Centenary
COLLEGE OF LOUISIANA

Annual Security and Fire Safety Report

POLICE
CENTENARY COLLEGE
PRIDE PROTECTION SERVICE
PUBLIC SAFETY
LA

2026

Statistics for Calendar Years 2023-2025

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TABLE OF CONTENTS

Safety Report

Introduction…… 4

Annual Security and Fire Report…… 5

Reporting Crimes and Emergencies…… 7

Collection of Statistics…… 8

Campus Security Authorities…… 9

Limited Voluntary Confidential Reporting…… 10

Anonymous Reporting…… 10

Crime and Fire Log/Public Notice of Criminal Activity…… 12

Preparation of the Annual Disclosure of Crime Statistics…. 12

Crime Bulletins…… 13

Timely Warnings…… 13

Emergency Notifications…… 14

Shelter-In-Place – What it means…… 17

Annual Notification and Testing…… 17

Access/Maintenance Considerations for Campus Facilities and Residence Halls…… 18

Weapons…… 20

Security Awareness Programs…… 20

Crime Prevention Programs…… 22

Programs and Events…… 24

Missing Students Who Reside in On-Camps Housing…… 27

Alcohol Policy…… 28

Drug Policy…… 29

Substance Abuse Educational Programs…… 29

Drug Free Schools and Communities Act…… 31

Hazing Policy…… 32

VAWA Crimes (Domestic Violence, Dating Violence, Stalking, and Sexual Assault) Information and College Procedures…… 36

Evidence Preservation…… 39

Title IX Investigations…… 40

Reviews for VAWA Crimes Outside of Title IX…… 43

Protective Measures for Victims..... 48
Supportive Measures for Victims..... 50
Resources..... 50
Confidentiality of Victims and Other Parties..... 52
Bystander Intervention..... 53
Risk Reduction..... 54
Sex Offender Registration Information..... 56
Removal/Non-Inclusion of Reports..... 56
Isolation/Quarantine for Illness/Disease/Pandemic..... 57
Definition of VAWA Terminology..... 58
CLERY Reportable Crimes..... 62
Geography Definitions from the Clery Act..... 64
Crime Statistics - Primary Crimes..... 66
Crime Statistics - Liquor, Drugs, and Weapons..... 67
Crime Statistics - VAWA Offenses..... 68
Crime Statistics - Hate Crimes..... 68
Unfounded Crimes..... 68

Annual Fire Report

Fire Safety Introduction..... 69
Housing Fire Systems..... 70
Fire Evacuation Drills..... 71
Tampering with Fire Equipment..... 71
Proper Use of Fire Extinguishers..... 72
Fire Safety Education 73
Residence Life Fire Safety Regulations..... 73
Evacuation Procedures..... 74
Emergency Assembly Points..... 75
Fire Log..... 76
To Whom Should a Fire Be Reported?..... 76
Fire Statistics..... 77
Conclusion..... 80
Clery Availability Statement..... 81

Introduction

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act) requires higher education institutions to provide timely warnings of crimes that represent an ongoing or serious threat to the campus community and to publish their campus security policies. The Act also requires that crime data is collected, reported, and disseminated to the campus community, the potential students and employees, and the Department of Education.

The primary mission of the Department of Public Safety is to provide a safe environment in which the College can fulfill its educational purpose. It is our policy to comply with the Clery Act and provide you with required information. The Annual Security and Fire Safety Report contains important information from the previous three calendar years concerning reported offenses, arrests, crimes, and disciplinary referrals for law violations that occurred on campus; in certain off-campus buildings owned or controlled by the College; and on public property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, alcohol and other drug use, crime prevention strategies, and how to report crimes, sexual assaults, and other related matters.

Although the Department of Public Safety (DPS) has the primary responsibility for the safety of campus, it needs the assistance of every individual and department on campus to meet its goal of providing a safe environment. Please read this report carefully as it contains information that can help keep you and others safe. For the most up-to-date information, please visit www.centenary.edu/dps.

If you have any questions, please feel free to contact me at 318-869-5116 or via email at ewalker@centenary.edu.

Sincerely,

Eddie Walker
Director of Public Safety
www.centenary.edu/dps

Annual Security and Fire Report

This report is published by:

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The Centenary College Police Department maintains crime and arrest statistics for Centenary College. For preparation of this report, the Department of Public Safety requests campus crime and arrest statistics from the Centenary College Police Department, the Louisiana State Police, local law enforcement agencies, and law enforcement agencies in jurisdictions where students stayed during official college travel for two or more nights in the same location or in the same location over back to back years. The Centenary College Department of Public Safety compiles statistics for the Annual Security and Fire Safety Report from these law enforcement agencies, the Student Conduct Office, and reports turned in by Campus Security Authorities. The Annual Security and Fire Safety Report is created and maintained by the Department of Public Safety.

Department of Public Safety and Police Authority

The Department of Public Safety employs College police officers who are primarily charged with protecting the College community and property. The College police officers have, or will with-in 12 months of being hired (or at the next available Shreveport Police or Caddo Parish Sheriff's Office Academy), successfully completed a Basic Law Enforcement Training Academy and be commissioned by the State of Louisiana in accordance with Louisiana Revised Statute 17:1805. These officers have the same law enforcement powers, authority, and responsibilities as a state/city police officer or sheriff's deputy including the power of arrest. They also have the ability to enforce city ordinances through a dual commission with the Shreveport Marshall's office. The College police officers are responsible for enforcing federal, state, and local laws within the campus jurisdiction in addition to the rules and regulations of the College. The officers have jurisdiction on campus and on all streets, roads, and rights-of-way to the extent they are within or contiguous to campus. Included in these areas are Centenary College Fraternity and Sorority houses. Officers monitor these areas, and all crimes that occur in these areas should be reported to the Centenary College Police Department. Officers may also discharge their duties off campus and outside these areas if they are

(1) in hot pursuit or responding to calls for assistance from outside agencies near campus,
(2) engaging in intelligence gathering,
(3) investigating a crime committed on campus,
(4) transporting prisoners,
(5) transporting money, securities, or other valuables on behalf of the College,
(6) providing security or protective services for visiting dignitaries, or
(7) requested by the chief law enforcement officer of the parish or city.

College police officers have the right to carry concealed weapons and to make arrest in or out of uniform. All police officers receive in-service training. College police officers engage in around-the-clock patrols of campus including the residence halls, Greek houses, contiguous streets, and parking lots.

DPS officers respond to crimes in progress and emergencies and investigate incidents of suspicious behavior. They also write offense and traffic accident reports. The department provides or secures security for all College-related functions, including off-campus activities of College organizations as deemed necessary by the director of public safety. Students, faculty, staff, and visitors are encouraged to immediately report any unusual incidents, suspicious people, crimes, or emergencies to the Centenary College Police Department. The Centenary College Police Department (CPD) is the primary investigating agency for any crime committed on campus; however, should the need arise, CPD will request officers, technical assistance, and equipment from other agencies as needed. Due to a decision by the District Attorney's Office, only rape investigations conducted by either the Shreveport Police Department or the Caddo Parish Sheriff's Department will be prosecuted by their office. As such, the Centenary Police Department will contact the Shreveport Police Department's sex crime unit or the Caddo Parish Sheriff's Special Victims Unit after taking an initial statement from anyone wishing to make such a report.

To report a crime or suspicious activity, please contact the Centenary Police Department immediately at 318.207.0007.

Agency Cooperation

The Centenary College Police Department works with the other law enforcement agencies in the area to address mutual concerns. Upon receipt of state commission cards, Centenary Police Officers will hold dual commissions with the state of Louisiana and the Shreveport City Marshal's Office, allowing the Centenary Police Department to write citations for violations of city ordinances. The Centenary Police Department also has an MOU (Memorandum of Understanding) with the Shreveport Police Department to assist with certain types of cases. Information regarding the vehicle identification number of all vehicles and the serial number of office equipment and personal property stolen on campus is reported to the National Crime Information Center (NCIC) through the Shreveport Police department. Centenary's College Police Department, the Caddo Parish Sheriff's Office, the Shreveport Police Department, the Office of Homeland Security/Emergency Preparedness, and other law enforcement agencies in the area share relevant information regarding serious incidents and arrests with each other. The Centenary College Police Department is available to assist students in reporting crimes that occurred outside the campus jurisdiction to the appropriate agency.

Due to a decision made by the District Attorney's Office, any rapes that are reported to college or university police departments, must be investigated by either the Shreveport Police Department's Sex Crimes Unit or the Caddo parish Sheriff's Special Victims Unit. As such, any reports made to the Centenary Department of Public Safety in which the victim of such crime elects engage in a law enforcement investigation or is unable, either physically or mentally, to make such a decision will be turned over to one of these agencies after an initial statement is taken.

Centenary College does not have any officially recognized student organizations that have housing facilities "off-campus," i.e. non-campus facilities, other than the Kappa Alpha and Kappa Sigma fraternity houses. However, many students live in neighborhoods surrounding the Centenary campus. While the Shreveport Police Department has primary jurisdiction in all areas off-campus, Centenary Police do respond to incidents in close proximity to campus and do assist SPD personnel in responding to some calls for service near campus.

Centenary College does have recognized student organizations that have privately owned houses within the campus boundaries. If Shreveport Police are called by a citizen to respond to one of these locations, they will typically notify the Centenary Police department to respond with them or they will notify the Centenary Police department after they have responded to inform the Centenary Police department of the situation. However, the Shreveport Police department does this out of courtesy and is not "required" to notify or involve the Centenary Police department when they respond to a call involving private property.

Student Workers

The Department of Public Safety also employs students to work in the college work study program. The primary responsibilities of these students is to issue parking citations, assist with departmental programming, and operate the ID and Parking Office during regular hours. A secondary goal for these work study students is to provide the Department of Public Safety with additional eyes and ears on the College campus. While writing tickets around campus, they report any suspicious activity by cell phone to a College police officer. Students participating in the work study program do not have any arrest authority, and they are not armed.

Criminal Background Checks

Centenary College does not routinely conduct state and/or federal criminal background investigations on prospective students. However, it is the policy of the College that all new employees and faculty, as well as volunteers and interns who have significant interaction with Centenary College students, have their criminal background records and sex and violent offender registries checked prior to an offer of employment being made.

Reporting Crimes and Emergencies

Centenary College community members, students, staff, faculty, and guests are strongly encouraged to report all campus crimes and public-safety related incidents to the Centenary College Police Department (CPD) in a timely manner. CPD incident reports involving students may be forwarded to the Student Conduct Office for review and potential action through the student disciplinary process. Likewise, CPD incident reports involving employees may be forwarded to the Human Resources Department or department head and reports involving faculty may be forwarded to the Provost's Office.

The DPS office is located at 102 E. Kings Hwy, Suite 214A which is Centenary Square at the corner of Woodlawn Avenue and Kings Highway. The Centenary College Police Department has officers on duty 24 hours a day every day of the year. If there is no one at the office you can always contact an officer by dialing ext. 5000 from any campus phone or 318.207.0007 from an off-campus phone. The Centenary

College Police Department suggests that members of the community consider programming the number into their cell phones to aid them in contacting the police quickly in an emergency situation. Another option for communicating with the officer on duty is to text 318.207.0007. Immediate assistance may also be obtained by dialing 911, or 9-911on a campus landline, to reach an off-campus city dispatcher.

You can also follow us on Facebook; look for **Centenary College Police Department**.
Centenary College has law enforcement officers on campus 24 hours a day and will respond immediately to your location. Response time may be affected by various factors, such as the number and location of available personnel and/or their involvement at the time a report is received. Response to an incident may also involve other personnel, i.e. Office of Student Affairs in an incident of violence, members from the counseling center in the case of sexual assault, and/or additional law enforcement or other type of outside agencies if an incident requires specialized abilities beyond the capabilities of the Centenary Department of Public Safety.

All faculty, staff, students, and visitors are encouraged to report all crimes and public safety-related incidents to the Centenary College Department of Public Safety in a timely manner, even if the victim of such crime elects or is unable, either physically or mentally, to make such a report. Promptly reporting crimes will ensure inclusion in the annual crime statistics and will aid in providing Timely Warning notices to the community, when appropriate.

To report a crime or suspicious activity, please contact public safety at 318.207.0007. If you are unsure what you have witnessed or experienced is a crime, please contact the public safety department, and we will assist you with your situation. Centenary College has officers available 24 hours a day to answer your calls. In response to a call, the Department of Public Safety will take the required action, either dispatching an officer to your location, asking you to come to our office, or assisting you in contacting another agency, such as the Shreveport Police Department. All incident reports involving students, criminal and policy violations, are forwarded to the Office of Student Conduct for review for potential conduct action, unless doing so would compromise an investigation.

Collection of Statistics

Centenary College has a relatively low incidence of crime, particularly of violent crime. Some crime, however, does occur. Part of the mission of the Department of Public Safety is to provide information to the College community regarding the crimes that have occurred on campus so that members of the community can take the appropriate steps to protect themselves and their property. To achieve this goal and comply with the Jeanne Clery Campus Safety Act, the Department of Public Safety publishes the crime statistics for the preceding three years in the Annual Security and Fire Safety Report which can be found online at https://www.centenary.edu/safety. Copies of this report may also be obtained at the Department of Public Safety office located in Centenary Square Suite 214A during regular business hours.

Crimes should be reported to the CPD or Public Safety to ensure inclusion in the annual crime statistics and to aid in providing Emergency Notifications and/or Timely Warnings to the community, when appropriate. The Department of Public Safety encourages accurate and prompt reporting of all crimes to the campus police when the victim of a crime elects to, or is unable to, make such a report. If a crime

occurring on campus is not reported to the CDP, Public Safety, or another campus security authority, Centenary College will be unaware of the crime, and therefore, the crime would not be included in the Centenary College crime statistics. Here is a list of other professionals outside of Public Safety/law enforcement on the Centenary campus whom you may contact to report a crime.

Title	Phone and Office
Dean of Students	318.869.5023 Student Union Building, Basement Rm 5
Director, Athletics	318.869.5087 Gold Dome, Main Office
Director, Human Resources	318.869.5191 Hamilton Hall, Suite 127
Director, Student Conduct/Residence Life	318.869.5280 Student Union Building, Basement Rm 6
Title IX Coordinator	318.869.5023(Dean of Students) Student Union Building, Basement Rm 5

Campus Security Authorities

Federal law maintains that in addition to the Centenary Police Department (CPD) officers, any person who has a "significant responsibility for student and campus activities" is a Campus Security Authority (CSA). A CSA is required to report safety-related incidents and/or alleged crimes to the Department of Public Safety. A CSA is required by law to report incidents and/or crimes for inclusion in Centenary College's crime statistics to the Department of Public Safety. Reports submitted by CSAs will be evaluated to determine if it is necessary to issue a timely warning to the campus if the incident or crime represents a serious or ongoing threat to the campus community. CSAs may file reports on behalf of victims but the CSA may be contacted to provide enough information to eliminate duplicate reports.

Reports submitted to campus security authorities should include sufficient detail such as dates and locations and, where appropriate, personally identifying information, including name and contact information, if available and the victim is willing to provide it. This information is important for statistical purposes to ensure that all crimes are counted and to avoid double counting crimes. These reports provide the College an opportunity to determine if a Timely Warning needs to be distributed.

Because not all crime victims are willing to file an official police report, when compiling the annual crime statistics the Department Public Safety canvases these campus security authorities to determine if they are aware of any additional crimes which should be included in the annual security report.

The following are some of the positions designated as CSAs:

- Athletic staff, including all coaches
- Dean of Students
- Department of Public Safety and Police staff, including student employees
- Director of Athletics
- Director of Human Resources
- Director of Student Involvement
- Provost, Vice Provost, and Associate Provost of the College
- Residence Life Office professional staff and RA staff, including CRAs and LRAs
- Student organization advisors
- Title IX Coordinator
- Vice President of Finance and Administration
- President of the College

Limited Voluntary Confidential Reporting

The Centenary Police Department 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 Centenary Police Department cannot hold reports of crime in confidence. Confidential reports for the purpose of inclusion in the annual disclosure of criminal statistics can generally be made to other Centenary campus security authorities as identified previously.

These reports will include the following: when the report was given, to whom it was given, when the crime took place, general location of where it took place (which building or area), and what occurred. No identifying information need be included if so requested. The information forwarded will be used for statistical purposes and to ensure that crimes are not double counted if they are reported by multiple individuals. These reports will be used to review relevant facts to determine if a pattern of crime is present and reviewed for possible distribution of a Timely Warning. Finally, the information will be used to fill out the Crime and Fire Log.

Anonymous Crime Reporting

While the Centenary College Police Department cannot take voluntary and confidential reports, anonymous reports may be made to the Department of Public Safety through the exceptions set forth within this Annual Security and Fire Safety Report below:

Online Anonymous Reporting
The College provides individuals an opportunity to report incidents of crime or concern anonymously through the DPS website: https://www.centenary.edu/directories/offices-services-directory/public-safety/anonymous-crime-concern-reporting-system/. This allows any individual to complete a report without providing any personal identifying information and without directly speaking with anyone. Should the reporting individual want an officer to reach out to them, they can provide an email address.

Campus Conduct Hotline
Individuals can call 866.943.5787 to leave anonymous reports of crimes or concerns with a third-party company that will conduct an interview, provide the caller with an individually identifying number so that they can call back to receive updates/responses, and forward the report to correct individual on campus. All crime and safety reports are immediately sent to the Director of Public Safety for review.

Pastoral and Professional Counselors
As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those 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 the inclusion into the annual disclosure of crime statistics.

Centenary College is not required to provide a Timely Warning with respect to crimes reported to a pastoral or professional counselor.

The rulemaking committee defines counselor as:

Pastoral Counselor
A person, who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.

Professional Counselor
A person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of the counselor's license or certification. This definition applies even to professional counselors who are not employees of the institution, but are under contract to provide counseling at the institution.

While anonymous reporting is available by these means, the College's ability to investigate and appropriately address allegations will be significantly limited. Crimes reported confidentially to the counseling center or pastoral counselors are not disclosed in the College's crime statistics or reporting processes, unless those crimes are reported to DPS through the facilitated anonymous reporting process.

The purpose of anonymous reporting is to provide the College with information in order to take steps to promote safety. In addition, Centenary College can keep accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the College.

Crime and Fire Log/Public Notice of Criminal Activity

The Centenary Department of Public Safety maintains a daily crime and fire log of all allegations of crimes responded to or reported to the Centenary Police Department or reported to the Department of Public Safety that have occurred on campus, at non-campus College properties, and public property surrounding the College campus. This log also includes crimes that may not have occurred in the College's Clery geography that Centenary police officers may have responded to. The log maintains basic information on crime, including the nature of the crime; the date, time, and location of the crime; the time and date that the crime was reported; and the current disposition of the incident. No personally indefinable victim information is included on this form.
In addition to criminal information, the Crime and Fire Log contains information on any fires that occurred within on-campus student housing. The information maintained on this log includes the date the fire was reported, an associated case number, the nature of the fire, date and time of the fire, general location, and, if available, an estimate of the damage.

The Crime and Fire Log of the past 60 days is available at the DPS office at 102 E. Kings Highway, Suite 214A. Crime and Fire Logs are also available upon request for longer periods. Crimes/fires should be added to the log within two business days of their report. Our process for maintaining and posting the Crime and Fire Log complies with the Jeanne Clery Campus Safety Act.

Information on the log may be temporarily withheld if certain requirements are met, such as if sharing the information may jeopardize an on-going investigation or jeopardize the safety of an individual.

Preparation of the Annual Disclosure of Crime Statistics

The College prepares this report to comply with the Jeanne Clery Campus Safety Act. The Chief of Police and/or his designee take several steps to ensure required statistics are compiled correctly. Throughout the year members of the Departments of Public Safety, Residence Life, and Student Affairs meet to discuss incidents occurring on campus. Information required for the Clery Act is reviewed during these meetings. The Chief of Police or his/her designee also sends out an email to all the campus security authorities requesting information for any crime statistics reported to them during the previous calendar year. In addition, the Chief of Police or his/her designee solicits the required crime statistics from the Shreveport Police Department, Caddo Sheriff's Office, Shreveport Marshal's Office, and other local and state law enforcement authorities. Crime statistics will also be requested from departments with jurisdiction covering non-campus locations as defined by the Clery Act. All collected statistics are reviewed to ensure accurate reporting and to avoid "double reporting" of any single criminal event.

By October 1 of each year, a notice is emailed to all faculty, staff, and students that provides a direct link to the Centenary web site containing the Clery Act report, https://www.centenary.edu/safety. Hard copies of the report may be obtained at the Public Safety office located at 102 E. Kings Hwy, Suite 214A. A notice of availability is also posted on the on-line application page for prospective employers through the Human Resources office. Candidates that apply outside of the online application process (i.e. faculty) are provided the information if they are brought to campus for an on-campus interview. For prospective students, a notice is posted on the College's How to Apply page.

Crime Bulletins

In order to provide the Centenary community with information to protect themselves and their property, the Department of Public Safety may issue crime bulletins regarding ongoing, non-Clery related crimes. These crimes may include thefts, vehicle burglaries, and other crimes that do not qualify for timely warnings or emergency notifications. All crime bulletins will require a case-by-case assessment to determine whether the crimes are likely to have an ongoing effect on the Centenary community.

Crime bulletins will be issued on an as needed basis as determined by the Chief of Police or his/her designee. These crime bulletins will be distributed by the Department of Public Safety and/or the Marketing and Communication office through a global email and/or by being posted on the Centenary Public Safety website, www.centenary.edu/dps upon approval by the Vice President of Finance and Administration. The Department of Public Safety may also use additional methods to distribute the crime bulletins, including using Blackboard Connect (the College's text messaging system), and/or postings in residence halls, academic buildings, and/or administrative buildings.

Students, faculty, and staff wishing to add or update their information can go to https://bannerweb.centenary.edu. Employees may also contact the Human Resources Office to update their information.

Sodexo and National employees, as well as other groups associated with the College but not listed as employees or students, such as parents of students taking part in Hurley School of Music programs can sign up at https://www.centenary.edu/directories/offices-services-directory/public-safety/risk-management/emergency-contact-form/ and submit the appropriate form to update/add their emergency number. Information will then be uploaded to the emergency messaging system.

Timely Warnings

In order to provide timely notice to the Centenary community, in the event of a crime which poses a serious or ongoing threat to our community, the Department of Public Safety may issue timely warnings. These Timely Warnings are intended to notify members of the community about crimes that occur on Centenary designated property (on campus, non-campus, and public property). The timely warning requirement applies to all Clery Act crimes and all require a case-by-case assessment.

This assessment will include where the crime was reported to have occurred, if it was reported in a timely manner, the amount/type of information that is known by the Centenary Department of Public Safety, and whether the threat to the campus community has been mitigated. Timely Warning reports shall be provided to students and employees in a manner that is timely and that withholds the names of the victims as confidential.

Reports made to the Centenary Department of Public Safety are reviewed for potential distribution of timely notices by the Chief of Police or his/her designee. Any Timely Warnings will be disseminated at the discretion of the Vice President for Finance and Administration.

The Department of Public Safety works to collect these reports by requesting that all campus security

authorities (CSA's) and local law enforcement agencies report crimes in a timely fashion so a Timely Warning can be issued if necessary.

Specific officials not subject to the timely reporting requirement are those with significant counseling responsibilities who were providing confidential assistance to a crime victim. At Centenary College, this would only apply to professional counselors from the Counseling Center and pastoral counselors who are performing that specific function and acting within their role of primary employment with the College.
The Centenary Department of Public Safety and/or Marketing and Communication office will draft the timely warning. They will review and revise the text as needed and then transmit the email containing the Timely Warning to the Centenary community as a global email or text alert. Updates to the Centenary community about any particular case resulting in a Timely Warning may also be distributed via global email. The Department of Public Safety may also use additional methods to distribute the Timely Warning, including using Blackboard Connect (the College's text messaging system), and/or postings in residence halls, academic buildings, and/or administrative buildings, and the College website.

All undergraduate and graduate students and employees of Centenary College are automatically enrolled in the emergency text message system by pulling email and cell phone information out of the College's information system, Banner. If, for any reason, you do not receive a text message alert during tests of the system, please contact the Department of Public Safety at 318.869.5759.

Students, faculty, and staff wishing to add or update their information can go to https://bannerweb.centenary.edu. Employees may also contact the Human Resources Office to update their information.

Sodexo and National employees, as well as other groups associated with the College but not listed as employees or students, such as parents of students taking part in Hurley School of Music programs can sign up at https://www.centenary.edu/directories/offices-services-directory/public-safety/risk-management/emergency-contact-form/ and submit the appropriate form to update/add their emergency number. Information will then be uploaded to the emergency messaging system.

Anyone with information warranting a Timely Warning should report the circumstances to the Department of Public Safety by calling 318.207.0007 or going in person to the Department of Public Safety in Centenary Square, Suite 214A. Campus Security Authorities are encouraged to fill out the CSA Reporting form on the DPS website so that a written version of the report can be submitted.

Emergency Notifications

Centenary community members are encouraged to notify the Department of Public Safety of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or imminent threat to the health and safety of students and/or employees on campus, even when the victim elects not to report the crime or is unable, either physically or mentally, to make such a report. To report an emergency, call 318.207.0007 or 318.869.5000 to reach the on-duty officer or dial 911.

The Department of Public Safety 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, the Department of Public Safety has a responsibility to respond to such incidents to determine if the situation does pose a threat to the community, however, other departments such as Facilities Services, Student Affairs, etc. may be involved in the confirmation process, depending on the nature of the potential threat. If an immediate threat exists, federal law requires that the institution notify the campus community, or the appropriate segments of the community that may be affected by the situation.

Centenary College 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 professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

If the Department of Public Safety, in conjunction with or without other campus officials (Facilities Services, Health Services, Student Affairs, etc.) or local first responders (Shreveport Police, EMS, Fire Department, etc.) confirm there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of our community, the director of public safety, or his/her designee, may collaborate to determine the content of the message, and they will initiate the Blackboard Connect messaging system for the campus community. The Department of Public Safety may also use additional methods and staff from other departments to distribute the emergency notifications through additional means, including via global emails, fire alarms, the College's website (with the assistance of the Marketing and Communication office), and postings in residence halls, academic buildings, and/or administrative buildings, and social media.

Off-Campus Emergencies

Centenary Public Safety officials also receive emergency information from off campus law enforcement agencies and Shreveport dispatch regarding incidents that occur in the Shreveport area near campus that could imminently impact the safety of the Centenary College community. When appropriate, DPS notifies the campus community of off-campus threats that could also represent a threat to the health or safety of students or employees.

Illnesses/Diseases/Pandemics

In the case of an outbreak of a disease or illness on campus or expected to be on campus, the Cabinet, in conjunction with a Department of Public Safety designee and/or a member of the Marketing and Communication department, will send out an email to the campus providing information regarding what is occurring or may be expected to occur on campus. As the situation changes, additional emails may be sent out.

The Centenary website will also have a banner at the top of the page providing information regarding the ongoing situation, including the steps that the college is taking and people can take to mitigate the chances of contracting the disease/illness, resources that are available, and steps to take if may have contracted the disease/illness. As the college responds to the illness/disease, this website will be updated.

The president of the college or a member of the cabinet may also provide links to pre-recorded or live video streams to provide the same information in an alternate media.

In the event that the campus needs to close or send students home due to an outbreak or to avoid a potential outbreak, the president of the college or a member of the cabinet, in conjunction with a member of Marketing and Communication, will send out an email stating as such.

After the initial communication, global email will be the primary method of communication used to distribute follow-up information, although any of the previously mentioned methods may also be used. Due to limited characters available with text messaging, the Blackboard Connect system would only be used to provide limited safety information that is critical, such as areas to avoid, shelter-in-place, all clear, etc. At least one follow-up message will be sent with additional information about the situation, either through the text message system or global email system. The larger community, including parents, neighbors, and other interested persons, can obtain information about an emergency on campus via the College's webpage, www.centenary.edu, or the local or national media. The Centenary Marketing and Communications Office may also issue subsequent notifications using the previously identified methods.

In the event that a building needs to be evacuated, the occupants will be directed to the emergency assembly area. Centenary College, through the appropriate department, may provide information regarding where events scheduled for that building have been relocated. In the event that the entire campus needs to be evacuated, Centenary College may close the campus. In this case, students may be asked to return to their homes or stay with relatives or friends in the Shreveport/Bossier area. If on campus residents do not have local relatives or friends off campus, Student Affairs staff will coordinate alternate housing for on campus residents.

All undergraduate and graduate students and employees of Centenary College are automatically enrolled in the emergency text message system by pulling email and cell phone information out of the College's information system, Banner. If, for any reason, you do not receive a text message alert during tests of the system, please contact the Department of Public Safety at 318.869.5759.

Students, faculty, and staff wishing to add or update their information can go to https://bannerweb.centenary.edu. Employees may also contact the Human Resources Office to update their information.

Sodexo and National employees, as well as other groups associated with the College but not listed as employees or students, such as parents of students taking part in Hurley School of Music programs can sign up at https://www.centenary.edu/directories/offices-services-directory/public-safety/risk-management/emergency-contact-form/ and submit the appropriate form to update/add their emergency number. Information will then be uploaded to the emergency messaging system.

Anyone with information warranting an emergency notification should report the circumstances to the CPD by calling 318.207.0007 or 318.869.5000 or going in person to the Centenary Police Department in Centenary Square, Suite 214A.

It should be noted that unlike the timely warnings requirement, an emergency notification is not restricted to only Clery reportable crimes. Incidents such as a serious gas leak, hazmat spill, tornado warning, etc., could warrant the use of this protocol.

Shelter-In-Place – What it means

College authorities may instruct campus community members to "shelter-in-place" if a condition exits that is potentially life threatening or has an immediate threat to the health and personal safety of the campus community. Immediate threats would include, but are not limited to: active shooter incidents, mass act of violence, tornadoes, terrorist attacks, or hazardous material incidents. Thus, to "shelter-in place" mean 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. Community members should remain in a shelter-in-place status until the all clear is communicated by emergency response personnel or the emergency text message system.

Basic "Shelter-in-Place" Guidance

If a shelter-in-place notice is disseminated, it should include the area/building(s) in imminent danger. If you are outdoors, you should immediately leave the area and head to a safe location. 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 by emergency personnel. If your building is damaged, take your personal belongings (purse, wallet, access 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 in the nearest building quickly. If police or fire department personnel are on the scene, follow their directions.

If you are indoors and it is not safe for you to leave, you should stay inside the room you are in or enter the nearest room and secure it by shutting all windows and securing the doors. In the event of an active shooter situation, all rooms on Centenary's campus have the ability to be locked from the inside. You should also turn off all lights in the room and move away from any sightlines from the exterior of the room.

How You Will Know to "Shelter-in-Place"

A shelter-in-place notification may come from several sources including Department of Public Safety, Facilities Services, Residential Life, local law enforcement or emergency services, or, most likely, the emergency text message system activation.

Annual Notification and Testing

Centenary College will annually test and publicize its Emergency Notification system.[1]Throughout the year, the Department of Public Safety will meet with other departments, including Student Affairs and Marketing and Communication to train on the campus's response to a critical incident through a variety of exercises including a table top, functional, or live exercise. These tests may be announced or unannounced depending on the type of exercise. Community members are encouraged to review the College's Emergency Response Manual located on Centenary's webpage at

[1] In December of 2024, the scheduled annual testing and publication of the Emergency Notification system did not take place due to an issue with the ability for individuals to update their information in banner web. This issue was caused by transitioning to Banner9 and losing some functionality.

https://www.centenary.edu/directories/offices-services-directory/public-safety/emergency-procedures/.

Each Spring and Fall semester, barring outside factors, each residence hall has a fire/evacuation drill. Date, time, and results of the fire/evacuation drill are maintained by the Department of Public Safety. In coordination with these fire/evacuation drills, the campus publishes an Emergency Procedures document and places a scannable QR code in each residence suite or apartment to the webpage.

Access/Maintenance Considerations for Campus Facilities and Residence Halls

The Centenary College campus is private property and, although the campus is open to the public, the Centenary Police Department reserves the right to restrict access or ban individuals from campus.

Access to campus buildings and properties is a privilege extended to students, faculty, staff, and guests. The College encourages an open environment with limited constraints to ensure reasonable protection of all members of the community.

Most academic and administration buildings are open, at a minimum, during normal business hours. Most facilities have individual hours, and the hours may vary at different times of the year. After-hour access to most of these buildings is controlled by card access, and all of these buildings have varied levels of access.

Academic and administrative buildings do not have a police officer assigned to them, however, officers patrol the buildings on a regular basis. For more information about the access protocol for a specific building, please contact a department head or the Centenary Public Safety at 318.869.5759.
During semester breaks, holidays, and summer periods, access to buildings may be restricted or reduced for maintenance and renovation. For holidays and breaks of less than five days, when the College is officially closed, most academic buildings may still be accessed by all faculty, staff, contracted associates, and students via key card access. For holidays or days when the campus is officially closed, all academic building access is restricted to faculty, staff, contracted associates, and specific students who have been granted official clearance and have had arrangements made with the Department of Public Safety.

The Centenary Police Department maintains security of all campus buildings. For areas that do not have card access, Facilities Services personnel unlock academic and administrative buildings each morning during regular business days. Centenary Police officers then secure these areas each evening as dictated by each building's schedule, these times may be delayed due to the officer receiving a call for services, ongoing events, or as requested by faculty or staff. Centenary police officers frequently patrol the campus and walk through buildings during their shifts.

Residence Halls
During the academic year, Centenary College provides residential on-campus housing for up to 736 students. Access to residence halls is restricted to residents, their guests, and other approved members of the Centenary community. All residence halls are equipped with an automated card access control system on the primary exterior doors that are used by students to enter their building. All doors to

residence halls remain locked 24 hours a day and only current residents and authorized individuals are provided key cards that access a given residential area. Residents are cautioned against permitting strangers to enter the buildings and are urged to require individuals seeking entry to use their access cards. If students choose to have guests in their residence hall, the guest must be escorted at all times. Facilities Services, Residence Life staff, and Department of Public Safety personnel have 24-hour access to address maintenance, security, and safety concerns.

Residence Life staff are available to address student's concerns during normal business hours. In all residence halls, Residence Assistant staff (RAs) are on duty from 7:00pm to 7:00am throughout the week during regular operations. During breaks of a week or longer, an RA is on duty for all residential buildings 24 hours a day. RAs also enforce security measures in the halls and work with residents to achieve a community respectful of individual and group rights and responsibilities. Residence Life staff and RAs also conduct programming throughout the year, often partnering with the Department of Public Safety to conduct periodic educational sessions on the prevention of various crimes, including sexual assault and acquaintance rape.

Break Housing

During the academic year, the College officially closes for certain holidays and Winter Break. Residence Halls close for Fall, Winter and Spring Breaks and may close for other holidays. Notices of specific times and dates are publicized in the College's Academic Calendar, https://www.centenary.edu/academics/academic-calendar/, and information is sent out by Residence Life. Any students wishing to stay on campus during these residence hall closures must get approval through the office of Residence Life. All unapproved students will have their ID access restricted during closure. Students are not required to remove their belongings during theses breaks.

Residence Life Staff conduct inspections during breaks. Any infractions will be noted and the student will be notified and/or charged accordingly. Any student requesting access to their residence hall or room during these breaks when the residence halls are officially closed should contact Residence Life during business hours or the Department of Public Safety after hours to request permission for access. Public Safety will authorize a student access to their respective room for legitimate reasons only. Access to anyone else's room will be denied. Public Safety officers are authorized full discretion in determining a student's legitimacy to enter the closed residence hall based on the information given.

Summer Use of Residence Halls

During the summer, some residence halls may be used to house camp/conference/event attendees or participants of programs belonging to other schools. During these periods, approved personnel are issued temporary Residence Hall ID cards and keys to their specific rooms that must be turned in at the conclusion of the camp or program. Participants of these programs are held to the same rules, standards, and policies as students. Those failing to abide may be asked to vacate the residence hall.

Lighting and Maintenance

Centenary College is committed to campus safety and security. Exterior lighting and landscape control is a critical part of that commitment. Members of Facilities Services and Public Safety officers periodically conduct security surveys to ensure campus lighting is adequate and the landscape appropriately controlled. Public Safety officers conduct routine checks of lighting on campus during regular assigned patrol duties. If they observe that some lights are out or very dim they will initiate a

service request for Facilities Services to repair the problem. We encourage community members to report any deficiency in lighting to Facilities Services by filling out a maintenance request at https://www.centenary.edu/directories/offices-services-directory/facilities-services/. Facilities Services personnel respond to all requests for repairs of campus property. Property repairs are logged through the maintenance order system at the website listed above. After-hours maintenance emergencies may be reported to the Centenary Police Department at 318.207.0007 or 318.869.5000 who will contact the facilities duty staff. Facilities Services staff also monitor campus facilities and address safety concerns as they arise.

Public Safety officers, on a scheduled basis, check the campus' locks, card access doors, and cameras and document their findings by completing an IT Service Request, a Facilities Service Request, or forwarding the information through the Department of Public Safety via email with any problems they find while checking the equipment.

Security procedures used in the maintenance of residence halls involve coordination between the residents, Residence Life staff, Facilities Services, and the Department of Public Safety.

Weapons

Centenary College provides a gun safe for residents who wish to store all legal firearms at the Centenary Police Department. Students must leave their firearms in their vehicle and have a Department of Public Safety employee meet them to transport the firearms into the police department. Storing a weapon anywhere on campus is prohibited, except in the gun safe or in a locked vehicle. The Centenary Department of Public Safety provides access to firearms stored in the gun safe during regular business hours.

The following is a list of weapons that are prohibited on Centenary College's campus. This list includes but is not limited to: knives with a blade of longer than three inches (unless it is a cooking utensil being used as such), paintball guns, spears, swords, sling shots, bow and/or arrows, nunchuks, potato cannons or guns, ammunition, Taser/stun guns, bb guns, CO2 or compressed air weapons, brass knuckles, and other dangerous devices. Any and all explosives are also prohibited, including fireworks.

Security Awareness Programs

Centenary College strives to create a safe and secure environment where students flourish. Some program highlights include Personal Safety Tips, Rape Aggression Defense, the Campus Escort program, Check-Ur-Ride, fire extinguisher training, and Alcohol Awareness Week. These programs are available to all students and employees of the College.

The Department of Public Safety operates primary prevention programs that are informed by research, or assessed for value, effectiveness, or outcome to prevent dating violence, domestic violence, sexual assault, and stalking through comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns. This is done through the promotion of positive and healthy behaviors that foster healthy, mutually-respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions. One way the Department

of Public Safety does this is by creating programming aimed at addressing the specific needs of departments, organizations, fraternities, sororities, and athletic teams. Each Fall and Spring semester, the Department of Public Safety meets with new students and employees to review campus safety, bystander intervention, reporting crimes to the reporting structure of the college, and other safety related topics.

The Department of Public Safety also operates awareness programs that are community wide or audience specific programming, initiatives, or strategies that are designed to increase audience knowledge, share information and resources to prevent violence and crime, promote campus and individual safety, and reduce perpetration.

Ongoing prevention and awareness campaigns, including programming, initiatives, and strategies, are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution. The Department of Public Safety engages with students in smaller groups by hosting meetings for each athletic team, fraternity, sorority, floor meetings, and similar groups. During these meetings we have open discussions with students regarding campus safety, Timely Warning messages, sexual assault prevention, bystander intervention, and similar topics. These more intimate settings allow students the opportunity to ask questions they might not otherwise feel comfortable asking and allows the Department of Public Safety to tailor messages towards specific groups and/or sexes. After meeting with athletic teams individually, we offer a larger format meeting for all of athletics to cover issues that may have been brought up during individual meetings that we feel would be of benefit to cover with the entire athletic department.

If there is an increase in any one or multiple categories of crimes, the Department of Public Safety may increase programing to raise awareness about these issues and provides additional information to prevent becoming a victim. Programming is adjusted year to year based on previous years' effectiveness, outcomes, and cost/benefit analysis.

In order to ensure that security awareness programming is inclusive of diverse communities and identities, an officer with the Department of Public Safety participates on the Student Success Team and coordinates with the Diversity Committee.

Students are provided safety education during Student Orientation and Registration Events (SOAR) held during the summer and during new student orientation prior to the start of the Fall semester. Prospective students are provided safety materials during Open House events organized by the Admissions Office. All residential students also have a copy of the Emergency Procedures booklet supplied in their residence hall suite. Non-residential students, graduate students, and non-degree seeking students may print or review the Emergency Procedures online at https://www.centenary.edu/directories/offices-services-directory/public-safety/emergency-procedures.

All students, employees, and members of the Centenary community are reminded that they should take responsibility for their own security and the security of others. This message is reinforced through on going security emails and awareness programs offered by the Department of Public Safety, programming conducted in conjunction with Student Affairs and other departments, the annual

Campus Security and Fire Report, fire evacuation drills, and the timely warnings and crime bulletins distributed to the campus community.

The Residence Life and the Student Involvement Offices take additional steps to educate students about safety. Community and safety programs are planned during orientation, occurring near the start of each semester. Residential Assistants and the Student Involvement Office sponsor safety programs in the residential community throughout the academic year. These events take place in various locations, including programs for specific floors of residence halls as well as programs that take place in the residence halls' main lounges, on the Caf Deck, and other locations that are open to the entire campus community. Residence Assistants also assist with fire drills/evacuations that take place at least once each semester for each residence hall.

Students

During Orientation in August and throughout the month of September during "Campus Safety Month," students are informed about a variety of services offered by the Public Safety Department. Crime prevention programs and sexual assault prevention programs are offered throughout the academic year. Periodically during the academic year, the Department of Public Safety, in cooperation with other College organizations and departments, presents crime prevention awareness sessions on sexual assault, stalking, domestic and dating violence, alcohol abuse, date rape drugs, theft prevention, and fire safety.

Residence Life professional staff and Resident Assistants develop additional programming throughout the year that aims to increase communication and listening skills to reduce conflict, moderate the consumption of alcohol, and increase common courtesy among the campus community.

Employees

During the application process for new employees, the Office of Human Resources provides information on how to obtain a copy of the annual disclosure form. This form contains information pertaining to campus security procedures, practices, and crime prevention programs. All employees are encouraged to participate in programs offered by the Public Safety Department.

Crime Prevention Programs

Centenary College provides many crime prevention programs to students, employees and Centenary community members throughout the year. The Centenary Department of Public Safety, Residence Life Office and Health and Counseling Services, offers programs for personal safety, drug and alcohol awareness, theft prevention, sexual assault awareness, and mental health awareness. Some programs overlap and are coordinated between multiple departments and some programs are department specific and occur during the same period each year, such as Alcohol Awareness Week or National Depression Screening Day.

The Centenary Department of Public Safety (DPS) participates in Residence Assistant training and addresses topics pertaining to prevention of crimes and how they should respond to reports of crimes, as well as their responsibilities as Campus Security Authorities. DPS staff also host or participate in

crime prevention discussions with students during new student orientation, in open forums for community engagement, and in residence area meetings to address students on a smaller scale. During these events, Department of Public Safety personnel explain the College's crime prevention, security, and safety measures and procedures, as well as sexual assault awareness. Members of the Centenary College Department of Public Safety also conduct Crime Prevention, Security Awareness, and Safety presentations when requested by various campus groups, including student organizations and employees. During these presentations the following information is typically provided: crime prevention tips; alcohol and drug awareness and their association with crimes, sexual assault awareness, statistics on crime at Centenary College and nationwide, available resources for victims of domestic violence, dating violence, stalking and sexual assault, and information regarding campus security procedures and practices, including encouraging participants to be responsible for their own security and for the security of others on campus.

In addition, the Centenary Department of Public Safety participates in campus organization fairs multiple times each year and sets up a table with information on the services and programs that the department has to offer, as well as information on crime prevention.

The Centenary Department of Public Safety also ensures that each residence hall suite has a scannable QR code to the Emergency Procedures Handbook mounted in an easily accessible location.

New faculty orientation includes the distribution of a Department of Public safety handout or powerpoint presentation that includes crime prevention materials and information regarding the role of the Department of Public Safety and services that are provided.

Programs and Events

During the 2025 calendar year, the Centenary Department of Public Safety conducted more than 30 events and presentations; set up crime prevention display tables, and made individual presentations for athletic teams, Greek houses, and residence hall floors. The Office of Student Affairs conducted more than 200 active and passive events regarding alcohol/drug education, personal/campus safety, community engagement, and mental/physical health for the Centenary College community. These programs included general crime prevention meetings, programs and discussions about topics such as alcohol/drug abuse, domestic violence, self-defense, fire safety, sexual assault prevention, and theft prevention.

The Heath and Counseling Services Department also operates programs throughout the year related to general health, mental health, and substance abuse topics. Health and Counseling Services periodically provides resource sheets in the public restrooms in academic and administrative buildings, as well as residence halls which provide learning opportunities regarding sexual health and safety, the effects of drugs and alcohol, relationships and sexual decisions, how to deal with stress, smoking, exercise, self-care tips, and other appropriate topics. Laminated signs that include information about a number of resources – especially crisis lines – are posted throughout the campus and given to Ras and staff. The counseling office updates the signs yearly. Annually, RAs are trained to educate and assist students who are having mental health and substance use/abuse problems. Instruction on suicide prevention is heavily emphasized.

Below is a sampling of some of the active and passive programming that took place during the 2025-2026 academic year:

Title of Program	Category
Porn ≠ Real Life Sex	Mental/Physical Health
“Bee Yourself” Bulletin Board	Mental/Physical Health
BUILDING YOUR FUTURE	Education/Academic
Bulletin Board: Cultural Dinos	Diversity/Inclusion
Community Service Toilet Talk	Community Engagement
Cookie Confidence	Mental/Physical Health
Culture Credit and Cookies	Diversity/Inclusion
Don't Roll the Dice on Your Grades	Education/Academic
Friendsgiving	Community Engagement
Hands Full of Thanksgiving	Community Engagement
Jeopardy Game Night	Community Engagement
Joy Jars for Mental Health Day	Mental/Physical Health
Just Dance ‘til You Drop	Community Engagement
Kumihimo Bracelets	Diversity/Inclusion
Linking Up: Bracelet Making Night	Community Engagement
Lock In and Finish Strong	Education/Academic
March Madness Watch Party	Community Engagement
Mardi Program	Diversity/Inclusion
Palentines	Mental/Physical Health
Planner Party	Education/Academic
Plant Your Goals and Watch Them Grow	Mental/Physical Health
Project Celebration	Personal/Campus Safety
Rage + Relax	Mental/Physical Health
Recharge Graveyard: Where procrastination come to die	Education/Academic
Sip Happens: Survive finals	Education/Academic
S'More Studying	Community Engagement
St. Patrick's Day Program	Alcohol/Drugs
Stay A-Float This Semester	Mental/Physical Health
Stop sickness	Personal/Campus Safety
Study social	Education/Academic
Take What You Need	Mental/Physical Health
Thankful for Her	Diversity/Inclusion
The Roommate Game Night	Community Engagement
Toilet Talk - First Month of School Reminders	Education/Academic
Trivia: Safe Nights Out	Personal/Campus Safety
Welcome to the Villa board	Community Engagement
Understanding Sexual Orientation	Diversity/Inclusion

If there is an increase in any one or multiple categories of crimes, the Department of Public Safety may increase programing to raise awareness about these issues and provides additional information to prevent becoming a victim. Programming is adjusted year to year based on previous years' effectiveness, outcomes, and a cost/benefit analysis.

As some programs lose their effectiveness or are cost prohibitive if performed every year, the Department of Public Safety may not operate large scale programs every year. These types of programs include DWI and Texting-while-driving simulators to demonstrate to students the effects of intoxication and distracted driving and burn rooms to demonstrate the danger of not adhering to fire safety procedures in the residence halls.

In order to ensure that crime prevention programming is inclusive of diverse communities and identities, an officer with the Department of Public Safety participates on the Student Success Team.

The following is a list of basic programs that the College operates during the year to reduce crime:

Timely Warnings and Crime Bulletins
Timely notice of crimes that occur on campus allow the Centenary community to respond accordingly to reduce their risk of becoming victims of future crime. Global emails are the primary method used to distribute these notices and include safety tips based on the specific types of crime the campus is being notified about.

Campus Escort Program
Centenary DPS provides an escort service using golf carts and police vehicles 24 hours a day, 7 days a week. This program is available to students, staff, faculty, and visitors who request it by calling the 318.207.0007. Escorts are provided to and from locations on campus and to areas within a few blocks of campus, the distance of which is at the discretion of the on-duty officer.

RAD Courses: Rape Aggression Defense/Resisting Aggression Defense
Centenary DPS also offers a self-defense program to all members of the Centenary community. The Rape Aggression Defense (RAD) program teaches basic self-defense skills and techniques capitalizing on women's lower center of gravity and greater lower body strength. The program assists women in gaining confidence in their own abilities, as well as making them more aware of their surroundings. DPS staff are also trained to provide courses for men and these courses are available upon request.

Operation ID
This program encourages engraving personal identification numbers on valuable property. Thieves tend to shy away from property that is engraved or permanently marked due to the difficulty in selling it on the "open market." If an item is stolen and later recovered, the identification number will assist law enforcement agencies in locating and retuning the property to the rightful owner. This program is on-going and any person interested in having property engraved should schedule an appointment with the Department of Public Safety.

Bicycle Registration
This program encourages students to register their bicycles with the Department of Public Safety. In the event that a bicycle is stolen, this information may aid in its recovery.

VIN Etching
Centenary DPS also offers VIN etching for vehicles. VIN etching is available upon request, free of charge.

Video Cameras
The Centenary Department of Public Safety operates a number of cameras across campus to deter crimes, including at the Student Union Building, Police Department, cafeteria, and some parking lots. These cameras aid in the investigation of crimes and potentially prevent crime by their visible existence.

Card Access
Centenary College operates a card access system on most buildings to provide access to residence halls, the library, and most academic buildings after hours. By reducing unlocked hours of operation for buildings on campus, crime is reduced by unapproved individuals not being able to gain easy access.

Check Your Ride
Before major academic breaks, the Department of Public Safety offers students and employees the opportunity to have their vehicles looked over for oil and other fluid levels, tire tread wear, repair equipment, and other basic vehicle maintenance checks. Students can also request appointments at any time.

Campus Conduct Hotline
Students and employees can call 866.943.5787 to leave confidential reports of crimes.

Fire Extinguisher Training
The Department of Public Safety and Facilities Services coordinate to provide hands-on fire extinguisher training for all students and staff, utilizing expired fire extinguishers to put out trashcan fires.

Alarm Monitoring
Centenary College contracts with a third-party alarm monitoring company to manage an extensive network of intrusion, panic, and fire-alarm systems. While not all buildings are monitored, all residence hall rooms and common areas of residence halls have smoke detectors that are hardwired and when activated will send an alarm to a 3rd party monitoring company that will dispatch the Shreveport Fire & EMS.

Missing Students Who Reside in On-Campus Housing

If a member of the College community has reason to believe that a student who resides in on campus housing is missing for more than 24 hours, he or she should immediately notify the Centenary Police Department at 318.207.0007. All College officials are required to notify the CPD immediately upon being notified about a missing student. CPD will generate a missing persons report and initiate an investigation.
After investigating the missing persons report, should the CPD determine the student is and has been missing for more than 24 hours, the CPD will notify the local law enforcement agency that has jurisdiction in the area that the student is missing within and the student's confidential contact. If the missing student is under the age of 18, and is not an emancipated individual, the College will notify the student's parent or legal guardian immediately after the Department of Public Safety has determined that the student has been missing for 24 hours.

Should the investigation determine the student is missing prior to 24 hours, these procedures will be implemented immediately.

When a missing persons report is filed on a resident's behalf, the Centenary Police will gather information from the individual reporting the missing person, to include details about the reason for the report and any information that can be gathered about the missing student such as:

- personal description;
- clothing last worn;
- locations where the student may be;
- any vehicle that the individual may have access to;
- information concerning the physical and mental well-being of the student;
- up-to-date photographs;
- any roommates, witnesses, or other persons who may have more information.

The Centenary Police Department may use any or all of the following actions to assist in locating the student and may engage the assistance of other departments on campus to assist:

- calling/texting the resident;
- going to the student's room;
- talking to the student's roommates/suitemates;
- securing a photo of the student;
- contacting known associates;
- sending the student an email;
- checking all possible campus locations the student may be;
- and/or checking the student's vehicle.

In addition to registering an emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by the College in the event that the student is determined to be missing more than 24 hours. Students who wish to identify a confidential

contact can do so by logging in to https://bannerweb.centenary.edu, Student Services, Profile, Verify Student Contact Information, Add an Emergency Contact, and selecting Missing Person's Contact as the Relationship. This information is confidential and can only be accessed by authorized campus officials and law enforcement, and will not be disclosed outside of a missing persons investigation.

Alcohol Policy

Centenary College has enacted guidelines and rules regarding the possession, use, or sale of alcohol in order to comply with state law and local law and to establish an academic environment that promotes the health, safety, and welfare of all members of its community. This includes enforcement of State drinking laws and Federal and State drug laws.

Student violations of the policies and guidelines pertaining to alcohol and drugs specified in the Student Handbook will result in sanctions appropriate to the degree of the violation. Sanctions will increase in severity for repeated violations. Student sanctions will include, but are not limited to, fines, education, referrals for counseling, community service, probation, removal from residence halls, or suspension or expulsion for the college.

Employee violations of the policies and guidelines pertaining to alcohol and drugs specified by Human Resources will result in sanctions appropriate to the degree of violation. Sanction will increase in severity for repeated violations. Employee sanctions include, but are not limited to, education, referrals for counseling, community service, probation, or termination of employment.

Use, possession, or distribution of alcoholic beverages in or on any College property, regardless of a person's age, is prohibited except as allowed by the Centenary College alcohol policy. The alcohol policy for Centenary College's residential community permits some Rotary Hall and Bicentennial Village apartments, whose residents are a minimum of 21 years of age, to possess and consume limited quantities of alcoholic beverages, with a maximum of 18% alcohol as recorded by the label strength. No alcohol is permitted in any other residence hall rooms occupied by students. Alleged violations of the College's alcohol policy will be referred to the Office of Student Conduct. Those found in violation must participate in an educational sanction, community service, and/or other disciplinary actions as assigned. The Student Affairs Office has established guidelines regarding the use, possession and distribution of alcoholic beverages at off-campus and Greek events that are sponsored by College organizations.

The Centenary Police Department has the authority to approve private events where beer and wine may be served to individuals of legal age with positive identification. Approval to serve beer and wine will be granted on designated premises for private College-sanctioned events for a limited period of time. The Centenary Police Department will provide an officer(s) to be present during all College-sanctioned alcohol events. Any person who exhibits offensive behavior, misconduct, excessive noise or creates a public disturbance on property owned or supervised by the College may be subject to disciplinary and/or legal action.

According to Louisiana law, it is unlawful for anyone under the age of 21 to attempt to purchase, purchase, or have public possession of any alcoholic beverage. It is also unlawful to furnish alcohol to someone underage or obviously inebriated.

There also serious legal repercussions for driving under the influence of alcohol. Drivers under the age of 21 with a Blood Alcohol Content (B.A.C.) of .02 or higher will be charged with Driving Under the Influence. Drivers 21 and over with a B.A.C. of .08 or higher will be charged with Driving Under the Influence. Locally, there are city open container and noise ordinances.

Alcohol is strictly prohibited in all residence halls with the exception of faculty or staff occupied apartments, suites, or rooms and Rotary/Bicentennial Village apartments meeting certain criteria. For information on gaining approval for alcohol in these areas, please see the student handbook under the section Community Standards: Alcoholic Beverages and Other Drugs.

Drug Policy

The possession, use and/or sale of illegal drugs is not only a violation of city, state, and federal laws, it is also inconsistent with and detrimental to the academic process of the College. Consequently, individuals found using, possessing, or distributing narcotics, stimulants, depressants, mind expanding, or other dangerous drugs and/or paraphernalia, except as expressly permitted by law, are subject to disciplinary action and/or possible arrest, imprisonment, or fines.

When students are receiving Federal Title IV financial aid (including Pell Grants and Federal Direct Student Loans), it is their responsibility to inform the Financial Aid Office within five days of any criminal illegal drug statute conviction. Students also agree to abide by the conditions of the drug-free workplace certifications.

Centenary College complies with the Drug-free Schools and Community Act of 1989 by publishing information regarding institutional policy, resources, and sanctions as well as city, state and federal laws concerning the use of alcohol and illicit drugs in the Drug and Alcohol Abuse Prevention Program found at https://www.centenary.edu/files/resources/31124-1553804057-daapp-complete.pdf.

Substance Abuse Educational Programs

Centenary College is committed to the integrated development of the mind, body, and spirit of its students. For this reason, the College assists students, faculty, and staff in finding alternatives to alcoholic beverages for promoting social interaction and stress reduction. The College also provides services and resources for students, faculty, and staff who experience alcohol or drug-related difficulties.

The College affirms its adherence to the following principles:

- The misuse and/or abuse of alcohol beverages and related behavior, such as disorderly conduct, illness due to excessive consumption of alcohol, and destruction of property, pose a danger to individual members of the College community and to the community at large.
- The promotion of alcoholic beverage consumption as the primary focus of on-and off-campus activities is inappropriate because it invites members of the College community to violate the College's regulations and Louisiana law.

- Consumption of alcoholic beverages should only be by persons of legal age and by personal choice.
- Those who 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 the laws of Louisiana rests with each member of the College community.

Whether a person drinks alcoholic beverages or uses drugs is a personal decision, but individuals are held personally accountable for their actions.

Keeping yourself informed is an important step in developing a healthy lifestyle and understanding how to cope with problems as they arise.

Students

The College offers numerous health education programs and events annually and students are encouraged to participate. Students found in violation of alcohol and/or drug policies may be required to participate in alcohol and/or drug education programs. In addition, students may be subject to local, state, and federal legal sanctions. Students who may have a substance abuse problem or concern are encouraged to seek assistance from the College Health and Counseling Center. The Counseling Center can conduct an assessment and provide counseling or referrals if necessary.

Centenary College endeavors to develop the character trait of good citizenship in each of its students. Accordingly, the College encourages you to act responsibly and to consult with the College Counselor if you are aware of a friend, roommate, or classmate who may have an alcohol or substance abuse problem. Remaining silent will not help your friend as substance abuse problems typically escalate without some form of intervention.

The College does not condone violations of those laws proscribing possession, use, or sale of alcoholic beverages and possession, use, sale, manufacture, or distribution of illegal drugs. Members of the Centenary community should know that law enforcement and administrative action, which may include eviction from the residence halls, revocation of other privileges, or suspension or expulsions from the College, may be taken in order to protect the interests of the College and the rights and safety of others.

Employees

Employees experiencing substance abuse-related issues are strongly encouraged to seek counseling services. The Centenary College employee health insurance program contains benefits for some inpatient and outpatient treatment. Employees should contact the Human Resources Department for details. In addition, employees can contact the Counseling Services Office for referrals to outside counseling services. Employees who misuse alcohol or drugs are subject to disciplinary action as well as local, state, and federal legal sanctions.

Resources

A full listing of alcohol and drug education programs, resources, campus and community support, and other information can be found in the most recent Drug and Alcohol Abuse Prevention Program found at https://www.centenary.edu/files/resources/31124-1553804057-daapp-complete.pdf.

A variety of departments sponsor prevention education programs to support and encourage healthy, productive lifestyles. Some sponsors of these programs include:

Health and Counseling Services	869.5424
Residence Life	869.5110
DPS Educational Programs	869.5116
Dean of Students	869.5023

Feel free to contact any one of these departments for information on when their programs will be offered.
You can also contact the local chapters of Alcohol Anonymous and Narcotics Anonymous.

	National Site	Local Site	Local Phone
Alcoholics Anonymous	www.aa.org -	www.aacentraloffice.us	318.865.2172
Narcotics Anonymous	www.na.org -	http://larna.org	318.677.4344

Drug Free Schools and Communities Act

The Drug Free Schools and Campuses Regulations (34 CFR Part 86) of the Drug-Free Schools and Communities Act (DFSCA) require an institution of higher education (IHE) such as Centenary College to certify it has implemented programs to prevent the abuse of alcohol and use or distribution of illicit drugs by students and employees on its premises and as a part of any of its activities. Centenary College is committed to maintaining a drug-free institution to create a safe and healthy learning and work environment and to assist its students and employees who may have problems with drugs or alcohol. In compliance with the DFSCA, the College provides information to its community covering the following areas:

- Standards of conduct related to drugs and alcohol for students and employees
- Disciplinary and legal sanctions for students and employees in violation of policy
- Description of health risks associated with illicit drug use and alcohol abuse
- Description of drug and alcohol programs that are available to students and employees.

The full Drug and Alcohol Abuse Prevention Program (DAAPP) can be found on the DPS, Human Resources, or Health and Counseling services websites or directly at:
https://www.centenary.edu/files/resources/31124-1553804057-daapp-complete.pdf

This DAAPP is emailed to all employees and all students at the beginning of the August, Fall and Spring academic semesters after the last day to add classes. Other periods throughout the year

are reviewed to determine if there are new students who need to be sent the DAAPP and may be sent during the May or summer terms.

The biennial report, developed in accordance with the Drug Free Schools and Communities Act (DFSCA) of 1989, can also be obtained by contacting the Department of Public Safety at 318-869-5759.

Hazing Policy

Hazing in any form (physical or emotional), on or off campus, by an individual, group of individuals, or campus organization is strictly prohibited. Hazing is any intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against another when both of the following apply:

- The person knew or should have known that such an act endangers the physical health or safety of the other person or causes severe emotional distress.
- The act was associated with pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization.

Consent is not a defense.

Hazing includes, but is not limited to, any of the following acts associated with pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization:

a) Physical brutality, such as whipping, beating, paddling, striking, branding, electric shocking, placing of a harmful substance on the body, or similar activity.

b) Physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, or calisthenics, that subjects the other person to an unreasonable risk or harm or that adversely affects the physical health or safety of the individual or causes severe emotional distress.

c) Activity involving consumption of food, liquid, or any other substance, including, but not limited to, an alcoholic beverage or drug that subjects the individual to an unreasonable risk of harm or that adversely affect the physical health or safety of the individual or causes severe emotional distress.

d) Activity that induces, causes, or requires an individual to perform a duty or task that involves the commission of a crime or an act of hazing.

For purposes of this policy, hazing shall not include a physical activity that is normal, customary, and necessary for a person's training and participation in an athletic, physical education, military training, or similar program sanctioned by the College.

For the purposes of this hazing policy, organization is a fraternity, sorority, association, corporation, order, society, corps, cooperative, club, service group, social group, music group, spirit group, athletic team, or similar group whose members are primarily students at, or former students of, the College, including the national or parent organization of which any of the underlying entities provided for in this definition is a sanctioned or recognized member at the time of the hazing.

For the purposes of this hazing policy, pledging is any action or activity related to becoming a member of an organization, including recruitment and rushing.

Serious bodily injury is bodily injury that involves unconsciousness, extreme physical pain, or protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or mental faculty, death, or a substantial risk of death.

Hazing is not merely a violation of College policy; it is a criminal act. For information regarding the Federal definition used for statistical purposes, please see the section for Clery Reportable Crimes.

The Max Gruver Act creates the crime of criminal hazing with offenders facing either a fine up to $1,000, imprisonment up to six months or both; if the hazing results in serious bodily injury, death, or if the hazing involves forced alcohol consumption that results in a blood alcohol level of at least .30, offenders will face a fine up to $10,000 and imprisonment up to five years. Offenders shall be expelled, suspended, or dismissed from the college for at least one semester.

Any person at the scene of an emergency where another person suffers serious bodily harm must give reasonable assistance to the injured person, including seeking help or reporting the need for help to the appropriate authority. Persons who fail to immediately report the need can be fined up to $1,000, imprisoned up to one year or both. If the injury results in death, the offender can be fined up to $2,500, imprisoned up to five years or both.

For more information on state law regarding hazing, please see RS 17:1801 at https://legis.la.gov/Legis/Law.aspx?d=79979.

Campus Hazing Transparency Report

Centenary has developed a Campus Hazing Transparency report summarizing findings concerning any established or recognized student organization found to be in violation of the college's standards of conduct relating to hazing.

The Campus Hazing Transparency Report includes each incident involving a student organization for which a finding of responsibility is issued relating to a hazing violation including:

- The name of such student organization;
- A general description of the violation that resulted in a finding of responsibility, including;
  - Whether the violation involved the abuse or illegal use of alcohol or drugs,
  - The findings of the institution, and
  - Any sanctions placed on the student organization by the institution, as applicable; and
- The dates on which:
  - The incident was alleged to have occurred
  - The investigation into the incident was initiated
  - The investigation ended with a finding that a hazing violation occurred, and
  - The institution provided notice to the student organization that the incident resulted in a hazing violation
- The Campus Hazing Transparency report cannot include personally identifiable information.

The Campus Hazing Transparency Report can be found on the DPS website under Clery Information or

directly at https://www.centenary.edu/directories/offices-services-directory/public-safety/clery-information/campus-hazing-transparency-report/.

Prevention and Awareness Programs

Centenary College conducts prevention and awareness programs related to Hazing throughout the year. The Department of Public Safety, Office of Student Involvement, and the Athletic Office operate primary prevention programs that are informed by research, or assessed for value, effectiveness, or outcome to bring awareness to and prevent hazing through comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns. This is done through the promotion of positive and healthy behaviors that foster healthy, mutually-respectful relationships, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.

One way the Department of Public Safety does this is by creating programming aimed at addressing the specific needs of departments, organizations, fraternities, sororities, and athletic teams. Each Fall and Spring semester, the Department of Public Safety meets with all new students and employees to review campus safety, Clery crimes, bystander intervention, reporting crimes to the reporting structure of the college, and other safety related topics.

The Office of Student Involvement will host various events throughout September for National Hazing Prevention Month. These events are research informed, campus-wide prevention programs that are available for student, staff, and faculty participation. These programs include educational opportunities for what constitutes hazing, how to recognize it, how to prevent it through bystander intervention, and how/where to report it. These events also work to instill ethical leadership and promote positive methods for building group cohesion through fostering a culture of respect and inclusivity.

Reporting Hazing
If you would like to report an instance of hazing, please contact one of the following departments/positions:

Title	Phone and Office
Dean of Students/Title IX Coordinator	318.869.5023 Student Union Building, Basement Rm 3
Director, Athletics	318.869.5087 Gold Dome, Main Office
Director, Human Resources	318.869.5191 Hamilton Hall, Suite 127
Director, Student Conduct/Residence Life	318.869.5280 Student Union Building, Basement Rm 2
Title IX Coordinator	318.869.5023 (Dean of Students) Student Union Building, Basement Rm 3
Director, Student Involvement	318.869.5292 Student Union Building, Basement Rm 4
Police/Public Safety	318.207.0007 (Officer), 318.869.5759 (Clery) Centenary Square, Suite 214A

You can also make a report through one of the following methods:

- Engage forms - https://centenary.campuslabs.com/engage/forms, Click Student Conduct Communication Report

- Anonymous Crime/Concern Form - https://www.centenary.edu/directories/offices-services-directory/public-safety/anonymous-crime-concern-reporting-system/

- Campus Security Authority (CSA) Reporting Form - https://www.centenary.edu/directories/offices-services-directory/public-safety/clery-information/csa-reporting/campus-security-authority-csa-crime-report-form/

Process Used to Investigate Reports Hazing by Students

Upon receipt of a report of hazing, the information will be forwarded to the Office of Student Involvement for investigation by the college, in addition to any criminal investigation that may be required.

Unless there is a conflict of interest, the an individual within the Office of Student Involvement will be assigned as the investigator and conduct an initial interview with the complainant, if possible. They will then collect evidence regarding the report, followed by interviews with the accused.

After concluding the investigation, the investigator will provide the accused a written determination of responsibility and a follow up discussion regarding the determination. Determinations of responsibility are made based on a preponderance of evidence, or whether it was more likely to have occurred than not. This determination cannot be appealed.

If found responsible for an instance of hazing, a sanction will be imposed. This sanction can be appealed to the Director of Student Involvement and to the Dean of Students.

A meeting will also take place with the individual's or organization's advisor or coach to discuss the finding and sanction. For fraternity and sorority organizations, if the determination is a law violation, it will also be reported to the organization's national headquarters.

VAWA Crimes (Domestic Violence, Dating Violence, Stalking, and Sexual Assault) Information and College Procedures

Centenary College prohibits rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, and domestic violence. In the event that a sexual assault, an act of stalking, dating violence, or domestic violence does occur, Centenary College takes the matter very seriously. Centenary College will take steps to stop the behavior, prevent its recurrence, and provide remedies for victims. This document will serve as a resource and guide for victims, individuals who may have victimized others, and any other individual who may have knowledge of these types of crimes.

The College will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in section 16 of title 18, United States Code) or a non-forcible sex offense, the report on the results of any disciplinary proceedings conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

Centenary College does not discriminate on the basis of sex in its educational programs and sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited whether sexually based or not and including dating violence, domestic violence, and stalking. As a result, Centenary College issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct, including the timeframes for resolution, educational program and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus and when it is reported to a College official. In this context, Centenary College prohibits the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the College community.

Steps to take as a Victim

If you are the victim of sexual assault, dating violence, domestic violence, or stalking, some or all of these safety suggestions may guide you after an incident has occurred.

1. If you are in danger, call 911, whether you are on or off campus. Go to a safe place and speak with someone you trust. Tell this person what happened.

2. You are not alone. Consider securing immediate professional support (i.e. counseling or victim advocacy) to assist you in the crisis. These individuals can keep your information confidential. Both the Centenary Counseling center and the College Chaplain are confidential resources for Centenary students.

3. Seek out a Centenary professional on campus for help to explore service options, and resources available to you. These individuals may not be confidential resources and may have an obligation to notify the Title IX Coordinator as well as submit a Campus Security Authority reporting form. These individuals can:

    - Help you contact campus and community resources with whom you can speak confidentially

- Provide support and resources, and assist you to understand the process of reporting the incident to either Centenary College student conduct and/or the police.
- Help you notify law enforcement authorities. Victims are not required to report an incident to law enforcement, but campus professionals will assist victims who wish to do so.
- Assist you to obtain protective orders from local authorities or put in place no contact directives through the Student Conduct Office.

4. For your safety and well-being, pursue medical attention if needed. Being examined as soon as possible is important in the case of sexual assault for preserving evidence. The hospital can assist you in obtaining a medical examination, as well as receive medication to prevent sexually transmitted infections and unintended pregnancy. A list of local hospitals is provided in the resources section.
    - To preserve evidence, it is recommended that you do not bathe, shower, douche, eat, drink, smoke, brush your teeth, urinate, defecate or change clothes before that exam. Even if you have already taken any of these actions, evidence may still be recoverable, and you are still encouraged to get prompt medical care.
    - Typically, if police are involved, they will obtain evidence from the scene, and it is best to leave things undisturbed until they arrive. Allow police to secure items in evidence containers, but if you are involved in the transport of items of evidence, such as to the hospital, secure them in a clean paper bag or clean sheet to avoid contamination.
    - If you decide to file a criminal complaint in the future, securing evidence will support your complaint and may also be helpful in obtaining a restraining order.
    - If you have physical injuries, photograph them with a date stamp on the photo.
    - Record the names of any witnesses and their contact information.
    - Try to memorize details (i.e. physical descriptions, names, license plate numbers car descriptions, etc.) of what happened, and if possible write notes to remind you.
    - If you obtain a protective order, notify the Centenary Police so the order can be observed on campus.

5. Even after the immediate crisis has passed, consider seeking support from local counseling or community resources.

6. Victims can report instances of dating violence, domestic violence, sexual assault, or stalking to the director of student conduct, the Title IX coordinator, any employee of the Department of Public Safety or Police Department, Health and Counseling Services, or the campus Chaplain. These individuals and departments can provide you with a Complainant's Rights and Resources document. The College will provide students or employees who report to the College that the student or employee has been a victim of dating violence, domestic violence, sexual assault or stalking, whether the offense occurred on or off campus, with a written explanation of the student or employee's rights and options, including written notification of:
    - counseling, health, and mental health,
    - victim advocacy,
    - legal assistance,

- visa and immigration assistance,
- student financial aid,
- and other services available for victims both within the institution and the community,
- and the availability of changes to academic, living, transportation, and working situations, or protective measures regardless of whether the victim reports to law enforcement.

Victims can report these instances and other CLERY crimes to any campus security authority as well but these individuals may not have copies of the Complainant's Rights and Resources document.

A copy of the Complainant's Rights and Resources can also be downloaded and printed from the following location: https://www.centenary.edu/directories/offices-services-directory/public-safety/clery-information/.

No victim is required to take advantage of these services and resources, but Centenary College provides them in the hope of offering help and support without condition or qualifications. Centenary College maintains privacy in relation to any resources or protective measures offered to a victim, except to the extent necessary to provide the resources or protective measures.

How to Report

Centenary College will investigate reports of domestic violence, dating violence, stalking, and sexual assault promptly and thoroughly. Individuals may file reports in one of the following ways:

1. Contacting the Title IX coordinator by phone at 318.869.5023 or in person in the Student Union Building, Basement Room 3.
2. Contacting the Director of Student Conduct in the Student Union Building for complaints against students or Human Resources Office in Hamilton hall for complaints against employees.
3. Calling the Centenary Police at 318.207.0007 or coming into the Centenary Police Department in Centenary Square, Suite 214A.

If a victim makes a report to a department other than the Centenary Police Department, they will be made aware of their option to notify the Centenary Police Department or other local law enforcement authorities. Victims will also have the ability to decline the involvement of law enforcement authorities if they so wish.

If you wish to report confidentially, please see the sections on Limited Voluntary Confidential Reporting and Anonymous Reporting found on page 9.

Police Reports

If a victim chooses to make a police report, they may do so by contacting the Centenary Police Department by calling 318.207.0007, emailing dps@centenary.edu, or coming to the Centenary Police Department in Suite 214A of Centenary Square. The initial statement will be taken by a Centenary Police officer. They will also provide the victim with a copy of the Complainant's Rights and Resources. The victim will also be made aware of their ability to proceed with their

complaint through the legal process, student conduct/Title IX process, or both. The victim will also be informed that the Title IX coordinator for the College will be made aware of the report of dating violence, domestic violence, stalking, or sexual assault. The officer that took the report will in turn contact their supervisor to arrange for an investigating entity to come to campus to begin the investigation, should the victim wish to pursue a criminal investigation.

Due to a decision by the District Attorney's Office, only rape investigations conducted by either the Shreveport Police Department or the Caddo Parish Sheriff's Department will be prosecuted by their office. As such, the Centenary Police Department will contact the Shreveport Police Department's sex crime unit or the Caddo Parish Sheriff's Special Victims Unit after taking an initial statement and confirming that the victim wishes to pursue a criminal investigation.

In cases of sexual assault, Project Celebration, an advocacy group, may be alerted that we may have a victim at the Department of Public Safety office.

If being within 72 hours of the assault, arrangements may be made for the victim to be taken to a hospital for a forensic examination where they will be met by an advocate to assist them.
If the sexual assault, domestic violence, dating violence, or stalking occurred on campus, and the victim wishes to pursue a criminal investigation, the Centenary Police Department will investigate the report. If a rape was reported to have occurred on campus or non-campus properties, Shreveport Police or the Caddo Sheriff's Office will be informed so that they can send an investigator to campus to begin an investigation, should the victim wish to pursue a criminal investigation.

If the crime occurred off campus, Centenary Police will assist the victim with reporting to the law enforcement agency with jurisdiction. Investigations will include interviews with potential witnesses, suspects, and other pertinent individuals, as well as the collection of additional evidence.

In order to offer the student additional resources, including housing and academic changes, the Centenary Police Department may need to involve other campus authorities to a limited degree.

Any public release of information from the report, in order to comply with open crime logs or the timely warning provision of the Clery Act, will not include the release of the names of victims or information that could easily lead to a victim's identification. Irrespective of state law or public records access provisions, information about a victim is maintained privately in accordance with Title IX and the Family Educational Rights and Privacy Act (FERPA).

Evidence Preservation

Victims of crimes of violence, including dating violence, domestic violence, sexual assault, or stalking, should endeavor to preserve any evidence that might be used during an investigation or for obtaining a protection order. Electronic evidence is often helpful, including texts, emails, social media posts, chats, pictures, or any other electronic communication, and should be downloaded and preserved. Any record or log of interaction(s) with the accused will also be helpful in an investigation. Physical evidence on your body or clothing should be documented with photos. Hospital medical staff, a specially trained SANE nurse, can collect other physical evidence through forensic examinations and a

PERK kit and provide appropriate follow-up care.

A victim of sexual assault can go to any local hospital emergency room to obtain a forensic examination. Local hospitals' addresses and contact numbers are provided under the Resources for Victims section of this report.

Victims should know that completing a forensic examination does **not** require a police report to be taken but by having a forensic examination done within 72 hours of a sexual assault, evidence can be collected and preserved in case the victim decides at a later date to file a police report. Forensic examinations without a police report are called Blind examinations and only collect the evidence. The evidence is stored by a number assigned to the victim. This evidence is maintained for one year without a police report.

Title IX Investigations

The description of the Title IX investigation process below is a paraphrasing of Centenary College's Title IX policy. The statements listed are intended to provide an overview of the Title IX steps, anticipated timeline, decision making process, process for filing a disciplinary complaint, and how the college determines which type of proceeding to use based on the circumstances of an allegation of dating violence, domestic violence, sexual assault, or stalking. The full Title IX policy can be found at https://www.centenary.edu/title-ix.

Purpose of Investigation
The Purpose of an investigation is to determine:

- Whether or not prohibited conduct has occurred;
- Whether there is an ongoing risk of harm from further prohibited conduct (and if so, what steps should be taken to prevent its recurrence);
- Whether accommodations for the Complainant need to be put in place to redress the effects of prohibited conduct;
- Whether accommodations or safety measures should be put in place to ensure the safety of the Centenary community;
- Whether the conduct warrants review by the Director of Student Conduct, the Provost's Office or the Director of Human Resources if such review has not been initiated;
- Whether system-wide or local changes to policies, practices, or training should be considered or implemented.

Determination of Undertaking an Investigation
If, after assessing a concern as provided in the "Purposes of Investigation" section above, the Title IX Coordinator determines there is sufficient basis to initiate a Title IX investigation, the Title IX Coordinator or designee will meet with the impacted party, when possible, to provide information about a Title IX investigation. A copy of this policy will be provided to the impacted party. Before beginning an investigation, the Title IX Coordinator will contact the impacted party and request consent from them to proceed with an investigation. An investigation may still go forward even if the impacted party declines to consent, if appropriate, subject to the balancing test provided by the Department of Education, Office for Civil Rights' April 4, 2011 Dear Colleague Letter. That letter states that, in such cases, institutions should balance factors including:

- The seriousness of the alleged harassment;
- The impacted party's age;
- Whether there have been other harassment complaints about the same individual; and
- The respondent's right to receive information about the allegations if the information is maintained by the school as an "education record" under FERPA, 20 US>C 1232g; 34C.F.F. Part 99.

In some instances of domestic violence, dating violence, or stalking that are not forms of gender-based or sexual misconduct, the Title IX Coordinator may refer the matter to another process (such as the student disciplinary process or the Human Resources Office to manage a concern on behalf of the Title IX Coordinator and in lieu of an investigation under this process.

It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

Informal Resolution Process

After a formal complaint has been made and at any time prior to reaching a determination regarding responsibility, the College may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the College:

(a) provides to parties a written notice disclosing: the allegations, the requirements of an informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising form the same allegations, provided, however that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the formal complaint process, and any consequences resulting from participating in the informal resolution process, including records that will be maintained or could be shared.

(b) Obtains the parties' voluntary, written consent tot eh informal resolution process; and

(c) Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

Time Frame of a Title IX Investigation

A Title IX Investigation should include reasonably prompt time frames for the conclusion of the grievance process. This includes reasonably prompt timeframes for filing and resolving appeals and informal resolution processes, a process that allows for the temporary delay of the grievance process or the limited extension of timeframes for good cause with written notice to the complainant and the respondent for the delay or extension and the reasons for the action. "Good cause" may include considerations such as the absence of a party, a party's advisor, or a witness, concurrent law enforcement activity, or the need for language assistance or accommodation of disabilities.

Investigation Process

- Assigning an Investigator: When a determination is made to proceed with a Title IX investigation, the Title IX Coordinator will investigate or will assign an investigator or investigators. The Title IX Coordinator can delegate all or part of his/her responsibilities under this process.
- Standard of Review: This Title IX investigation procedure will determine findings of fact using the "preponderance of the evidence" standard (i.e., it is more likely than not that the prohibited conduct occurred).
- Cooperation: All Centenary faculty, staff, students, and community members are expected to

cooperate in the investigation process, although students have the right not to incriminate themselves.

- Notice of Investigation: At the outset of an investigation, the investigator will advise the respondent of the allegations against him or her in writing and will also notify the impacted party in writing regarding the investigation.
- Opportunity to Participate: Both the respondent and the impacted party will have an opportunity to respond to the investigation in writing and in a meeting with the investigator. Both parties have the right to request that the investigator meet with relevant witnesses and evaluate relevant documentary or other evidence.
- Advisors: Students or employees may have a advisor of their choice to accompany them through the process. An advisor may not speak for the student or employee. Advisors may be, but are not required to be an attorney and may inspect and review evidence.
- Evidentiary Determinations: The investigator has broad discretion in determining whether an offered witness or documentary evidence would be relevant or helpful to a determination.
- Evidence Review: The College must also make all evidence subject to the parties' inspection and review available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examinations.
- Live Hearing: The College is required under Title IX to have a live hearing as part of the College's grievance procedures. During a live hearing, the College and the College's decision-maker(s) must permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination at the live hearing must be conducted directly, orally, and in real time by the parties' advisor of choice and never by a party personally, notwithstanding the discretion of the College to otherwise restrict the extent to which advisors may participate in the proceedings.
- Review of Title IX Coordinator: In the event the investigator is not the Title IX Coordinator, the investigator may provide a written report to the Title IX Coordinator, as appropriate to assist the decision –maker. In such cases, the Title IX Coordinator will review the report and may request further review from the investigator, or may ask for additional information directly from the parties or witnesses.
- Investigation Outcome: Upon completion of the investigation and review of all materials, the Title IX Coordinator or designee will notify each party.
- Appeals: Either party may appeal a determination regarding responsibility or a dismissal of a formal complaint or any allegations therein by filing appeal with the Title IX Coordinator within seven (7) days from the date of which the action subject to appeal was taken.

Disciplinary Procedures

Once the disciplinary process is complete, the parties will be informed, in writing, of the outcome, including the findings, conclusions, sanctions (if any) and the rationale for these decisions. Delivery of this outcome will not be delayed to either party, and should occur as nearly simultaneously as possible, without unnecessarily bringing those in conflict into close proximity to each other. All parties will be informed of Centenary's appeal processes, and their rights to either exercise a request for appeal or comment upon the findings, conclusions, and sanctions (if any). Should any changes in outcome occur prior to finalization, all parties will be timely informed in writing, and they will be notified when the result of the student and/or employee disciplinary process becomes final.

Sanctions
The Title IX Coordinator is responsible for effective implementation of remedies/sanctions. Sanctions include, but are not limited to, the following: informal warning, formal warning with a letter placed in the student or employee's file, probation, fines/restitution, educational/discretionary sanctions such as writing a paper, loss of privileges, no contact orders, removal from or change to on- campus housing assignment, exclusion or restriction from certain activities and/or certain areas or locations on campus, mandated counseling, conduct probation, interim suspension, conduct suspension, expulsion, and, for employees Verbal Counseling. Written Warning, Suspension without pay, Disciplinary Discharge, Immediate Termination, and/or other sanctions may be imposed instead of, or in addition to those previously specified.

Employee sanctions may include one or a combination of the following disciplinary actions: Verbal Counseling. Written Warning, Suspension without pay, Disciplinary Discharge, Immediate Termination, and/or other sanctions may be imposed instead of, or in addition to those previously specified.

Training
Training is provided annually for all Centenary entities responsible for addressing Title IX or VAWA offenses under the Clery Act. Training will focus on domestic violence, dating violence, stalking, sexual assault, sexual harassment, retaliation, and other behaviors that can be forms of discrimination covered by Title IX or the Clery Act. In addition to Centenary College processes to address those behaviors, training will help those decision-makers associated with the process to protect the safety of impacted parties and to promote accountability for those who commit offenses.

Protection for Whistleblowers
Both Title IX and the Clery Act provide protections for whistleblowers who bring allegations of non-compliance with Clery Act and /or Title IX to the attention of appropriate campus administrators. Centenary College does not retaliate against those who raise concerns of non-compliance. The full policy for Whistleblower Protection can be found at https://www.centenary.edu/directories/offices-services-directory/provost-2/information-for-faculty/title-ix/sexual-misconduct-policy/retaliation-prohibited/.

Reviews for VAWA Crimes Outside of Title IX

If a complaint is determined not to fall under Title IX, the College will provide for a prompt, fair, and impartial disciplinary proceeding from the initial investigation to the final result in cases of alleged dating violence, domestic violence, sexual assault, or stalking. This includes a proceeding that is completed within reasonably prompt timeframes, including a process that allows for the extension of timeframes for good cause with written notice to the accuser and the accused of the delay and the reason for the delay. The reviews will be conducted in a manner that is consistent with the College's policies and is transparent to the accuser and the accused. This will include timely notice of meetings at which the accuser or accused, or both, may be present. It also provides timely and equal access to the complainant, the accused, and appropriate officials of any information that will be used during informal and formal disciplinary meetings and hearings. The reviews will be conducted by officials who do not have a conflict of interest or bias for or against the accuser or accused and who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual

assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

Reporting Cases Involving Faculty, Staff, or Associates as Accused

Any behavior deemed to be sexual harassment, domestic violence, dating violence, sexual assault, or stalking by a member of the staff or faculty, that does not fall under Title IX, should be reported the director of Human Resources, directly to the aggrieved party's supervisor (immediate or higher, in cases where the supervisor is the alleged harasser, or to the Provost or College President), or to the Title IX Coordinator ; students should make a report to the Dean of Students, the Director of Student Conduct, or the Title IX Coordinator.

Cases Involving Faculty as Accused

The following is a paraphrasing of the Faculty Sexual Harassment policy found in the Faculty Handbook. This process would be utilized for allegations of dating violence, domestic violence, sexual assault, or stalking that do fall under Title IX. The full policy can be found at https://www.centenary.edu/about/policies-procedures/faculty-handbook/#AppendixE

- The facilitator may attempt to resolve the issue informally using whatever steps are deemed appropriate that are acceptable to both the accused and the complainant.
- If the complaint is not be resolved informally, the complainant may formalize the complaint by submitting a written and signed complaint with the appropriate official within one (1) calendar year from the initial report.
- The complaint shall be filed with the Provost who shall forward the complaint to the Faculty Personnel Council. Should the accused or the complainant be a member of the Faculty Personnel Council, they shall recuse themseleves from the adjudication process.
- The Faculty Personnel Council shall conduct an inquiry, calling witnesses and gathering information as deemed appropriate. All parties in the complaint will be required to appear before the Council. At the conclusion of their inquiry, the Council will communicate a determination in writing to both parties and to the facilitator. In consequence of a request by any party, the Council will provide a summary of the basis for their determination.
- Should the Council rule against the accused and/or recommend any action they will communicate their recommendation to the Provost (or President if the accused is the Provost), who will affirm or deny the judgment and/or the recommendation and will issue a statement of the decision to the Council and to all parties in the complaint.
- Should the Council dismiss the charges, they will communicate their recommendation to the Provost (or President if the accused is the Provost), who will affirm or deny the judgment and will communicate the decision to the Council and to all parties in the complaint. A statement of dismissal of charges will be issued to all parties involved.
- All paperwork associated with investigation and resolution of the complaint shall be maintained in a confidential file in the Office of the President for the duration of the employment of the accused and complainant and one additional year.

Appeals

Both the accused and complainants have the right to appeal decisions to the Faculty Appeals Committee within two weeks.

Advisors
The aggrieved faculty member may have an academic advisor and counsel of their choice to examine evidence and attend proceedings. Advisor means any individual who provides the accuser or accused support, guidance, or advice. Advisors can attend and observe meetings as well as advise their party. Centenary College is not required to cancel or delay meetings simply because any person could not be present after notification. Any person, including advisors, may be removed or dismissed if they become disruptive or do not abide by the restrictions on their participation. Advisors are not permitted to act as a proxy and attend meeting in their party's absence.

Sanctions
If a Hearing Body finds that the evidence is sufficient to support at least one allegation of rule-violating behavior, the Hearing Body may assess one or more sanctions. The number of sanctions need not match the number of violations. The Hearing Body shall take the totality of the circumstances into account when issuing sanctions, potentially including prior offenses. Sanctions may include, but are not limited to, the following: no action taken, a warning, documentation in the individual's permanent personnel record, or dismissal of the faculty member. Dismissal of tenured faculty requires clear and convincing evidence and will be based solely on the hearing record.

Cases Involving Staff or Associates as Accused

The following is a paraphrasing of the Sexual Harassment Policy found in the Personnel Manuel. This process would be utilized for allegations of dating violence, domestic violence, sexual assault, or stalking that do not fall under Title IX. The full policy can be found at https://www.centenary.edu/about/policies-procedures/personnel-manual/equal-employment-opportunity/.

The investigation of the complaint will proceed as follows:

- To encourage that the issue be resolved informally, a meeting of the facilitator, the complainant, the complainant's advocate (if so desired by the complainant), the accused and the accused's advocate (if so desired) shall be called by the facilitator and shall encourage open discussion, in which both parties involved in the complaint may hear a description of the situation from the other's point of view in an effort to resolve the complaint. This meeting shall remain confidential without documentation.
- Should the complaint not be resolved informally, the complainant may formalize the complaint; a written and signed complaint must be filed with the Office of the President within one (1) calendar year.
- If the accused is a staff member, then a complaint shall be filed with his or her immediate (or higher) supervisor, who shall request that the administration appoint an ad-hoc committee comprising no less than three (3) members of the staff to hear the accusation. The committee is charged with making a recommendation of remedial action to the appropriate senior officer or to the President of the College.
- If the accused is a member of the senior administration, then the complaint shall be filed with either the Provost or the President of the College, who shall set up an ad-hoc committee

comprising no less than three (3) members of the administration to hear the complaint. The committee is charged with making a recommendation of remedial action to the President.

- All paperwork associated with investigation of the complaint shall be maintained in a confidential file in the Office of the President.

Appeals

Both the accused and complainants have the right to appeal decisions to the President of the College Upon completion of deliberations, the hearing body will provide written notification to both the accused and the accuser. Both parties will have five (5) business days of the date of the decision being made available to file an appeal.

Advisor

The accuser and the accused will have equal opportunities to have others present, including an advisor of their choice. Advisor means any individual who provides the accuser or accused support, guidance, or advice. Advisors can attend and observe meetings as well as advise their party. Centenary College is not required to cancel or delay meetings simply because any person could not be present after notification. Any person, including advisors, may be removed or dismissed if they become disruptive or do not abide by the restrictions on their participation. Advisors are not permitted to act as a proxy and attend meeting in their party's absence.

Sanctions

If a Hearing Body finds that the evidence is sufficient to support at least one allegation of rule-violating behavior, the Hearing Body may assess one or more sanctions. The number of sanctions need not match the number of violations. The Hearing Body shall take the totality of the circumstances into account when issuing sanctions, potentially including prior offenses. Sanctions may include, but are not limited to, the following: Oral Warning. Written Warning, Final Written Warning, Suspension Without Pay, Disciplinary Probation, Termination of Employment, and/or other sanctions may be imposed instead of, or in addition to those previously specified.

Cases Involving Students as Accused

The following is a paraphrasing of the Student Conduct Process found in the Student Handbook. This process would be utilized for allegations of dating violence, domestic violence, sexual assault, or stalking that do fall under Title IX. The full policy can be found at www.centenary.edu/title-ix.

Reports of sexual assault, dating violence, domestic violence, and stalking, that do not fall under Title IX, involving only students or where the accused is a student, will be presided over by the Director of Student Conduct or a designee thereof. They will determine, with the evidence at hand, whether to proceed with a review and will likely serve as the sole hearing official, unless a conflict of interest exists or they are unavailable to perform the role in a timely manner.

- Any officials presiding over these proceedings will be appropriately trained and will not have a conflict of interest or bias for or against the accuser or the accused. Both the accuser and accused will be given timely notice of meetings at which one or the other or both may be present and the accuser, the accused, and appropriate officials will be given timely and equal access to information that will be used during informal and formal disciplinary meetings and hearings.

- A preponderance of evidence will be used to determine whether the accused is held responsible or not responsible.

- The proceedings for allegation of sexual assault, domestic violence, dating violence, and/or stalking will be completed in a reasonably prompt time frame. This time frame allows possible extensions of timeframes for good cause, with written notice to the accuser and the accused of the delay and the reason for the delay.

- Upon completion of deliberations, the hearing body will provide written notification to both the accused and the accuser. The written notification will include a rationale for the result and any sanctions imposed, an explanation of how evidence and information presented during the proceedings was weighted, and how the evidence and information support the result and sanctions.

Advisors
The accuser and the accused will have equal opportunities to have others present, including an advisor of their choice. Advisor means any individual who provides the accuser or accused support, guidance, or advice. Advisors can attend and observe meetings as well as advise the student. Centenary College is not required to cancel or delay meetings simply because any person could not be present after notification. Any person, including advisors, may be removed or dismissed if they become disruptive or do not abide by the restrictions on their participation. Advisors are not permitted to act as a proxy for students and attend meeting in their absence.

Appeals
Both accused and complainant will have one week in which to file a written, final, appeal with the Dean of Students. Both parties will receive simultaneous notification, in writing, of any change to the result of a review, including if sanctions are delayed until an appeal is completed. Both parties will receive simultaneous notification, in writing, of when any results of a review become final. Results are defined as any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the College.

Sanctions
Sanctions for students include, but are not limited to, the following: verbal counseling, informal warning, formal warning with a letter placed in the student's file, probation, fines/restitution, educational/discretionary sanctions such as writing a paper, loss of privileges, no contact orders, removal from or change to on- campus housing assignment, exclusion or restriction from certain activities and/or certain areas or locations on campus, mandated counseling, conduct probation, interim suspension, conduct suspension, or expulsion.

Administrative Withdrawals

In cases in which a student engages in behavior that poses a danger of causing harm to self or others, or disrupts the learning environment, Centenary College may execute an administrative withdrawal. Students are responsible for conducting themselves in a manner that is not violent or disruptive. When, in the judgment of the College, a student's behavior constitutes a

disruption or danger to the living/learning environment which the College seeks to create, or presents a threat to the health or safety of the student or others, the College may intervene.

Administrative withdrawals may be used for, but are not limited to, the following: suicide attempts or statements of suicidal intent; self-mutilation or injury; assault or the threatened assault of students, faculty, or staff; excessive use of alcohol; misuse or excessive use of prescribed medications; criminal activity. Such dangerous and disruptive behavior may be in the form of a single behavioral incident or somewhat less severe but persistent dangerousness or disruptive over an extended period.

The Dean of Students or a designee will notify the student that an administrative withdrawal is under consideration unless the College, in its sole discretion, determines that the execution of an immediate administrative withdrawal is necessary, should circumstances warrant.

The Student Resource Center or a faculty advisor will discuss the implications of and the procedures relating to an administrative withdrawal and a copy of the policy will be provided to the student. When possible and appropriate, they will offer an opportunity for the student to voluntarily withdraw, thereby eliminating the need to complete the process for an administrative withdrawal.

The Dean of Students or designee will convene a committee made up of representatives from at least two of the following departments: Athletics, Health and Counseling Services, Human Resources, Public Safety, and/or Student Conduct. The committee must also include either the faculty advisor or a representative from the Student Resource Center. Whenever possible, the student will be permitted to provide additional information regarding the situation.

This committee will review the situation and make a recommendation to the Dean of Students or designee. The Dean of Students or designee will meet with the provost, or his/her designee, to make a final decision and the student will be provided with written notice of this decision.

In lieu of an Administrative Withdrawal, the College may impose other conditions and/or requirements under which the student is allowed to remain at the College.

The student may appeal the final decision by delivering a written request for an appeal to the president of the College within ten days of the date of receipt of the decision.

Compliance with this process does not constitute a violation of section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

Protective Measures for Victims

The College will provide written notification to victims about options for available assistance in and how to request changes to academic, living, transportation, and working situations or protective measures. The College will provide such accommodations or provide such protective measures if they

are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

The following range of protective measures is available from the College after an allegation of sexual assault, domestic violence, dating violence, or stalking is made:

- A campus no contact order
- Relocation of housing for the complainant and/or accused
- Reassignment of work study schedule or job location for the complainant and/or accused
- The creation of specified routes and times for complainant and/or the accused regarding accessing specific campus facilities, including the cafeteria, fitness center, library, etc.
- Making personal directory information confidential
- Academic situation changes

Each of these protective measures can be requested from the director of student conduct by students or Human Resources by faculty or staff. These requests may be made on behalf of victim by the Centenary Police Department, if requested to do so. The College is obligated to comply with a victim's reasonable request for a living and/or academic situation change following an alleged sex offense. These decisions are made on a case-by-case basis and, depending on the situation, may or may not require supporting documentation or evidence. Factors that might be considered during this process include but are not limited to the following:

- The specific need expressed by the complainant
- The ages of the those involved
- The severity or pervasiveness of the allegations
- Any continuing effects on the complainant
- Whether the complainant and alleged perpetrator share the same residence hall, class, or campus job location
- Whether other measures have been taken to protect the complainant

The director of student conduct, or designee, possibly in conjunction with the Department of Public Safety and/or the Provost's office, will determine whether the complainant or alleged perpetrator will need their housing to be relocated or have their academic schedules adjusted.

No Contact, Restraining, and Similar Lawful Orders

Centenary College also recognizes and enforces all criminal, civil, and tribal no contact, restraining orders, and other similar lawful orders, as well as those created by the College. A copy of the lawful order will need to be provided to the Centenary College Police Department and the complainant should maintain a copy on them at all times. The Centenary police chief, or designee, may share the protective order with other departments or personnel on campus in order to ensure the lawful order is met. The person protected by the lawful order will be informed of who this information will be shared with and why before it is shared.

Anyone with a no contact, restraining order, or other similar lawful order should not initiate any contact with the individual or individuals listed on the order, in person or through electronic

means.

In Caddo Parish, Protective Orders may be applied for from the Caddo Parish Clerk of Court's Office. Forms may be downloaded from https://www.caddoclerk.com/protective-orders/.

Supportive Measures

The following range of supportive measures is available after an allegation of sexual assault, domestic violence, dating violence, or stalking is made:

- Confidential counseling and support
- Assistance with general medical services and/or access to confidential medical services
- Academic Support
- Leave of Absence Requests
- Assistance with Title IX
- Assistance contacting law enforcement

Resources

The College will provide written notification to students and employees about existing resources available both on and off campus for victims of dating violence, domestic violence, sexual assault, and/or stalking, including counseling, health and mental health services, victim advocacy, legal assistance, visa and immigration services, and student financial aid. Please see the information below and for additional information about complainant's rights go to the following site https://static.centenary.edu/files/resources/victims-rights-handout.pdf?_ga=2.88636699.1071835041.1790616886-544596213.1767728794 .

On-Campus

Health and Counseling Services	Rotary Hall, Lower Level	318.869.5466
Centenary Dept. of Public Safety and the Centenary Police Dept.	Centenary Square, Suite 214A dps@centenary.edu	318.869.5000 318.207.0007
Office of the Title IX Coordinator	Mark Miller, SUB Basement, Room 3	318.869.5023
Chaplain's Office	Smith Bldg., Rm 121	318.869.5029
Student Conduct	SUB, Basement	318.869.5110
Residence Life (Changes to Living Area)	SUB, Basement	318.869.5280
Financial Aid (Changes to work situation)	Hamilton Hall, Rm 132	318.869.5137
Provost's Office (Changes to academics)	Hamilton Hall, Rm 217	318.869.5142

Intercultural Engagement (Visa/Immigration assistance)	Magale Library, 209	318.869.5702
Legal Assistance Victim Advocacy	Centenary College does not offer legal assistance	

Community Resources

Crisis Center / Advocate Project Celebration: Domestic Violence/Sexual Assault	www.projectcelebration.com	318.226.5015
Hotlines: Suicide and Crisis Lifeline Sexual Assault Hotline National Domestic/Dating Violence Hotline Trans Lifeline Peer Support National Alliance on Mental Health Eating Disorders Live Online Chat Substance Abuse Hotline Anti-Hazing Hotline Self-Abuse Finally Ends	 https://988lifeline.org/chat www.translifeline.org www.nationaleatingdisorders.org	 988 1.800.656.4673 1.800.799.7233 1.877.565.8860 1.800.950.6264 1.800.662.4357 or 1.877.726.4727 1.888.668.4293 1.800.366.8288
Alcoholics Anonymous – Shreveport Office	AA-Shreveport.org	318.865.2172
Narcotics Anonymous	https://na.org	
Shreveport Police	1234 Texas Ave., Rm 100	318.675.2150 911
Caddo Sheriff's Office	501 Texas Street Room 101	318.675.2170
Caddo Coroner's Office (Sexual Assault Advocate's Office)	2900 Hearne Avenue	318.226.6881

Caddo Crime Victim Advocate		378.681.0870
Child Protective Services		318.676.7622
Elderly Protective Services		318.676.5200
University Health	1501 Kings Hwy.	318.675.6881
Christus Schumpert Highland	1453 E. Bert Kouns Ind. Loop	318.681.5543
Willis Knighton Medical Center	2600 Greenwood Rd.	318.212.4000 Emergency Rm 318.212.4500
Willis Knighton Bossier	2400 Hospital Dr. Bossier City	318.212.7000 Emergency Rm 318.212.7500
Willis Knighton Pierremont	8001Youree Dr.	318.212.3000 Emergency Rm 318.212.3500
Willis Knighton South	2530 Bert Kouns Ind. Loop	318.212.5000 Emergency Rm 318.212.5500
Louisiana Rape Crisis Center		1.800.656.HOPE (4673)
Louisiana Victim Assistance	www.ojp.usdo.gov/ovc/help/map.la.htm	
Louisiana Rape Crisis Hotline	www.aardvarc.org/rape/states/larp.shtml	
Louisiana Foundation Against Sexual Assault	www.lafasa.org	
U.S. Citizenship and Immigration Services	https://www.uscis.gov/ USCIS Application Support Center 1100 East Pleasant Run Road, Suite 190 Desoto, TX 75115	
Federal Student Aid	https://studentaid.ed/gov/sa/	

* All addresses listed are for Shreveport unless otherwise noted.

Confidentiality of Victims and Other Parties

Centenary College will protect the confidentiality of all victims of violent crimes, including dating violence, domestic violence, sexual assault, and/or stalking. Personally identifying information about the victim will not be included in the daily crime logs, Timely Warnings, or CLERY statistics. The College will maintain as confidential any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the College to

provide the accommodations or protective measures.

Personally identifying information is defined in detail in Section 50002(a) of the Violence against Women Act of 1994 as individually identifying information for or about an individual, including information likely to disclose the location of a victim of DV, DV, SA, or, S regardless of whether the information is encoded, encrypted, hashed, or otherwise protected, including:

- First or last name
- Home or other physical address
- Contact information – postal, email, IP address, telephone, or facsimile number
- Social security number, driver's license number, passport number, or student identification number
- Date of birth
- Racial or ethnic background, or religious affiliation that would serve to identify any individual

In some cases, the College may need to disclose some information about a victim to a third party to provide necessary accommodation or protective measures. The chief of police, or designee, and/or the director of student conduct, will determine what the minimum amount and type of information about a victim should be disclosed and to whom. The College will only disclose information that is necessary to provide accommodations or protective measures in a timely manner. When it is determined that personally identifying information needs to be shared in order to provide accommodations or protective measures, the victim will be informed prior to doing so. The victim will be informed of what information will be shared, who it will be shared with, and why it is necessary to share that information.

Bystander Intervention

Centenary College encourages everyone to take responsibility for the safety of themselves as well as others on campus. One way of doing this is through bystander intervention; the safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is the risk of violence, including 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.

Bystanders play a critical role in the prevention of sexual and relationship violence. They are "individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it."[2] We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we ant to help. Below is a list[3] of some way to be an active bystander. If you or someone else is in immediate danger, call the CPD at 318.207.0007 or the local police by dialing 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

[2] Burns, S.M. (2009). A situational model of sexual assault prevention through bystander intervention. Sex Roles, 60, 779-792
[3] Bystander intervention strategies adapted form Stanford University's Office of Sexual Assault & Relationship Abuse

- Watch out for your friends and fellow students/employees. If you see someone who looks like they could bin trouble or need help, ask if they are ok.
- Be direct, delegate responsibility, or cause a distraction when you see a person secludes, hits on, tries to make out with, or has sex with people who are incapacitated.
- Intervene when someone discusses plans to take sexual advantage of another person.
- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
- Refer people to on- or off-campus resources for support in health, counseling, or with legal assistance.

The main components of bystander intervention are Notice the Incident, Interpret the Incident as an Emergency, Assume Responsibility, and Attempt to Help.

Notice the Incident: In order to intervene in an incident or perceived incident, the bystander must first notice the incident occurring. Centenary asks that all community members keep a watchful eye out for any instances of violence, including dating violence, domestic violence, sexual assault, or stalking.

Interpret the Incident as an Emergency: Bystanders will need to evaluate the situation and determine whether it is an emergency, or at least one in which someone needs assistance.

Assume Responsibility: Bystanders will need to then assume responsibility for taking an action to help. One repeated finding in research studies on helping is that a bystander is less likely to help if there are other bystanders present. When other bystanders are present, responsibility for helping is diffused. If a lone bystander is present, he or she is more likely to assume responsibility. This means that although more people might be present, it will likely be up to you to seize the responsibly to intervene.

Attempt to Help: This help can come in many forms; whether to help the victim leave the situation, confront a behavior, diffuse a situation, or call for support from authorities.

In a situation potentially involving dating violence, domestic violence, sexual assault, or stalking

- Do not be antagonistic
- Avoid using violence
- Be honest and direct whenever possible
- Keep yourself safe
- Keep your phone handy, call for help or document when you can safely do so.
- If things get out of hand or become too serious, contact the police.

Risk Reduction

Risk reduction options are designed to decrease the perpetration of crimes and bystander inaction, and to increases empowerment for victims in order to promote safety and can help individuals and

our community address the conditions that facilitate violence, including dating violence, domestic, violence, sexual assault, and stalking. Only by actively taking a stance against these issues, stopping them as or before they occur, and demonstrating that these types of behaviors will not be tolerated on our campus can begin to prevent these crimes from occurring.

The Centenary Department of Public safety provides programing for bystander intervention and risk reduction training in conjunction with sexual assault awareness and crime prevention programs throughout the year, including emails, formal and informal meetings with sporting teams, fraternities and sororities, and campus groups, booths at campus fairs, and social media posts. The Department of Public Safety also coordinates with other departments to offer additional outreach programming, including for convocations subjects and speakers.

With no intent to victim blame and recognizing that only abusers are responsible for their abuse, the following are some strategies to reduce one's risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, www.rainn.org).

- Be aware of your surroundings. Knowing where you are and who is around you may help you find a way to get out of a bad situation.
- Try to avoid isolated areas. It is more difficult to get help if no one is around.
- Walk with purpose. Even if you don't know where you are going, act like you do.
- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- Try not load yourself down with packages or bags as this can make you appear more vulnerable.
- Make sure your cell phone is with you and charged and that you have cab money and/or on-demand driver app loaded.
- Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- When you got to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together.
- Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious contact law enforcement immediately.
- Don't leave your drink unattended while taking, dancing, using the restroom, or making a phone call. If you've left you r drink alone, just get a new one.
- Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink form the punch bowls or other large, common open containers.
- Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get them to a safe place immediately.
- If you suspect you or a friend has been drugged, contact law enforcement immediately. Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
- If you need to get out of an uncomfortable or scary situation, here are some thing that you can try:

  - Remember that being in this situation is not your fault. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
  - Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
  - Have a code word with your friends or family so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
  - Lie. If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
- Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you?
- If you and/or the other people have been drinking, you can say that you would rather wait until you both have your full judgement before doing anything you may regret later.

Sex Offender Registration Information

Incarceration may remove a sex offender from the streets but it does nothing to prevent the offender from committing another crime when released.

The federal Campus Crimes Prevention Act, enacted on October 28, 2000, went into effect on October 28, 2002. The law requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by the State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice, as required, under state law, of each institution of higher education in that state at which a person is employed, carries on a vocation, volunteers services, or is a student.

In Shreveport, convicted sex offenders must register with the Caddo Parish Sheriff's Department. This information can be located at http://www.icrimewatch.net/index.php?AgencyID=54078. You can also visit the Louisiana State Police website for the State Sex Offender and Child Predatory registry at https://lsp.org/community-outreach/sex-offender-registry/.

The Adam Walsh Child Protection and Safety Act of 2006 organizes sex offenders into three tiers according to the crime committed. Tier 3 offenders must update their whereabouts every three months with lifetime registration requirements; Tier 2 offenders must update their whereabouts every six months with 25 years of registration; Tier 1 offenders must update their whereabouts every year with 15 years of registration.

Removal/Non-inclusion of Reports

The College may remove or not include reports in the Annual Security Report's crime statistics for reports of crimes that have been deemed unfounded by law enforcement officials. A crime is considered unfounded for Clery Act Purposes only if sworn or commissioned law enforcement

personnel make a formal determination that the report is false or baseless. Only a sworn officer may classify a report as being "unfounded." The number of unfounded Clery crimes, if any, will be disclosed in the Annual Security Report as a separate category.

Crime reports can be properly determined to be false only if the evidence from a complete and thorough investigation establishes that the crime reported was not, in fact, completed or attempted in any manner. Crime reports can be determined to be baseless only if the allegations reported did not meet the elements of the offense or were improperly classified as crimes in the first place. A reported crime cannot be designated "unfounded" if no investigation was conducted or the investigation was not completed. Nor can a crime report be designated unfounded merely because the investigation failed to prove that the crime occurred; this would be an inconclusive or unsubstantiated investigation. As such, for Clery Act purposes, the determination to unfound a crime can be made only when the totality of available information specifically indicates that the report was false or baseless.

A reported crime may not be classified as unfounded because of an investigator's inability to solve a case due to a lack of sufficient evidence, to apprehend a suspect, or to obtain a conviction in court, a victim's unwillingness to cooperate, the fact that the value of property loss involved might be minimal, or the subsequent recovery of stolen property would not result in a case being classified as unfounded.

Isolation/Quarantine for Illness/Disease/Pandemic

For employees, if you experience symptoms of a communicable disease or illness at home**,** inform your supervisor and do not come to campus. If you experience symptoms at work**,** inform your supervisor and leave campus as soon as possible. Remain at home until you are cleared by a medical professional. For more information, you can contact HR department at 318.869.5191.

Isolation:
Students who are ill are isolated from others to avoid infecting other students. Any student who has been classified as a probably or presumptive by a physician or health department or who has tested positive for a communicable disease or illness must notify the Health Information immediately and will be relocated to isolation facilities on or off campus; students may also choose to isolate off campus or at home if they can do so safely.

Quarantine:
Quarantine separates people who may be ill from others as a way of slowing or preventing the spread of disease. Students who have received a quarantine order from a local, state, or federal official or who have been in close contact with anyone suspected of having the disease or illness must quarantine.

Covid – 19 and Other Respiratory Viruses
At Centenary we encourage everyone to take the same precautions for COVID as you would any other potentially serious and contagious viral disease, such as influenza. That means staying home and not going to work, class, events or practice when you are ill and taking other reasonable precautions. Please utilize TimelyCare (https://www.centenary.edu/student-life/counseling-and-health-information/counseling-services/timely-care/) for FREE access to a physician 24/7. Our Health Information office in Rotary Hall has masks and there is also a telehealth suite available. Please note that TimelyCare also provides online mental health counseling and health coaching, as well as wellness programming like yoga classes – all free to

students if you sign up using your Centenary email address.

Stay up to date on vaccinations. The college recommends annual flu shots and staying up to date on all recommended as well as required vaccines.

Avoid poorly ventilated spaces, particularly where people are in close proximity and/or large crowds are present Centenary has upgraded ventilation and filtration systems across campus, but open or outdoor areas are still best for crowds. Remember, raspatory viruses are primarily transmitted through the air from person-to-person.

If you are sick: Stay home and avoid crowds and contact with others; wear a high-quality mask or respirator (e.g. N95) when around others. Use TimelyCare or see your physician and follow their advice. Stay hydrated and take over-the-counter medication as needed for fever or discomfort. Masks and over-the-counter medication are available in Health Information (subject to availability). Follow reasonable precautions including washing hands often and covering coughs and sneezes.

Definitions of VAWA Terminology

There are numerous terms used by Centenary College in our policy and procedures.

Consent:

Louisiana Definition: Under RS 29:220, Military, Naval, and Veteran Affairs, Louisiana law defines consent as: A freely given agreement to the conduct at issue by a competent person. An expression of lack of consent through words or conduct means there is no consent. Lack of verbal or physical resistance shall not constitute consent. Submission resulting from the use of force, threat of force, or placing another person in fear also does not constitute consent. A current or previous dating, social, or sexual relationship by itself or the manner of dress of the person involved with the accused in the conduct at issue shall not constitute consent.

Centenary Definition: 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 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.

Sexual Assault:

Louisiana Definition: Louisiana does not define Sexual Assault, but rather Sexual Battery.

A. Sexual Battery is the intentional engaging in any of the following acts with another person where the offender acts without the consent of the victim, or where the act is consensual but the other person, who is not the spouse of the offender, has not yet attained fifteen years of age and is at least three years younger than the offender:
   (1) The Touching of the anus or genitals of the victim by the offender using any instrumentality or any part of the body of the offender, or
   (2) The touching of the anus or genitals of the offender by the victim using any in instrumentality or any part of the body of the victim.
B. Rape is the act of anal, oral, or vaginal sexual intercourse with a male or female person committed without the person's lawful consent.

FBI Uniform Crime Reporting Definition: "Sexual assault" means an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting system. A sex offense is any act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

Rape is defined as 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 definition includes any gender of victim or perpetrator.

Fondling is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape is defined a sexual intercourse with a person who is under the statutory age of consent.

Centenary Definition: Centenary does not define these terms. For the purposes of complying with the requirements of this section and section 668.41, any incident meeting the FBI Uniform Crime Reporting definition is considered a crime for the purposes of Clery Act reporting.

Domestic Violence:

Louisiana Definition: Louisiana does not define Domestic Violence, but rather Domestic Abuse Battery. This is defined as one household member intentionally using force or violence against another household member.

FBI Uniform Crime Reporting Definition: The term ''domestic violence'' means 1) Felony or misdemeanor crimes of violence committed—

(i) By a current or former spouse or intimate partner of the victim;

(ii) By a person with whom the victim shares a child in common;

(iii) By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;

(iv) 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

(v) 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.

Centenary Definition: Centenary does not define this term. For the purposes of complying with the requirements of this section and section 668.41, any incident meeting the FBI Uniform Crime Reporting definition is considered a crime for the purposes of Clery Act reporting.

Dating Violence:

Louisiana Definition: Battery of a Dating Partner:

A) Is the intentional use of force or violence committed by one dating partner upon the person of another dating partner.
B) 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:
    a. The length of the relationship.
    b. The type of relationship
    c. The frequency of interaction between the persons involved in the relationship.

FBI Uniform Crime Reporting Definition: The term ''dating violence'' means violence committed by a person

1) Who is or has been in a social relationship of a romantic or intimate nature with the victim and

2)The existence of such a relationship shall be 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-

(i) Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

(ii) Dating violence does not include acts covered under the definition of domestic violence.

Centenary Definition: Centenary does not define these terms. For the purposes of complying with the requirements of this section and section 668.41, any incident meeting the FBI Uniform Crime Reporting definition is considered a crime for the purposes of Clery Act reporting.

Stalking:

Louisiana Definition: 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.

FBI Uniform Crime Reporting Definition: The term "stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

(i) fear for the person's safety or the safety of others; or

(ii) suffer substantial emotional distress.

For the purposes of this definition—

(i) Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.

(ii) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

(iii) Reasonable persons means a reasonable person under similar circumstances and with similar identities to the victim.

Centenary Definition: Centenary does not define this term. For the purposes of complying with the requirements of this section and section 668.41, any incident meeting the FBI Uniform Crime Reporting definition is considered a crime for the purposes of Clery Act reporting.

CLERY Reportable Crimes

Murder
The willful (non-negligent) killing of a human being by another

Negligent Manslaughter
The killing of another person through gross negligence

Sex Offenses
Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent and attempts.

A. Rape
B. Sodomy
C. Rape with a foreign object
D. Fondling

Sex Offenses (non-forcible)
Any unlawful, but consensual sex act with another person, including attempts.

A. Incest – consensual sexual intercourse between person who are related to one another within the degrees wherein marriage is prohibited.
B. Statutory Rape – non-forcible sexual intercourse with a person who is under the statutory age of consent

Robbery
The taking of personal property in the possession of another, from his/her immediate presence, and against his/her will, accomplished by means of force or fear.

Aggravated Assault
An unlawful assault upon the person of another with a firearm, knife or cutting instrument, other dangerous weapon, or by hand, fist, and/or feet intended to cause, causing, or threatening to cause serious injury.

Burglary
The unlawful entry into a defined structure with the intent to commit a theft or any felony.

Motor Vehicle Theft
The theft or attempted theft of a motor vehicle, including automobiles, trucks and buses, or other motorized vehicles.

Arson
Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling

house, public building, motor vehicle or aircraft or personal property of another.

Liquor Offenses
The unlawful possession, sale, transportation, manufacturing, furnishing alcohol to a minor (under 21 years), or maintaining an unlawful drinking place. (Does not include public drunkenness or driving under the influence.)

Drug Offenses
The unlawful possession, sale, transportation, cultivation, manufacturing, or maintaining an unlawful place. (Does not include driving under the influence, and/or being under the influence of narcotics/illegal drugs.)

Weapons Offenses
With certain exceptions, the possession or control of any firearm, deadly weapon, illegal knife or explosive device while on Centenary property. (Our residential policy prohibits the possession or control of any fireworks, pellet or BB guns, switch blade knives, nunchakus, billy clubs, or any other deadly weapon.)

Domestic Violence
A felony or misdemeanor crime of violence committed by:

A. A current or former spouse or intimate partner of the victim
B. By a person with whom the victim shares a child in common
C. By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner
D. 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
E. 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

Dating Violence
Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim, including but not limited to sexual or physical abuse or the threat thereof.

Stalking
Engaging in a course of conduct directed at a specific person that would cause a reasonable person to –

A. Fear for the person's safety or the safety of others; or
B. Suffer substantial emotional distress

Hazing

The term "hazing", for purposes of reporting statistics on hazing incidents in the Annual Security and Fire Safety report means; any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons), against another person or persons regardless of the willingness of such other person or persons to participate, that –

- Is committed in the course on an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and
- Causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury including-
    - Whipping, beating striking, electronic shocking, placing of a harmful substance on someone's body or similar activity;
    - Causing, coercing, or otherwise inducing sleep deprivation, exposure t the elements, confinement in a small space, extreme calisthenics, or other similar activity;
    - Causing, coercing, or otherwise inducing another person to perform sexual acts;
    - Any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct'
    - Any activity against another person that includes a criminal violation of local State, Tribal, or Federal law; and
    - Any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law.

Hate Crimes
A criminal act motivated by bias against any person or group of persons, or the property of any person or group of persons because of the ethnicity, race, national origin, religion, gender, sexual orientation, gender identity, or disability of the person or group, or bias based upon the perception that the person or group has one or more of those characteristics

In addition to the previous crimes listed, the following crimes are reported if they have a Hate Crime aspect. These crimes are not in any category other than Hate Crimes.

Larceny – Theft
The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another.

Simple Assault
An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

Intimidation
To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Destruction/Damage/Vandalism of Property
To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Geography Definitions from the Clery Act

On-Campus: (1) Any building or property owned or controlled by tan institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes, including residence halls; and (2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1), that is owned by institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or retail vendor).

Non-Campus Building or Property: (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution (i.e. privately owned fraternity); or (2) Any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

This includes buildings or properties under temporary control during institutionally sponsored short-stay-away domestic or international trips for students of more than one night, or buildings or properties under temporary control during institutionally sponsored domestic or international trips for students to repeated locations.

- For example, student in the debate club take a trip to Washington, D.C. and stay at the same hotel every year. In this example, the institution must include in their Clery Act crime statistics for any Clery Act crimes that occur int the rooms used by the students and any common areas used to access those rooms; including the lobby, elevator, and staircases.

Public Property: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible for the campus or on-campus property/facilities. Centenary College crime statistics do not include crimes that occur in privately-owned homes, business, or property, within or adjacent to the campus boundaries, except for those that meet the definition of Non-Campus Building or Property.

On-Campus Student Housing: Any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably geographic area that makes up the campus is considered an on-campus student housing facility. This includes large residential dormitories as well as individual houses that may be used for the college for temporary housing, isolation, or quarantine. This category is a subset of the On-Campus category.

Reasonably Contiguous: Any building or property an institution owns or controls that is in a location that students consider to be, and treat, as part of the "campus." Generally speaking, the Department of Education considers locations within one mile form the core or main campus border to be reasonably contiguous with the campus.

Primary Crime Statistics

Offense	Year	On Campus	Residential Facilities	Non Campus	Public Property	Total
Murder/Non Negligent Manslaughter	2025	0	0	0	0	0
	2024	0	0	0	0	0
	2023	0	0	0	0	0
Negligent Manslaughter	2025	0	0	0	0	0
	2024	0	0	0	0	0
	2023	0	0	0	0	0
Rape	2025	1	1	0	0	1
	2024	0	0	0	0	0
	2023	2	2	1	0	3
Fondling	2025	4	1	1	0	5
	2024	2	1	0	0	2
	2023	2	2	1	0	3
Incest	2025	0	0	0	0	0
	2024	0	0	0	0	0
	2023	0	0	0	0	0
Statutory Rape	2025	0	0	0	0	0
	2024	0	0	0	0	0
	2023	0	0	0	0	0
Robbery	2025	0	0	0	1	1
	2024	0	0	0	0	0
	2023	1	0	0	0	1
Aggravated Assault	2025	0	0	0	1	1
	2024	0	0	0	0	0
	2023	0	0	0	0	0
Burglary	2025	17	16**	0	0	17**
	2024	10	10**	0	0	10**
	2023	6	4	1	0	7
Motor Vehicle Theft	2025	1	0	0	0	1
	2024	2	0	0	0	2
	2023	3	0	2	0	5
Arson	2025	0	0	0	0	0
	2024	0	0	1	0	1
	2023	1	0	0	0	1
Hazing	2025	0	0	0	0	0
	2024	Statistics	were not	collected	for	this year.
	2023	Statistics	were not	collected	for	this year.

*Residential Facility crime statistics are a subset of the "On Campus" category, i.e. they are counted in both categories.
**Burglaries having occurred in residence hall rooms generally create 2 statistical counts as the perpetrator also passed through the shared suite areas.
***Not all law enforcement agencies responded to requests for statistics.

Liquor, Drug, Weapons Statistics

Offense	Year	On Campus	Residential Facilities	Non Campus	Public Property	Total
Liquor Law Arrest	2025	0	0	0	0	0
	2024	0	0	0	0	0
	2023	0	0	0	0	0
Drug Law Arrest	2025	0	0	0	1	1
	2024	0	0	0	1	1
	2023	0	0	0	1	1
Weapons Law Arrest	2025	0	0	0	3	3
	2024	0	0	0	2	2
	2023	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Actions	2025	1	0	0	0	1
	2024	1	0	0	0	1
	2023	0	0	0	0	0
Drug Law Violations Referred for Disciplinary Actions	2025	4	4	0	0	4
	2024	3	3	0	0	3
	2023	1	1	0	0	1
Weapons Law Violations Referred for Disciplinary Actions	2025	0	0	0	0	0
	2024	0	0	0	0	0
	2023	0	0	0	0	0

*Residential Facility crime statistics are a subset of the "On Campus" category, i.e. they are counted in both categories.
**Not all law enforcement agencies responded to requests for statistics.

VAWA Crime Statistics

Offense (Not Reported By Hierarchy)	Year	On Campus	Residential Facilities	Non Campus	Public Property	Total
Stalking	2025	4	2	0	0	4
	2024	2	1	0	0	2
	2023	1	0	0	0	1
Domestic Violence	2025	0	0	0	0	0
	2024	1	0	0	3	4
	2023	0	0	0	0	0
Dating Violence	2025	4	4	0	0	4
	2024	2	2	0	0	2
	2023	1	0	0	0	1

*Residential Facility crime statistics are a subset of the "On Campus" category, i.e. they are counted in both categories.
**Not all law enforcement agencies responded to requests for statistics.

Hate Crimes

There were no hate crimes reported for 2025.

There were no hate crimes reported for 2024.

There were no hate crimes reported for 2023.

Unfounded Crimes

There were no crimes determined by sworn law enforcement personnel to be unfounded in 2025.

Four crimes were determined by sworn law enforcement personnel to be unfounded in 2024.

One crime was determined by sworn law enforcement personnel to be unfounded in 2023.

Fire Safety Introduction

According to the National Fire Protection Association (NFPA), colleges and universities across the United States average more than 3,300 fires per year. The Campus Fire Safety Right to Know Act is a federal law that requires post-secondary institutions which have on-campus student housing to report fire safety information. This report must be published annually to outline the campus fire safety systems, statistics, policies, and procedures to enable parents and students to make informed decisions regarding fire safety and their choice of institution and/or residence hall.

The 2025 Fire Safety Report includes general information and fire statistics from the previous three calendar years for Centenary College's residence halls and college owned housing that is leased to students or student organizations.

Several statistics are required to be included in the report; the number of fires; fire-related deaths; fire injuries; the cause of these fires; as well as the amount of damage caused by fires. Additionally, Centenary College is required to report the fire safety features of campus residence halls including sprinklers, fire alarms, and other fire/life safety systems with plans for future improvements to fire safety systems. Finally, Centenary College is required to list the type and amount of fire safety training provided to students and employees.

Any student or employee who gains knowledge of a fire occurring in a campus residence hall should report it immediately to Centenary Police at 318.207.0007.

Housing Fire Systems

Centenary College of Louisiana recognizes that fire safety/prevention systems are essential in all campus buildings but particularly in residence halls. The table below outlines the various systems which are in place in each residence hall, temporary housing facility, and fraternity houses. Questions regarding these systems should be directed to the director of facilities services at 869-5286.

Residence Hall / Housing	Fire Alarm Monitored by Service	Partial Sprinkler System	Full Sprinkler System	Room Smoke Detectors	Fire Extinguishers	Evacuation Placards	Number of Annual Fire Drills
Bicentennial Village – Building A 190 E. Kings Hwy	X		X	X	X		1**
Bicentennial Village – Building B 190 E. Kings Hwy	X		X	X	X		1**
Bicentennial Village – Building C 190 E. Kings Hwy	X		X	X	X		1**
Bicentennial Village – Building D 190 E. Kings Hwy	X		X	X	X		1**
Cline Hall Kings Hwy.	X	X		X	X	X	2
Hardin Hall Sexton St.	X	X		X	X	X	2
James Hall - Annex Sexton St.	X	X		X	X	X	2
James Hall - Proper Sexton St.	X	X		X	X	X	2
Rotary Hall 2911 Centenary Blvd.	X		X	X	X	X	2
Sexton Hall Sexton St.	X	X		X	X	X	2
*Kappa Alpha House 106 E. Washington St.				X	X		0
*Kappa Sigma House 144 E. Washington				X	X		0
TKE House 2821 Woodlawn Ave.				X	X		0
118 Wilkinson St.				X	X		0
120 E. Wilkinson St.				X	X		0

*Although the Kappa Sigma and Kappa Alpha fraternity houses are both non-campus property, we have included their fire statistics and information as they are used by students for housing and are located directly adjacent to campus.

** Bicentennial Village was only occupied in the Fall of 2025. As such, only one fire drill was held that year.

Fire Evacuation Drills

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of fire. At Centenary, 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. In addition to educating the occupants of each building about the evacuation procedures during the drills, the process also provides the College an opportunity to test the operation of fire alarm system components.

Evacuation drills are monitored by the Centenary Police Department and Residence Life staff, including with the aid of Resident Assistants, to evaluate egress and behavioral patterns. Reports identify deficient equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments for consideration.

Tampering with Fire Equipment

It is against the law and the regulations of the College to tamper with fire equipment of any kind. Falsely pulled fire alarms and other forms of tampering with fire equipment are a serious safety issue and each student should accept personal responsibility for reporting anyone who does so. Students found responsible for false alarms or other fire equipment tampering will face serious sanctions up to removal from housing or expulsion, and may also face criminal charges.

Proper Use of Fire Extinguishers

Know the location, type, and proper use of your fire extinguisher.

Location: Check for the locations of fire extinguishers in your residence hall, classrooms and workplace.

How to use:

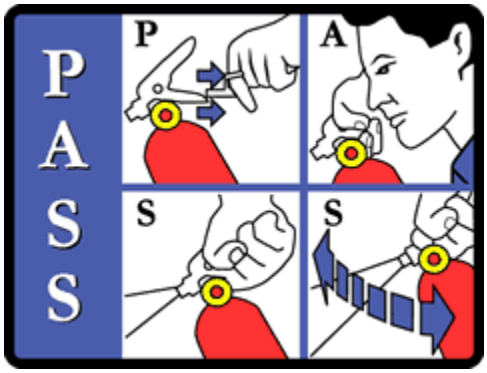
Pull, Aim, Squeeze and Sweep = PASS

P – PULL and twist the pin

A – AIM the Nozzle at the base of the fire, standing about eight feet away

S - SQUEEZE the handle or trigger to activate the extinguisher

S – SWEEP the fire from side to side



Fire Safety Education

Several of the Centenary police officers are also CERT (Campus Emergency Response Team) certified by the Office of Homeland Security and Emergency Preparedness. These employees provide hands on training to the Residence Life assistants each fall. At orientation the Department of Public safety conducts training with all incoming freshmen regarding emergency response and evacuation procedures. Residence Life, with the support of the Department of Public Safety, reinforces this training with fire drills for each residence hall in the fall and spring semesters. DPS personnel also provide hands-on training with fire extinguishers that is open to all students and employees multiple times each year.

In the event of a false alarm in a residence hall, an email message may be distributed to building residents, typically the next business day, informing them of the cause of the activation and the reason for the evacuation. Resident Assistants may also provide the information directly to their floors. The purpose of providing follow-up information is to use those instances as a teaching moment to point out the reason for the alarm activation, the evacuation route, and instructions and guidelines for evacuations.

Residence Life Fire Safety Regulations

General

- The burning of any substance (other than cigarettes in approved outdoor smoking areas) is not allowed in or around the residence halls.
- Multiple socket plugs without surge protectors are not allowed, and multiple-socket surge protectors should not have several high drain appliances in use simultaneously.
- Students in areas where circuit breakers need to be reset may be required to reduce their number of outlets or appliances in use to conform to the capacity of the electrical system.

Candles & Incense

- Candles and incense may not be burned.
- Partially burned candles and/or incense are not allowed in the residence halls.

Appliances

- Appliances with exposed heating elements or hot surfaces (including but not limited to toaster ovens, open electric grills or skillets, halogen lights, and fryers) are not allowed in the residence halls.
- Students may have one microwave (no more than 900 watts) and one refrigerator (under 1.8 amps) per occupant in each residence hall room.

- Irons, crock pots, and coffee pots are allowed but may not be left plugged in or unattended.

- Space heaters are not allowed in residence halls.

Evacuation Procedures

The fire alarm alerts residents of potential hazards and students living in the residence halls are required to heed their warning and evacuate buildings immediately upon hearing a fire alarm in a facility. Use the nearest stairwell and/or exit to leave the building immediately. Students should familiarize themselves with the exits in the building and if there is a specific stairwell assigned for evacuation of their residence hall room, they should use that exit. The Fire Marshal and Centenary Department of Public Safety employees can levy fines and penalties to individuals who fail to evacuate a building promptly – but a more important reason for evacuating is for safety reasons.

When a fire alarm is activated the elevators in most buildings will stop automatically. Residents should use the stairs to evacuate the building. If you are caught in the elevator, call 318.207.0007 to alert the on-duty officer. If the on-duty officer is unreachable, dial 911.

If you hear an alarm sound:

- **Evacuate** the building immediately.
- If smoke is present, keep low to the floor. **DO NOT** use elevators!
- **DO NOT REENTER** the building until told to do so by Centenary College Police Department or Fire Department personnel.

If flames are observed:

- Sound the alarm by pulling the closest fire alarm. Immediately evacuate the building.
- Go to the nearest phone and call the Centenary College Police Department at 318.207.0007.

If you smell smoke or have any other indication of fire:

- Immediately call the Centenary College Police Department at 318.207.0007.
- Describe what you have observed. Give your name and location.
- Alert other building occupants to prepare for possible evacuation.

Report all fires, no matter how small, to the Centenary College Police Department at 318.207.0007. Some non-residential buildings' fire alarms ring only in the building, and are not monitored by an alarm company. Not all Centenary buildings have an alarm system.

- Give your name.
- Describe the location

Activating a Fire Alarm Station

- Know the locations of fire alarms and extinguishers in advance.
- Manual alarms are activated by pulling down a handle.

You may have to break or lift a piece of glass with the provided hammer prior to pulling the handle.

Emergency Assembly Points

Centenary College has designated a corresponding Emergency Assembly Point for each building on campus. Learn the Assembly Points for the buildings you frequent on a regular basis. Generally, the Assembly Point is the closest large building. Emergency Assembly Points are also noted on Evacuation Placards in the non-residential buildings. **In the event an emergency requires you to evacuate the building you are currently in, report to your designated Assembly Point. Stay there until an accurate head count has been taken and you have received any instructions/directions from campus administrators.** You can then leave the area; however, you may not reenter the evacuated building until the Department of Public Safety or the Shreveport Fire Department has reopened the building. The designated Emergency Assembly Points are listed below:

Residence Halls……..	Student Union
Brown Chapel……	Magale Library
Bynum Commons…….	Student Union
Centenary Square…….	Smith Parking Lot
Facilities……..	Gold Dome West Lot
Fitness Center……..	Student Union
Gold Dome.....	Baseball parking lot
Hamilton Hall……	Student Union
Student Union……..	Magale Library
Sam Peters Bldg…….	Student Union
Smith Building ……	Student Union
Hurley Music……..	Magale Library
Anderson……..	Magale Library
Feazel……..	Magale Library
Jackson Hall……	Student Union
Magale Library……..	Brown Chapel
Marjorie Lyons……	Magale Library
Meadows……..	Student Union
Mickle Hall……..	Smith Parking Lot
Fraternity Houses……	Magale Library
Bicentennial Village…	Centenary Square Lot

Partial Evacuation:
North side of Kings Hwy will evacuate to Gold Dome parking lot
South side of Kings Hwy will evacuate to Student Union.

Full Evacuation:
If an emergency requires the evacuation of the entire campus, the designated assembly point will be the Walmart parking lot at 1125 Shreveport Barksdale Hwy, Shreveport, LA 71105.

Fire Log

The Department of Public Safety maintains a daily fire log that records, by the date the incident was reported, all fires reported in residential halls. The logs outline the logistics of the fire (date, time, and location), the nature of the fire, and how the fire was handled.

The Fire Log for the past 60 days is open for public inspection at the Department of Public Safety located in Centenary Square, Suite 214A. Our process for maintaining and posting the fire log complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (as amended in October 1998).

To Whom Should a Fire Be Reported?

If a fire occurs in a College building, community members should immediately notify the Centenary Police Department at 318.207.0007. The Centenary Police Department will initiate a response, as the department has a direct contact with the City of Shreveport dispatch and can summon the fire department quickly through this communication link. If a member of the Centenary community finds evidence of a fire that has been extinguished, and the person is not sure whether the Centenary Police Department has already responded, the community member should immediately notify the Centenary Police Department to investigate and document the incident.

Fire Statistics

2025

Residence Hall / Housing	Total Fires	Fire Number	Date	Time	Cause of Fire	Number of Injuries	Number of Deaths	Estimated Value of Property Damage
Bicentennial A 190 E. Kings Hwy	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Bicentennial B 190 E. Kings Hwy	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Bicentennial C 190 E. Kings Hwy	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Bicentennial D 190 E. Kings Hwy	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Cline Kings Hwy.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Hardin Sexton St.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
James Annex Sexton St.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
James Proper/Lobby Sexton St.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Rotary 2911 Centenary Blvd.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Sexton Sexton St.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
***Kappa Alpha House 106 E. Washington St.**	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
***Kappa Sigma House 144 E. Washington**	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
TKE House 2821 Woodlawn Ave.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
118 Wilkinson St.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
120 E. Woodlawn Ave.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A

*Although the Kappa Sigma and Kappa Alpha fraternity houses are both non-campus property, we have included their fire statistics and information as they are used by students for housing and are located directly adjacent to campus.

2024

Residence Hall / Housing	Total Fires	Fire Number	Date	Time	Cause of Fire	Number of Injuries	Number of Deaths	Estimated Value of Property Damage
Cline Kings Hwy.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Hardin Sexton St.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
James Annex Sexton St.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
James Proper/Lobby Sexton St.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Rotary 2911 Centenary Blvd.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Sexton Sexton St.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
***Kappa Alpha House 106 E. Washington St.**	1	1	4/5/2024	1823	Intentional burning of another fraternity's property	0	0	$1000-9,999
***Kappa Sigma House 144 E. Washington**	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
TKE House (first half of year) 2925 Woodlawn Ave.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
TKE House (Second Half of Year) 2821 Woodlawn Ave.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
118 Wilkinson St.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A

*Although the Kappa Sigma and Kappa Alpha fraternity houses are both non-campus property, we have included their fire statistics and information as they are used by students for housing and are located directly adjacent to campus.

2023

Residence Hall / Housing	Total Fires	Fire Number	Date	Time	Cause of Fire	Number of Injuries	Number of Deaths	Estimated Value of Property Damage
Cline Kings Hwy.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Hardin Sexton St.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
James Annex Sexton St.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
James Proper/Lobby Sexton St.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Rotary 2911 Centenary Blvd.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Sexton Sexton St.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
***Kappa Alpha House 106 E. Washington St.**	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
***Kappa Sigma House 144 E. Washington**	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A
TKE House 2925 Woodlawn Ave.	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A

*Although the Kappa Sigma and Kappa Alpha fraternity houses are both non-campus property, we have included their fire statistics and information as they are used by students for housing and are located directly adjacent to campus.

Conclusion:

During the coming year, Centenary College will continue to show its commitment to fire safety by ensuring that all auditory and visual alarms are functional, all pull stations are in ready position and operational, and all fire extinguishers are within their expiration date.

On an annual basis, Centenary College has FireTech come on campus and test the functionality of fire alarms and associated equipment. Facilities Services receives complete reports and takes corrective action for any deficiencies.

Future Improvements:

At this time, there are no future improvements slated for residence halls. Mickle Hall is currently undergoing a renovation and fire prevention and alert information will be updated as progress proceeds. Other buildings on campus may also undergo renovation and fire equipment needs will be assessed at that time.

Your safety is paramount on our campus, so we ask that you report all Fire Safety concerns or mechanical issues immediately to the Centenary College Department of Public Safety at 318.207.0007 or to the Centenary College Department of Facility Services at 318.869.5286.

A copy of Centenary College of Louisiana's Annual Security and Fire report can be obtained online at https://www.centenary.edu/directories/offices-services-directory/public-safety/security-fire-reports/. You can also request a hard copy in person at the Department of Public Safety in Centenary Square Suite 214A or by calling 318.869.5759. The Annual Security Report includes statistics for the previous three years concerning crimes and residence hall fires that occurred on-campus; in certain off-campus buildings or property owned or controlled by Centenary College; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters.