

**MEMORANDUM OF UNDERSTANDING OF COORDINATION BETWEEN  
SHREVEPORT POLICE DEPARTMENT, CADDO PARISH SHERIFF'S OFFICE,  
CADDO PARISH DISTRICT ATTORNEY'S OFFICE, AND NORTHWEST  
LOUISIANA TECHNICAL COMMUNITY COLLEGE**

WHEREAS, La. R.S. 17:3399.14 mandates law enforcement and criminal justice agencies located within the parish of the campus of the institution enter into and maintain a written memorandum of understanding to clearly delineate responsibilities and share information in accordance professional rules of responsibility, applicable federal and state confidentiality laws to include, but not limited to the trends about power-based violence committed by or against students of the institution.

WHEREAS, the Shreveport Police Department, the Caddo Parish Sheriff, the Caddo Parish District Attorney, and Northwest Louisiana Technical Community College, hereinafter sometimes referred to as the "Parties", enter this Memorandum of Understanding in compliance with La. R.S. 17:3399.14.

WHEREAS, the Shreveport Police Department, the Caddo Parish Sheriff, the Caddo Parish District Attorney, and Northwest Louisiana Technical Community College have criminal jurisdiction over the campus of Northwest Louisiana Technical Community College (the "Institution").

WHEREAS, the purpose of the Memorandum of Understanding includes the delineation and sharing protocols of the investigative responsibilities of the law enforcement and criminal justice agencies located within the parish of the campus of the Institution subject to and in accordance with applicable federal and state confidentiality laws.

WHEREAS, the protocols of investigations by the Shreveport Police Department, the Caddo Parish Sheriff, and Northwest Louisiana Technical Community College shall include

standards for notification and communication and measures to promote evidence preservation subject to and in accordance with applicable federal and state confidentiality laws.

WHEREAS, the Parties shall agree upon training and requirements related to power-based violence for the purpose of sharing information and coordinating to the extent possible and develop a method of sharing general information about power-based violence occurring within the jurisdiction of the Parties to the memorandum of understanding in order to improve campus safety to the extent possible within the context of the duties of law enforcement and criminal justice agencies and in accordance with applicable federal and state confidentiality laws.

WHEREAS, power-based violence means any form of interpersonal violence intended to control or intimidate another person through the assertion of power over the person as defined in R.S. 17:3399.12 and shall include the following:

Dating violence (R.S. 46:2151(C)); Domestic abuse and family violence (R.S. 46:2121.1(2) and 2132(3) and for the purposes of this Part, domestic abuse shall also include any act or threat to act that is intended to coerce, control, punish, intimidate, or exact revenge on the other party, for the purpose of preventing the victim from reporting to law enforcement or requesting medical assistance or emergency victim services, or for the purpose of depriving the victim of the means or ability to resist the abuse or escape the relationship; Nonconsensual observation of another person's sexuality without the other person's consent, including voyeurism (R.S. 14:283.1), video voyeurism (R.S. 14:283), nonconsensual disclosure of a private image (R.S. 14:283.2), and peeping tom activities (R.S. 14:284); Sexual assault (R.S. 14:41, 42 through 43.5, 89, 89.1, and 106); "Sexual exploitation" which means an act attempted or committed by a person for sexual gratification, financial gain, or other advancement through the abuse of another person's sexuality including prostituting another person (R.S. 14:46.2 and 82 through 86); "Sexual harassment" which means unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or inappropriate conduct of a sexual nature when the conduct explicitly or implicitly affects an individual's employment or education, unreasonably interferes with an individual's work or educational performance, or creates an intimidating, hostile, or offensive work or educational environment and has no legitimate relationship to the subject matter of a course or academic research; Stalking (R.S. 14:40.2) and cyberstalking (R.S. 14:40.3); Unlawful communications (R.S. 14:285); Unwelcome sexual or sex- or gender-based conduct that is objectively offensive, has a discriminatory intent, and lacks a bona fide academic purpose.

WHEREAS, the Parties acknowledge and understand the duties and responsibility of the law enforcement agency, the criminal justice agencies, and the Institution differ regarding the responsibility and sharing of information and the differences may limit the ability to share information.

Nothing in this Memorandum of Understanding entered into by the Parties shall be construed as prohibiting a victim or responsible employee from making a complaint to both the Institution and law enforcement agency.

The parties agree as follows:

1. **The Shreveport Police Department and the Caddo Parish Sheriff agree to:**
  - a. Designate a liaison to serve and work with the Institution and to serve as the agency's contact person;
  - b. Maintain communication and contact with the Institution and the Title IX Coordinator at the Institution, to the extent able to do so without jeopardizing an investigation, to assist the Institution in resolving power-based violence that results in criminal investigation that occurs on its campuses or which involve a student as a victim or an accused, and to promote the proper methods of preservation of evidence and comply with the applicable federal and state confidentiality laws;
  - c. Notify the respective Institution, to the extent able to do so, of any report of power-based violence that occurs on its campuses or which involves a student as a victim or an accused;
  - d. Coordinate investigations with the Institution, to the extent able to do so without jeopardizing its own investigation, to assure that any reported incident involving power-based violence that occurs on their respective campuses or which involve a student as a victim or an accused is fully investigated;

- e. Assist in the development and implementation of training for use by the Institution related to sharing information and conducting investigations into power-based violence that occurs on its campuses or which involve a student as a victim or an accused;
- f. Share general information with the Institution about power-based violence that occurs on its campuses or which involve a student as a victim or an accused with the goal of promoting and improving campus safety and complying with the applicable federal and state confidentiality laws;
- g. Include on its police reports information related to the status of the alleged victim as a student of an Institution; and
- h. Develop and support policies and procedures to establish and maintain meaningful communication between all signatories to this Memorandum of Understanding.

**2. The Caddo Parish District Attorney agrees to:**

- a. Designate a liaison to serve and work with the Institution and to serve as the agency's contact person;
- b. Maintain communication and contact with the Institution and the Title IX Coordinator at the Institution, to the extent able to do so without jeopardizing a prosecution, to assist the Institution in resolving power-based violence that results in criminal prosecution that occurs on its campuses involving a student as a victim or an accused, and to promote the proper methods of preservation of evidence and to comply with the applicable federal and state confidentiality laws;

c. Notify the respective Institution, to the extent able to do so, of any report of power-based violence that occurs on its campuses or which involves a student as a victim or an accused;

d. Coordinate any prosecution with the Institution, to the extent able to do so without jeopardizing the prosecution of a case, to assure that any reported incident involving power-based violence that occurs on their respective campuses or which involves a student as a victim or an accused is fully prosecuted in accordance with the law and the evidence;

e. Assist in the development and implementation of training for use by the Institution related to sharing information involving a prosecution of power-based violence that occurs on its campus or which involves a student as a victim or an accused;

f. Share general information with the Institution about power-based violence that occurs on its campuses or which involves a student as a victim or an accused with the goal of promoting and improving campus safety; and

g. Develop and support policies and procedures to establish and maintain meaningful communication between all signatories to this Memorandum of Understanding.

**3. Northwest Louisiana Technical Community College agrees to:**

a. Designate a liaison to serve and work with the Shreveport Police Department, the Caddo Parish Sheriff, and the Caddo Parish District Attorney to serve as the Institution's contact person;

b. Maintain communication and contact with the Shreveport Police Department, the Caddo Parish Sheriff's Office, and Caddo Parish District

Attorney's Office to the extent able to do so without jeopardizing their own investigation to assist the Institution in resolving power-based violence that may have occurred on its campuses or involved a student as a victim or an accused and to promote the proper methods of preservation of evidence;

c. Notify the Caddo Parish Sheriff, the Shreveport Police Department, and Caddo Parish District Attorney where applicable and to the extent able to do so under any federal or state confidentiality requirements, of any report of power-based violence that occurs on its campuses or involves a student as a victim or an accused;

d. Coordinate investigations with the Shreveport Police Department and the Caddo Parish Sheriff to the extent able to do so without jeopardizing their own investigation, to assure that any reported incident involving power-based violence that occurs on their campuses or involves a student as a victim or an accused is fully investigated;

e. Develop and implement training for sharing information and conducting investigations into power-based violence that occurs on their campuses or involves a student as a victim or an accused;

f. Share general information with the Shreveport Police Department, the Caddo Parish Sheriff and Caddo Parish District Attorney, where applicable, about power-based violence that occurs on their campuses or involves a student as a victim or an accused, with the goal of promoting and improving campus safety;

g. Develop and support the policies and procedures to establish and maintain the communication between all signatories to this Memorandum of Understanding.

The parties to this Memorandum of Understanding shall be reviewed annually by each institution's chancellor, TIX coordinator, and the executive officer of the criminal justice agency and shall be revised as considered necessary.

This Memorandum of Understanding is hereby accepted and adopted by the following:

**SHREVEPORT POLICE DEPARTMENT**

Signature: Wayne E. Smith

Name: WAYNE E. Smith

Title: Chief of Police

Date: 12-13-2021

**CADDO PARISH SHERIFF**

Signature: Steve Prator

Name: STEVE PRATOR

Title: Sheriff

Date: 12-8-2021

**CADDO PARISH DISTRICT ATTORNEY**

Signature: James E. Stewart, Jr.

Name: James E. Stewart, Jr.

Title: Caddo District Attorney

Date: 12/7/2021

**NLTCC CHANCELLOR**

Signature: Earl Meador

Name: Earl Meador

Title: Chancellor NLTCC

Date: 12-2-21

**NLTCC SHREVEPORT CAMPUS  
SAFETY OFFICER**

Signature: Shadealia Hudson

Name: Shadealia Hudson

Title: Campus Director

Date: 12-2-2021

ADDENDUM TO MEMORANDUM OF UNDERSTANDING OF COORDINATION BETWEEN SHREVEPORT  
POLICE DEPARTMENT, CADDO PARISH SHERIFF'S OFFICE, CADDO DISTRICT ATTORNEY'S OFFICE, AND  
NORTHWEST LOUISIANA TECHNICAL COMMUNITY COLLEGE

I am in agreement with the original Memorandum of Understanding signed December 2021.

NLTCC DIRECTOR OF FACILITIES

SIGNATURE:

NAME:

DATE:

NLTCC CHANCELLOR

SIGNATURE:

NAME:

DATE: