

## **Criminal Complaint Process & Investigations**

A crime victim has the right to pursue criminal charges through the BRCC Police Department, the local law enforcement agency in which the incident occurred, and/or pursue disciplinary action through the College if the accused is a BRCC student. If you are a victim of a crime at BRCC or off-campus, your first priority should be to (1) get to a place of safety; (2) obtain the necessary medical treatment; and (3) report the incident to the appropriate law enforcement agency in your respective area.

Reporting crimes can help prevent it from happening again to others. Doing so maximizes the successful collection evidence and will assist with the prompt identification and apprehension of the person who committed the crime. In most cases, the strength of the case could be affected by the length of time the crime victim waits before pressing charges. Reporting however remains a personal decision, but at minimum the victim of a crime should take advantage of the numerous resources available and assistance with classes.

Persons who make a complaint and those responding to complaints have the following rights:

- The option to notify law enforcement;
- The option to have another member of the College community present during interviews that are part of a College-initiated investigation;
- To be notified of counseling and support services available;
- To be notified of options to change academic, or work arrangements.

## **Criminal Investigation**

The criminal investigation will begin when the incident is reported to Law Enforcement; If the incident location differs from the Law Enforcement Agency receiving the complaint, the Law Enforcement Agency with criminal jurisdiction will be notified immediately to conduct the investigation.

Once jurisdiction is established, the victim will be informed of the Law Enforcement Agency conducting the investigation and information on how to contact the agency. The responding officer must determine that a crime likely occurred by gathering evidence and will begin collecting needed information for the initial police report. A detective may be assigned if the case cannot be investigated by the responding officer. If assigned, the detective will take statements from the victim (written/ recorded), collect and log physical evidence, and speak with witnesses (written/recorded). The detective will determine if the elements will be classified as either a Felony or Misdemeanor. At the conclusion of a criminal investigation, the officer may need to make an arrest (immediately taking the individual into custody or issuing a summons) or executing a warrant. The Prosecuting Attorney has discretion on which the case proceeds through the court system.

**a. On-Campus:** If you are the victim of a power-based violence incident on-campus, report the incident to the BRCC Police Department as soon as possible by dialing 225-2166-8888 (6-8888 or 6-8001 from any campus line) or utilize the emergency equipment and resources below for immediate assistance.

- **Blue Point Alert Solutions:** (ARDENDALE SITE) Pull Stations located at the *Automotive Collision Center (ACC)*; *Automotive Training Center (ATC)*.

- **Emergency Buttons** (ACADIAN SITE) located inside classrooms and campus buildings.
- **Emergency Buttons Installed on BRCC Desk/Office Telephones** (ALL BRCC Locations).
- **Emergency Call Boxes** (MID CITY CAMPUS) located in the parking garage on each level near the stairwells and elevators.
- **Red Emergency Phones** (JAMES M. FRAZIER/MID CITY CAMPUS) located inside classrooms, campus buildings & strategic locations around BRCC Mid City Campus.
- **Solar-Powered Outdoor Call Stations** (MID CITY CAMPUS) blue lights, located throughout the BRCC Mid City Campus grounds and parking lots.
  - **BRCC Police Officer/Local Law Enforcement at BRCC & Non-Contiguous College Sites/Security Guards patrolling on-campus.**
  - **ACADIAN/ARDENDALE/JAMES M. FRAZIER/MID CITY CAMPUS:** 225.216.8888 or 225.216.8001.
  - **NON-CONTIGUOUS COLLEGE SITES:** *Dial 911 to reach local law enforcement:* CENTRAL; JACKSON; NEW ROADS; PORT ALLEN.
- Additional reporting options include the Vice Chancellor for Student Affairs or Campus Judicial System, Counseling and Disability Services, the Office of Human Resources, or a Campus Security Authority (CSA) at the College as defined under the Jeanne Clery Act.
- If the perpetrator of the assault is a BRCC employee, the victim has the option of filing the complaint with both BRCC Police Department **AND** the Office of Human Resources for violation of the College's Sexual Assault/ Sexual Harassment Policy.
- If the incident is reported to BRCCPD and jurisdiction is with another Law Enforcement Agency, BRCCPD will designate a liaison to serve and work with the Law Enforcement Agency and maintain communication and other requirements outlined in the MOU to the extent able to do so without jeopardizing the investigation.

**b. Off-Campus & External Law Enforcement Agency:** If you are the victim of a power-based violence incident off-campus, dial 911 for immediate assistance. Dispatchers will direct your call to the appropriate Law Enforcement Agency with criminal jurisdiction to allow the victim to press charges against the perpetrator. College officials can assist the victim in notifying these authorities if the student so chooses.

- **External Law Enforcement Agency:** BRCC has executed a memorandum of understanding (MOU) with local law enforcement agencies when such incidents occur. In such cases, the law enforcement agency with jurisdiction will be the primary investigative agency. BRCC will designate a liaison to serve and work with the Law Enforcement Agency and maintain communication and other requirements outlined in the MOU to the extent able to do so without jeopardizing the investigation, including meeting with BRCC's Title IX Coordinators or others to assist those in resolving power-based violence committed on campus by or against students of the institution.