e.g., email, facsimile, letter) within five (5) business days of notification of the *Investigative Finding*.

At the conclusion of the *Investigation Outcome Conference*, one of the following will occur:

Where both *Complainant* and *Respondent* agree to the *Investigative Finding* and any recommended sanction(s), or where neither party requests an *Appeal*, the *Investigative Finding* and any sanction(s) will become final. The finality of the *Investigative Finding* and any sanction(s), which is not subject to further appeal or review, will be communicated to *Complainant* and *Respondent*, in writing concurrently. Concerning the finality of sanctions, *Complainant* will only be notified of any sanctions imposed on *Respondent* that directly relate to *Complainant*.

If either party challenges the *Investigative Finding* and/or sanction(s), the Head of School will issue a Notice of *Appeal* to *Complainant* and *Respondent* and forward the report for *Appeal* procedures by the *Appeal Panel*. The Title IX Coordinator shall have sole discretion to determine whether any sanctions or remedies are put on hold pending the *Appeal* outcome.

Appeal

Scope of *Appeal*

The scope of review by the *Appeal Panel* is determined by what *Complainant* and/or *Respondent* have *Appealed*. The parties may *Appeal* the *Investigative Finding* and/or the sanction(s). If the *Investigative Finding* is *Appealed*, the scope of the *Appeal* includes review of the factual findings, *Investigative Finding*, and any sanction(s). If only the sanctions are appealed, the scope of the *Appeal* includes review of appropriate sanctions based on the factual findings and *Investigative Finding*.

Support Person and Advisor

In order for a *Support Person* or an *Advisor* to participate in an *Appeal Hearing*, *Complainant* or *Respondent* must complete and submit an informational form to the Appeal Chair no later than five (5) business days prior to the *Appeal Hearing*. If required by the Appeal Chair, the *Support Person* or *Advisor* must also meet with the Appeal Chair in advance of participation in any activity related to any *Appeal Hearing* to understand the expectations of the role, privacy considerations, and appropriate decorum. Neither the *Support Person* nor the *Advisor* can be a fact witness or provide testimony in the proceedings.

The Academy, its officials, Head of School, investigator, and *Appeal Panel* will at all times only communicate directly with *Complainant* and *Respondent* even if *Complainant* or *Respondent* authorizes the *Advisor* to receive information on his/her behalf. It is the party's responsibility to communicate and share information with his/her *Advisor*.

When scheduling an *Appeal Hearing* before the *Appeal Panel* in which a party has notified the Academy that an *Advisor* plans to attend, the Academy will make reasonable efforts to accommodate the *Advisor's* schedule, while balancing the Academy's commitment to a prompt and equitable process. The Academy will prioritize the availability of the parties, witnesses, and *Appeal Panel* members assigned to the matter when determining the date and time for the *Appeal Hearing*.

A party's *Support Person* and/or *Advisor* may not delay, disrupt, or otherwise interfere with the *Appeal* procedures. An *Advisor* may be present at *Appeal* meetings or related proceedings, but may not speak or participate.

Appeal Panel

Upon receipt of a Notice of Appeal Hearing, an *Appeal Panel* will be appointed by the President or the President's designee to review all relevant information gathered in the *Investigation*. An *Appeal Panel* is comprised of three (3) individuals, selected from a diverse pool of trained individuals. Any individual designated by the Academy to serve on an *Appeal Panel* must have sufficient training or experience to serve in this capacity. The Academy student may not serve as a panelist. An *Appeal Panel* member must decline to participate if he/she has an actual conflict of interest, bias, or lack of impartiality. The Appeal Chair may also dismiss an *Appeal Panel* member on the same or other relevant grounds.

An Appeal Chair will conduct and preside over the *Appeal Hearings*. The Appeal Chair is not a voting member of any *Appeal Panel*, but is available to provide consistency in process, informed understanding of Policy definitions, and guidance as to available sanctions; the Appeal Chair will also draft the *Appeal Panel* findings.

The Appeal Chair will notify *Complainant* and *Respondent* who the members of the *Appeal Panel* are prior to the Pre-*Appeal Hearing* Meeting.

Pre-Appeal Hearing Meeting

As a first step, the Appeal Chair will meet separately with the investigator, *Complainant*, and *Respondent* to resolve pre-*Appeal Hearing* concerns. At these pre-*Appeal Hearing* meetings, *Complainant* and *Respondent* will each have the opportunity to identify the witnesses (who have already been identified to or interviewed by the investigator during the *Investigation*) they wish to call at the *Appeal Hearing*; raise any challenge to the composition of the *Appeal Panel* based on bias, conflict of interest, or lack of impartiality; and identify any evolving or newly discovered information that has been obtained that was not previously available during the *Investigation* process through the exercise of due diligence, which would substantially affect the *Investigative Finding* or and/or sanction(s) imposed. *Complainant* and *Respondent* will also have the opportunity to address questions about the *Appeal* process. If not participating in the *Appeal Hearing*, *Complainant* is not required to attend this meeting.

Complainant and *Respondent* have the ability to challenge an *Appeal Panel* member on the basis of an actual conflict of interest, bias, or lack of impartiality. The request must be submitted in writing or raised no later than the date of the pre-*Appeal Hearing* meeting and must clearly state the grounds to support a claim of bias, conflict of interest, or an inability to be fair and impartial. Failure to object by the date of the pre-*Appeal Hearing* meeting eliminates the possibility of appealing the *Appeal Hearing* Outcome based on the assertion that a member of the *Appeal Panel* had a conflict of interest, was biased, or lacked impartiality.

Appeal Hearing Procedures

The *Appeal Hearing* will take place in a closed session. The factual findings, *Investigative Finding*, and any sanctions are presumed to be correct. The party appealing the *Investigative Finding* and/or sanctions has the burden of demonstrating that the *Investigative Finding* and/or sanctions were incorrect. At the *Appeal Hearing*, the investigator will present the evidence supporting the findings and the evidence supporting it. The party appealing will be responsible for presenting evidence showing that the factual findings, *Investigative Finding*, and/or sanction(s) imposed were incorrect.

In reaching its decision, the *Appeal Panel* will solicit information from the investigator, *Complainant*, *Respondent*, and/or any witnesses as appropriate to ensure a full assessment of the relevant facts. This information shall be provided in the presence of *Complainant* and *Respondent*, unless he/she waives his/her right to participate.

Upon request, *Complainant*, *Respondent*, or witness may participate by telephone or video conference or may request that a visual barrier be placed to limit the individual's exposure to other *Appeal Hearing* participants.

Questions directed to *Complainant*, *Respondent*, the investigator, and any witnesses will be made through the Appeal Chair. *Complainant* and *Respondent* may submit questions to the Appeal Chair, who will screen them for relevance. In all instances, the Appeal Chair may require measures to assure the integrity of the process.

In making its determination, the *Appeal Panel* may not consider any information that was not presented during the *Appeal Hearing*. The *Appeal Panel's* determination must be reached by a majority vote. The *Appeal Panel* will make a determination of whether there were any errors in the factual findings, *Investigative Finding*, and/or sanction(s) imposed. Based on the information presented, the *Appeal Panel* may:

- Affirm, alter, or reverse the factual findings; and/or ☐ Affirm, alter, or reverse the Investigative Finding; and/or
- Affirm, alter, or reverse the sanction(s) imposed.

Notice of Appeal Finding

Complainant and *Respondent* will be notified of the *Appeal Finding* in writing concurrently.

The notification of *Appeal Finding* will include, where applicable, the finding by the *Appeal Panel* as to whether a Policy violation occurred, the rationale for the result, and a brief summary of the evidence on which the decision is based, as appropriate. Where there is a finding of a Policy violation, *Complainant* will also be notified of any sanctions imposed on *Respondent* that directly relate to *Complainant*. *Respondent* will be notified of any sanctions imposed, the date by which the requirements must be satisfied (if applicable), and the consequences of failure to satisfy the requirements.

Post-Resolution Follow Up

After a sanction or remedy is issued, the Head of School may periodically contact *Complainant* to ensure the *Prohibited Sexual Conduct* has ended and to determine if additional remedies are necessary and may contact *Respondent* or others to assure compliance with any sanctions that have been imposed. *Complainant* may decline future contact. Any violation by a *Respondent* of a sanction or protective measure imposed under the Policy or a failure by a Academy employee to provide a specified remedy should be reported to the Head of School.

Complainant and *Respondent* are encouraged to provide the Head of School with feedback about their experience with the process and recommendations regarding ways to improve the effectiveness of the Academy's implementation of the Policy.

Documentary Records of Student Discipline

Records documenting disciplinary actions brought against students for violation of the Policy shall be maintained by appropriate offices, including the Head of School's office, as part of a student disciplinary

record separate from the transcript. At the conclusion of the *Appeal Hearing*, the official record of the *Appeal Hearing* will be turned over to the Head of School's office.

DEFINITIONS

Where starred (*), the terms listed herein are defined as stated in the Louisiana Board of Regents' Uniform Policy on Sexual Misconduct.

Advisor: is any individual who provides *Complainant* or *Respondent* support, guidance, or advice.

Appeal: is the process by which *Complainant* or *Respondent* may challenge the *Investigative Finding* and/or sanction(s).

Appeal Hearing: is a component of the *Appeal* process in which the *Appeal Panel* considers evidence and makes a determination of whether a Policy violation occurred, and if so, what sanction(s) should be imposed.

Appeal Panel: is the group of individuals appointed by the Head of School to make determinations of whether a Policy violation occurred, and if so, what sanction(s) should be imposed based on evidence presented during an *Appeal Hearing*.

Complainant: is the person alleged to have been affected by *Prohibited Sexual Conduct* in violation of the Policy.

Coercion*: is the use of express or implied threats, *Intimidation*, or physical force which places an individual in fear of immediate harm or physical injury or causes a person to engage in unwelcome sexual activity. *Coercion* also includes administering a drug, intoxicant, or similar substance with the intent to impair that person's ability to *Consent* prior to engaging in sexual activity.

Consent*: *Consent* to engage in sexual activity must exist from beginning to end of each instance of sexual activity. *Consent* is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage in a specific sexual activity. Silence alone, without actions evidencing permission, does not demonstrate *Consent*. *Consent* must be knowing and voluntary. To give *Consent*, a person must be of legal age. Assent does not constitute *Consent* if obtained through *Coercion* or from an individual whom the Alleged Offender [here, *Respondent*] knows or reasonably should know is *Incapacitated*. The responsibility of obtaining *Consent* rests with the person initiating sexual activity. Use of alcohol or drugs does not diminish one's responsibility to obtain *Consent*. *Consent* to engage in sexual activity may be withdrawn by any person at any time. Once withdrawal of *Consent* has been expressed, the sexual activity must cease. *Consent* is automatically withdrawn by a person who is no longer capable of giving *Consent*. A current or previous consensual dating or sexual relationship between the Parties does not itself imply *Consent* or preclude a finding of responsibility.

Note: *Consent* is a voluntary agreement to engage in sexual activity. *Consent* to engage in sexual activity with one person does not imply *Consent* to engage in sexual activity with another. *Coercion*, force, or threat of either invalidates *Consent*.

Dating Violence*: is

- a. **Dating Violence definition in Clery Act:** Violence, including but not limited to sexual or physical abuse or the threat of such abuse, committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Alleged Victim [here, *Complainant*]. The existence of such a relationship will be determined based on a consideration of the length and type of relationship and the frequency of interaction.
- b. **Dating Violence definition in Louisiana law:** “*Dating Violence*” includes but is not limited to physical or sexual abuse and any offense against the person as defined in the Criminal Code of Louisiana, except negligent injury and defamation, committed by one dating partner against the other. La. RS § 46.2151(C). For purposes of this Section, “dating partner” means any person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - 1) The length of the relationship.
 - 2) The type of relationship.
 - 3) The frequency of interaction between the persons involved in the relationship.

Domestic Abuse*: is

- a. **Domestic abuse definition in Louisiana law:** Includes but is not limited to physical or sexual abuse and any offense against the person as defined in the Criminal Code of Louisiana, except negligent injury and defamation, committed by one family or household member against another. La. RS 46:2132(3).

Domestic Violence*: is

- a. **Domestic Violence definition in Clery Act:** Violence, including but not limited to sexual or physical abuse or the threat of such abuse, committed by a current or former spouse or intimate partner or any other person from whom the Alleged Victim [here, *Complainant*] is protected under federal or Louisiana law. Felony or misdemeanor crime of violence committed:
 - By a current or former spouse or intimate partner of the victim;
 - By a person with whom the victim shares a child in common;
 - By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
 - By a person similarly situated to a spouse of the victim under the *Domestic* or *Family Violence* laws of the jurisdiction in which the crime of violence occurred; or
 - By any other person against an adult or youth victim who is protected from that person’s acts under the *Domestic* or *Family Violence* laws of the jurisdiction in which the crime of violence occurred

Family Violence*: is

Family violence definition in Louisiana law: means any assault, battery, or other physical abuse which occurs between family or household members, who reside together or who formerly resided together. La. RS § 46.2121.1(2).

Hostile Environment Caused by Sexual Harassment: includes any situation in which there is harassing conduct that is sufficiently severe, pervasive, or objectively offensive such that it alters the conditions of employment or limits, interferes with, or denies educational benefits or opportunities. A *Hostile Environment* can be created by a onetime act that is severe (i.e., a *Sexual Assault*), or it can be created by repeated acts of less severity (i.e., harassing comments made over a period of time).

Examples of a *Hostile Environment Caused by Sexual Harassment* include, but are not limited to:

1. Posting pictures of pornography;
2. Consistently telling sexual jokes or stories where it can be overheard by others;
3. Making sexually suggestive remarks about people within ear shot of others;
4. Persisting in unwanted sexual attention; and
5. Using derogatory terms with a sexual connotation.

Incapacitation*/Incapacitated: An individual is considered to be *Incapacitated* if, by reason of mental or physical condition, the individual is manifestly unable to make a knowing and deliberate choice to engage in sexual activity. Being drunk or intoxicated can lead to *Incapacitation*; however, someone who is drunk or intoxicated is not necessarily *Incapacitated*, as *Incapacitation* is a state beyond drunkenness or intoxication. Individuals who are asleep, unresponsive or unconscious are *Incapacitated*.

Other indicators that an individual may be *Incapacitated* include, but are not limited to, inability to communicate coherently, inability to dress/undress without assistance, inability to walk without assistance, slurred speech, loss of coordination, vomiting, or inability to perform other physical or cognitive tasks without assistance.

Initial Assessment: is, after a report or complaint of *Prohibited Sexual Conduct*, the initial determination made by the Head of School of whether the alleged conduct would present a potential violation of the Policy and whether further action is warranted based on the alleged conduct.

Interim Protective Measures: are temporary actions taken by the Academy to ensure equal access to its education programs and activities and foster a more stable and safe environment during the process of reporting, *Investigation*, and/or *Adjudication*.

Sample *Interim Protective Measures* include, but are not limited to:

1. Access to counseling services and assistance in setting up initial appointments, both on and off campus
2. Imposition of a campus “No-Contact Order”

3. Rescheduling of exams and assignments
4. Providing alternative course completion options
5. Change in class schedule, including the ability to drop a course without penalty or to transfer sections
6. Change in work schedule or job assignment
7. Change in student's campus housing
8. Assistance from Academy support staff in completing housing relocation
9. Limiting access to certain Academy facilities or activities pending resolution of the matter
10. Voluntary leave of absence
11. Options for changing campus transportation arrangements

Intimidation: is to place another person in reasonable fear of harm through the use of threatening words and/or other conduct.

Investigation: is an impartial ascertaining of the facts related to the allegations of *Prohibited Sexual Conduct*, including interview of the parties and witnesses, as well as gathering available documents and other evidence. The *Investigation* is conducted by an investigator appointed by the Head of School.

Investigative Finding: is a formal judgment rendered on whether a Policy violation has occurred, based on the *Investigation*.

Prohibited Sexual Conduct: is *Sexual Misconduct* or *Sexual Behavior Between Individuals in Certain Roles*, which is prohibited by this Policy.

Respondent: is the person alleged to have engaged in *Prohibited Sexual Conduct* in violation of the Policy.

Responsible Employee*: Each institution must designate and publish the names and contact information for easily accessible institution employees as *Responsible Employees* who have the authority to take action to redress sexual violence and have been given the duty of reporting incidents of sexual violence or any other misconduct by students to the Head of School or other appropriate school designee. However, an institutional decision to make all institution employees mandatory reporters of suspected or known *Sexual Harassment* or *Sexual Misconduct* to the Head of School or other appropriate school designee does not render all institutional employees to be *Responsible Employees*. Employees who are authorized or required by law to keep information confidential by virtue of the employee's professional role such as Counseling Staff or similar shall not be designated as mandated reporters of *Sexual Harassment* or as *Responsible Employees*.

Retaliation*/Retaliatory: Acts or attempted acts for the purpose of interfering with any report, *Investigation*, or proceeding under this Policy, or as retribution or revenge against anyone who has reported *Sexual Misconduct* or Relationship Violence [or *Prohibited Sexual Conduct*] or who has participated (or is expected to participate) in any manner in an *Investigation*, or proceeding under this Policy. Prohibited *Retaliatory* acts include, but are not limited to, *Intimidation*, threats, *Coercion*, or

discrimination. The Academy prohibits *Retaliation*. For purposes of this Policy, an attempt requires a substantial step towards committing a violation.

Sexual Assault*: is:

- b. **Sexual Assault as defined by the Clery Act**: an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's UCR program.
- c. **Sexual Assault as defined by Louisiana State Law**:
 - i. **Non-Consensual Sexual Intercourse**: Having or attempting to have sexual intercourse, cunnilingus, or fellatio without *Consent*. Sexual intercourse is defined as anal or vaginal penetration by a penis, tongue, finger, or inanimate object.
 - ii. **Non-Consensual Sexual Contact**: Any intentional sexual touching, or attempted sexual touching, without *Consent*.

Sexual Behavior Between Individuals in Certain Roles: Sexual advances, acts, or contact, whether *Consensual* or not, involving individuals where, by virtue of roles or position in the Academy, one individual is in a position of direct academic or supervisory authority with respect to the other are prohibited. These roles include, but are not limited to, the following examples:

- a. A faculty member and any student in his or her class;
- b. A faculty member and any undergraduate major in his or her department;
- c. A faculty member and any graduate student in a departmental program;
- d. A graduate assistant who has teaching or other classroom duties and all students in the class or classes that he or she teaches or assists; a departmental, college, or Academy administrator and any member of the faculty in his/her chain of command;
- e. A laboratory supervisor and those using or working in his/her lab;
- f. A supervisor of civil service employees and his/her employee; or
- g. A department head and a staff member of his/her chain of command.

Sexual Exploitation*: An act attempted or committed by a person for sexual gratification, financial gain, or other advancement through the abuse or exploitation of another person's sexuality. Examples of *Sexual Exploitation* include, but are not limited to, non-consensual observation of individuals who are undressed or engaging in sexual acts, non-consensual audio- or videotaping of sexual activity, prostituting another person, allowing others to observe a personal consensual sexual act without the knowledge or *Consent* of all involved parties, and knowingly exposing an individual to a sexually transmitted infection without that individual's knowledge.

Sexual Harassment*: Unwelcome conduct of a sexual nature when i) submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or education; ii) submission to or rejection of such conduct by a person is used as the basis for a decision affecting that person's employment or education; or iii) such conduct has the purpose or effect of unreasonably interfering with a person's employment or education, or creating an intimidating, hostile, or offensive

employment or educational environment, and has no legitimate relationship to the subject matter of a course or academic research. *Sexual Harassment* also includes non-*Sexual Harassment* or discrimination of a person because of the person's sex and/or gender, including harassment based on the person's nonconformity with gender stereotypes. For purposes of this Policy, the various forms of prohibited *Sexual Harassment* are referred to as "*Sexual Misconduct*."

Sexual Misconduct*: is a sexual act or contact of a sexual nature that occurs, regardless of personal relationship, without the *Consent* of the other person(s), or that occurs when the person(s) is unable to give *Consent* or whose *Consent* is coerced or obtained in a fraudulent manner. For the purpose of this Policy, *Sexual Misconduct* includes, but is not limited to, *Sexual Assault*, *Sexual Abuse*, violence of a sexual nature, *Sexual Harassment*, *Non-Consensual Sexual Intercourse*, *Sexual Exploitation*, video voyeurism, contact of a sexual nature with an object, or the obtaining, posting or disclosure of intimate descriptions, photos, or videos without the express *Consent* [of] the persons depicted therein, as well as *Dating Violence*, *Domestic Violence* and *Stalking*.

Stalking*: is:

- a. **Stalking as defined by Clery Act**: Intentional and repeated following OR harassing that would cause a reasonable person to feel alarmed OR that would cause a reasonable person to suffer emotional distress OR 2. Intentional and repeated uninvited presence at another person's: home, work place, school, or any other place which would cause a reasonable person to be alarmed OR would cause a reasonable person to suffer emotional distress as a result of verbal or behaviorally implied threats of death, bodily injury, *Sexual Assault*, kidnapping or any other statutory criminal act to the victim OR any member of the victim's family OR any person with whom the victim is acquainted 34 CFR 668.46(a)(ii)
- b. **Stalking as defined by Louisiana state law**: *Stalking* is the intentional and repeated following or harassing of another person that would cause a reasonable person to feel alarmed or to suffer emotional distress. *Stalking* shall include but not be limited to the intentional and repeated uninvited presence of the perpetrator at another person's home, workplace, school, or any place which would cause a reasonable person to be alarmed, or to suffer emotional distress as a result of verbal or behaviorally implied threats of death, bodily injury, *Sexual Assault*, kidnapping, or any other statutory criminal act to himself or any member of his family or any person with whom he is acquainted. La. RS § 14:40.2(A) "Harassing" means the repeated pattern of verbal communications or nonverbal behavior without invitation which includes but is not limited to making telephone calls, transmitting electronic mail, sending messages via a third party, or sending letters or pictures. "Pattern of conduct" means a series of acts over a period of time, however short, evidencing an intent to inflict a continuity of emotional distress upon the person. Constitutionally protected activity is not included within the meaning of pattern of conduct. La. RS § 14:40.2(C)

Support Person: is someone who can provide emotional, logistical, or other kinds of assistance to a *Complainant* or *Respondent*. The *Support Person* is a non-participant who is present to assist a *Complainant* or *Respondent* by taking notes, providing emotional support and reassurance, organizing documentation, or consulting directly with the party in a way that does not disrupt or delay any proceeding.

Voluntary Resolution: is an outcome of a report or complaint willingly agreed to by *Complainant*. It is a path designed to eliminate the conduct at issue, prevent its recurrence, and remedy its effects in a

manner that meets the expressed preferences of *Complainant* and the safety and welfare of the campus community. If *Voluntary Resolution* involves either notification to or participation by *Respondent*, it is *Respondent's* decision whether to accept *Voluntary Resolution*

Policy on Missing Persons

If a member of the Academy community has reason to believe that a student attends AIE-Louisiana is missing, he or she should **immediately notify UL Police at (337) 482-6447**. UL Police will generate a missing person report and initiate an investigation.

In addition to registering a general emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by the Academy in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, the Academy will notify that individual no later than 24 hours after the student is determined to be missing. A student who wishes to identify a confidential contact can do so with the Head of School. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation.

After investigating a missing person report, should the UL Police determine that the student has been missing for 24 hours, the UL Police will notify the student's emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, the Academy will notify the student's parent or legal guardian immediately after the UL Police has determined that the student has been missing for 24 hours. Additionally, UL Police will notify all local law enforcement agencies of the missing person as a part of the investigation within 24 hours.