



**TULANE UNIVERSITY POLICE DEPARTMENT**

**Kirk M. Bouyelas**  
*Chief of Police*

April 4, 2019

Dear Tulane:

The community we serve is a wonderfully diverse group of students, faculty, staff and citizens of New Orleans. This diversity is a source of strength and pride for all of us.

The Tulane University Police Department is committed to ensuring that we treat every member of this community – which includes our colleagues, neighbors and friends – with equal fairness, dignity and respect.


This goal lies at the heart of the document you will find on the following pages. Please review this policy and learn more about our zero tolerance for any biased based profiling.

If you have any questions about this policy or suggestions to improve either its requirements or implementation, please do not hesitate to contact me directly. It is my hope that this policy will serve as a guide to help the Tulane University Police Department carry out its mission as unbiased protectors of our community and ambassadors of peace with equal zeal for safety, justice and fairness.

Sincerely,

A handwritten signature in blue ink, appearing to be 'Kirk M. Bouyelas', with a long horizontal stroke extending to the right.

Kirk M. Bouyelas  
Chief of Police

	<b>Tulane University Police Department</b>		
	<b>General Order 100-4</b>		
	<b>TITLE: Bias Based Profiling</b>		
	<b>Effective:</b> 4/5/19	<b>Rescinds: New Policy</b>	<b>Pages: 3</b>

**Purpose:** The purpose of this policy is to prohibit bias based profiling and to establish procedures to ensure police actions are not taken because of race, sex, color, religion, national origin, citizenship, marital status, sexual orientation, age, disability, military or veteran status, economic status, or any other category protected by law.

**Policy:** It is the policy of the Tulane University Police Department to conduct investigative field stops, traffic stops and interactive patrols for the purpose of deterring motor vehicle violations, and to provide law enforcement visibility to assist in deterring more serious crimes. Officers should strive to make each contact educational and leave the violator with the impression that the officer has performed a necessary task in a professional and friendly manner.

**General:** Profiling, in itself, can be a useful tool to assist law enforcement officers in carrying out their duties. Bias based profiling, however, is the selection of individuals based solely on a common trait of a group. This includes, but is not limited to, race, sex, color, religion, national origin, citizenship, marital status, sexual orientation, age, disability, military or veteran status, economic status, or any other category protected by law.

**Rules:**

1. Officers will not stop, detain, search, seize property through asset forfeiture, or arrest, any person based solely on the above mentioned categories or any other category protected by law.
2. Officers will have reasonable suspicion supported by specific articulated facts that the person contacted regarding their identification, activity or location has been, is or is about to commit a crime or is currently presenting a threat to the safety of themselves or others.
3. Officers will endeavor to treat every person with courtesy and respect.
4. Whenever a person complains that an officer has engaged in practices prohibited by this directive, the officer will notify their supervisor and the supervisor in turn will initiate the citizen's complaint process. Once the complaint is received, the Professional Standards Manager will notify the Office of Institutional Equality.

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5. Officers found to have engaged in bias based profiling will receive appropriate disciplinary action in accordance with university and departmental policy.

### Procedures:

#### A. Officer Responsibilities

1. An officer may stop a motor vehicle upon reasonable suspicion that the driver or an occupant committed a motor vehicle violation or other offense. Such stops will conform to departmental policy and procedures.
2. This directive does not preclude an officer from stopping a vehicle to offer assistance, (e.g., to inform a driver of an item left on the roof or of a substance leaking from the car). Such actions should be reported as an "assist motorist" call.
3. Officers are prohibited from stopping, detaining, searching, seizing property or arresting any person based solely on the above mentioned categories or any other category protected by law unless they are seeking an individual with one or more of those identifying attributes (e.g., officers may consider a person's apparent age when investigating a possible violation when age is an element of such).

#### B. Supervisor Responsibilities

1. Supervisors will ensure that officers follow the policies and procedures outlined in this directive.
2. A supervisor will respond to the stop location when advised that a person is making a complaint alleging profiling or other improper conduct.
3. After discussion with the person, the supervisor will provide the complainant with a Citizen Complaint Form (Form 200-15-2). The citizen will be provided guidance in completing and filing of the complaint according to departmental policy. The supervisor will then initiate an Internal Affairs Investigation Report (Form 200-15-4). The completed forms will be submitted to the Professional Standards Manager.

#### C. Review/Reporting Requirements

1. The department will complete a documented annual review of citizen complaints, agency practices and statistical information collected to ensure compliance with state law and adherence to this policy.

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2. If the review reveals a pattern of profiling in violation of this policy, an investigation will be conducted and appropriate action will be taken as warranted.

D. Training

1. All sworn employees of this department will receive training regarding bias based profiling including the legal aspects of this improper activity.
2. Annual sensitivity training regarding the department's bias based profiling policy will be provided to employees who conduct investigative field stops and stops of motor vehicles regarding the prohibition against bias based profiling.

EFFECTIVE DATE

The effective date of this General Order is May 5, 2019.

APPROVED



Kirk M. Bouyelas  
Chief of Police

Distribution: All Personnel

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