



**MEMORANDUM OF UNDERSTANDING BETWEEN**  
**NORTHWESTERN STATE UNIVERSITY**  
**NORTHWESTERN STATE UNIVERSITY CAMPUS POLICE**

**AND**

**LEESVILLE CITY POLICE DEPARTMENT**  
**VERNON PARISH SHERIFF'S OFFICE**  
**VERNON PARISH DISTRICT ATTORNEY'S OFFICE**

Pursuant to La. R.S. 17:3399.14, as amended by Act 439 and 472 of the 2021 Regular Session of the Louisiana Legislature, this Memorandum of Understanding ("MOU") is a collaboration between the Vernon Parish Sheriff's Office, Vernon Parish District Attorney, Leesville Police Department, Northwestern State University Police Department, (the "Law Enforcement Group"), and Northwestern State University (the "Institutions"), each represented by the authorized signatory below.

The law requires that all public institutions of higher education shall enter into and maintain a written memorandum of agreement with local law enforcement agencies, including the campus police department, if any, the local district attorney's office, and any law enforcement agency with criminal jurisdiction over the campus, to clearly delineate the responsibilities and share information, in accordance with applicable state and federal confidentiality laws, including but not limited to trends regarding power-based violence committed by or against students of an institution.

With signature to this MOU by all parties, representatives are demonstrating a commitment to the requirements of La R.S. 17:3399.14. This agreement shall be reviewed annually by each institution's chancellor/president, Title IX coordinator, and the executive officer of the criminal justice agency, and shall be revised as considered necessary.

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

The parties agree as follows:

**1. Northwestern State University Police Department, Leesville City Police Department, Vernon Parish District Attorney's Office, Vernon Parish Sheriff's Office, agree to:**

a. Designate a liaison to serve and work with the Institutions, including each Institution's campus security and Title IX Coordinator, and to serve as the agency's contact person;

b. Maintain communication and contact with the Institutions and Title IX Coordinators at the Institutions, to the extent able to do so without jeopardizing their own investigation, including meeting with their Title IX Coordinators or others to assist those institutions in resolving power-based violence committed on their campuses by or against students of an institution, and to promote the proper methods of preservation of evidence;

c. Notify the respective Institutions to the extent able with respect to any

---

e. Assist in the development and implementation of training for use by the Parties hereto related to sharing information and conducting investigations into power-based violence committed on their campuses by or against students of an institution;

f. Share general information with the Institutions about power-based violence committed within the jurisdiction of the parties hereto with the goal of promoting and improving campus safety;

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 MOU.

**2. Northwestern State University agrees to:**

a. Designate a liaison to serve and work with the Law Enforcement Group, and to serve as the Institution's contact person;

b. Maintain communication and contact with the Law Enforcement Group, to the extent able to do so without jeopardizing their own investigation, including meeting with their Title IX Coordinators or others to assist those in resolving power-based violence committed on their campuses by or against students of an institution, and to promote the proper methods of preservation of evidence;

c. Notify the Law Enforcement Group, to the extent able with respect to any confidentiality requirements imposed by law, of any report of power-based violence committed on their campuses by or against students of an institution;

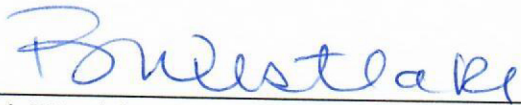
d. Coordinate investigations with the Law Enforcement Group, to the extent able to do so without jeopardizing their own investigation, to assure that any reported incident involving power-based violence committed on their respective campuses by or against students of an institution is fully investigated;

e. Assist the development and implementation of training with the Law Enforcement Group, for the sharing of information and conducting investigations into power-based violence committed on their campuses by or against students of an institution;

f. Share general information with the Law Enforcement Group, where applicable, about power-based violence committed on their campuses by or against students of an institution, with the goal of promoting and improving campus safety; and

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

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



Beth Westlake, Chief of Police  
Leesville City Police Department

10/25/2022  
Date



Terry Lambright, District Attorney  
Vernon Parish District Attorney's Office

10/25/22  
Date



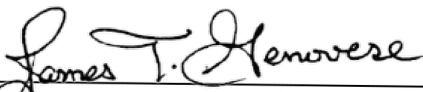
John S. Craft, Sheriff  
Vernon Parish Sheriff's Office

10/25/22  
Date



Craig Vercher, Chief  
Northwestern State University Police Department

10/25/22  
Date



James T. Genovese, President  
Northwestern State University

12.10.2024  
Date