

The Art Institute of Austin
Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report
October 1, 2009

INTRODUCTION

The Art Institute of Austin is providing the following information to all of its employees and students as part of the Art Institute of Austin commitment to safety and security pursuant to the requirements of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. If you should have questions about any of the information provided in this Report, please contact the President, Newton Myvett 512-691-1707.

I. CAMPUS SECURITY AND CRIME PREVENTION POLICY

The Art Institute of Austin Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report is distributed to every student and employee on an annual basis and is available to prospective employees and students at their request. Employees receive a copy via e-mail and by hard copy in employee mailboxes. The report is distributed to all students through the school web site and student handbook.

REPORTING CRIMES AND EMERGENCIES

A safe environment is everyone's responsibility. Students, faculty and staff are encouraged to report all criminal acts, suspicious activities or emergencies promptly and have the right to report these matters confidentially. Victims or witnesses to a crime are encouraged to file a report of the incident.

Reports can be filed on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics by contacting the Director of Student Affairs and Career Services and/ or the Dean of Academic Affairs. Reports are kept in a secure location in the Student Affairs Department. Names of victims or witnesses are not disclosed in the crime report. It is the policy of The Art Institute of Austin that all criminal acts or other emergencies be properly documented and reported to local authorities as required by law.

Students and employees should promptly report all criminal actions and emergencies occurring on or around school facilities to the receptionist or Campus Security. The Police Department should be contacted in an emergency by dialing **911**. The Round Rock police can be contacted for non-emergencies as follows: (512) 218-5500. All criminal activity is documented by the completion of an Incident Report and is reported to local police agencies and the Director of Student Affairs and Career Services and/or Dean of Academic Affairs. Criminal activity might include, but is not limited to, burglary, motor vehicle theft, aggravated assault, robbery, sexual offense, hate crimes, gender crimes or murder.

In the event of fire or medical emergencies, staff and employees should contact the Police by dialing 911 and then notify the Dean of Academic Affairs.

POLICIES FOR PREPARING THE ANNUAL DISCLOSURE OF CRIMINAL STATISTICS All incidents are reported and documented on the Incident Report, which is sent to the Director of Student Affairs/Career Services and/or Dean of Academic Affairs. Reports are kept in a secure location in the Academic Affairs office. The annual crime report is prepared by gathering campus crime statistics and data from local and state police and sheriff departments and other relevant information.

SECURITY AND ACCESS TO THE INSTITUTE

It is the policy of The Art Institute of Austin that access to all campus facilities, including housing facilities, be limited to authorized personnel, students and invited visitors. Visitors are at all times

subject to school policies and conduct codes. Students and employees are responsible for the conduct of their guests at all times. Students, staff and faculty are required to where in plain view their ID badges. All visitors will check in at the reception desk.

ACCESS TO ACADEMIC BUILDINGS

A Reception Desk is located on the First Floor of the entrance to the Institute, 101 W. Louis Henna Blvd., Suite 100. After hours, the building is protected with electronically locked security doors and devices proper procedures are followed to ensure limited access to secured areas. Exterior lighting is provided around the building, and parking areas, and shrubs and hedges are kept low for safety reasons. A roving security guard patrols the parking lot in a cart during daylight and evening hours. Suspicious persons are questioned and asked to leave.

CAMPUS LAW ENFORCEMENTS

Persons employed as security personnel on the main campus at 101 W. Louis Henna Blvd, Suite 100, and security officers at school-sponsored housing off-site, are instructed in security, security problems, specific school rules and regulations, and the proper procedures of how to enforce them. These procedures and rules and regulations are reviewed periodically to ensure that security needs are being met. Security personnel on campus report directly to the Director of Student Affairs/Career Services.

Unarmed security personnel at the school building are there at the direction of The Art Institute, and are to assist students, faculty and staff of The Institute. Someone is on duty to open and close The Art Institute space. They are responsible for ensuring that persons entering the building are employees, students, and their families or invited guests. They are authorized to request identification from those individuals who are unfamiliar to them, and identification is required of all individuals arriving or leaving after the building is secured. They have the authority to evict unauthorized persons from the premises. Students are advised to carry their Institute Photo ID card at all times and to present them upon request. Student ID cards must include stickers of registration for the present quarter. Security personnel may not make arrests, but are instructed to promptly contact a staff member or the police if any illegal activity occurs.

RELATIONSHIPS WITH LOCAL AND STATE POLICE

The Art Institute of Austin maintains a close working relationship with the Austin and Round Rock Police departments and the Williamson County Sheriff's department with periodic contact initiated by The Art Institute of Austin personnel to ensure that The Art Institute of Austin is aware of criminal offenses and arrests occurring on or near the campus so that they can be properly reported, and if necessary, provide for timely warning reports on crimes that represent a continuing threat. Timely warning reports are provided to the campus community is provided via bulletin board notices, notices placed in faculty and staff mailboxes, and announcements read in class.

CURRENT CAMPUS POLICIES REGARDING IMMEDIATE EMERGENCY RESPONSE AND EVACUATION PROCEDURES

The Art Institute of Austin subscribes to the AlertFind Emergency Notification System. Additionally, an Emergency Response Committee has been assembled to prepare the Emergency Response plan and follow-up on evacuation drills.

- A. Students/staff/faculty have the option to subscribe to this service via email, text or phone message. Sign-ups for this system are available daily and system will only be used in case of emergency. Additionally, staff and security notify all instructors and students via visit to the

classroom (if necessary).

- B. Emergency Procedures and evacuation plans are published in the Student Handbook and via hard copy for all staff and instructors. Emergency Procedures and Evacuation plans are also located on the shared drive for staff.
- C. Fire Evacuation Drills are held quarterly.

PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT CAMPUS SECURITY

All new The Art Institute of Austin employees and students are instructed on crime awareness, prevention and campus security during orientation, and encouraged to take responsibility for their own security, as well as their fellow classmates. The orientation program, which takes place eight times per year, includes a description of campus security policies and procedures, suggestions on how to avoid becoming a crime victim, evacuation plans at the main campus and at school-sponsored housing if applicable, and procedures for reporting any criminal activity or emergency.

The program encourages students and employees to be responsible for their own security and the security of others. The Art Institute of Austin has no formal policy in place that allows victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. However, names of victims or witnesses that provide information on criminal offenses are not disclosed in the annual disclosure of crime statistics and are maintained by the Director of Student Affairs/Career Services in a secure location.

PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT THE PREVENTION OF CRIMES

In the event The Institute, working with local police and/or campus security personnel, determines that a particular criminal offense continues to be a threat to the campus community, it will notify the campus community by bulletin board notices, notices placed in staff mailboxes and notices read by instructors in classrooms.

Students are requested to review the Institute's *Student Handbook* where sections discussing Crime Awareness and Campus Security and Student Conduct Policy can be found. Employees are requested to review the Institute's *Employee Handbook* where information regarding Standards of Conduct and Safety can be found.

OFF-CAMPUS STUDENT ORGANIZATIONS

At the present time, The Art Institute of Austin does not have any off-campus student organizations.

DRUG AND ALCOHOL POLICIES

In keeping with section 120(a) through (d) of The Higher Education Act of 1965, as amended, including the Drug-Free Schools and Communities Amendments of 1989 (Public Law 101-226), a "Drug Free Schools and Campuses" publication, the Drug Prevention Policy, is provided to all The Art Institute of Austin annually.

Pursuant to federal and state drug laws, students are prohibited from the unlawful manufacture, distribution, possession, sale or use of illicit/illegal drugs. The Art Institute of Austin also enforces state laws regarding underage drinking. This prohibition applies while on the property of the school or when participating in any institutional activity. Students or employees who violate this policy will be subject to disciplinary action up to, and including, expulsion from school or termination of

employment.

PROGRAMS AND PROCEDURES REGARDING SEXUAL ASSAULT

Educational programs promoting the awareness of rape, acquaintance rape, and other sex offenses are presented during Orientation by Student Affairs eight times a year. Brochures on sexual assault issues are available in the Library Resource Center. Should a student be sexually assaulted, it is the student(s) option to notify the appropriate law enforcement authorities, including on-campus authorities and local police. At the student's request, security, the Director of Student Affairs/Career Services, the Dean of Academic Affairs, the Executive Committee or other school officials will assist in notifying the proper authorities. Victims of sexual assault or rape should follow these recommended steps:

- Go to a safe place following the attack.
- Do not shower, bathe or destroy any of the clothing you were wearing at the time of the attack.
- Go to a hospital emergency room for medical care.
- Make sure you are evaluated for the risk of pregnancy and venereal disease. (A medical examination is the only way to ensure you are not injured and it could provide valuable evidence should you decide to prosecute.)
- Call someone to be with you, you should not be alone.
- It is also recommended that victims call 911.

Reporting the rape to the police is up to the victim, but it is important to remember that reporting a rape is not the same as prosecuting a rape. Victims are strongly encouraged to call the police and report the rape. If the victim requests, The Art Institute of Austin will assist in identifying off-campus counseling or mental health services. After any campus sexual assaults are reported, the victims of such crimes have the right to request that The Art Institute of Austin personnel take steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants, including relocation in The Art Institute of Austin housing, if applicable or the transfer of classes.

Disciplinary Action and Sanctions

On-campus disciplinary procedures against students will be in accordance with The Art Institute of Austin published Student Conduct Policy. Both the accuser and the accused are entitled to have others present during a disciplinary proceeding. Both will be informed of the outcome of any campus disciplinary proceeding. For this purpose, the outcome of a disciplinary proceeding means only The Art Institute of Austin final determination with respect to the alleged sexual offense and any sanction that is imposed against the accused. Sanctions, which may be imposed following a final determination of a disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses, may include warning, probation, suspension or dismissal.

INFORMATION REGARDING REGISTERED SEX OFFENDERS

The Sex Offender Registration open record information is extracted from the Department of Public Safety (DPS) Sex Offender Registration Database. The DPS maintains files based on registration information submitted by criminal justice agencies and represents a statewide source of information on sex offenders required by law to register. Effective September 1, 1999, the Texas Legislature mandated specific information regarding a sex offender's home telephone

number, social security number, driver's license number and any information required by DPS for law enforcement purposes not be open record.

On-campus computer labs with internet access are available for you to view the above information on the Texas Department of Public Safety website at http://records.txdps.state.tx.us/DPS_WEB/Sor/index.aspx. Computers are accessible to students, staff and employees in the campus library and classroom computer labs.

Chapter 62 (Sex Offender Registration Program), of the Texas Code of Criminal Procedure is the Texas law which governs the Sex Offender Registration Program. Any local library should have reference materials available to research the law or you may provide a written request to the Crime Records Service for a copy of the legislation.

CRIME STATISTICS

The following statistics are provided for your information in compliance with the Jeanne Clery Disclosure of Campus Security Act and Campus Crime Statistics Act. The Art Institute of Austin prepares the crime statistic policies annually by gathering all reported data and preparing a report for its employees and students. Moreover, local/state police agencies are contacted by the President and/or the Dean of Academic Affairs/Director of Student Affairs/Career Services quarterly to maintain a working relationship and formulate statistics for the annual crime statistics report. Set forth in the first box below are statistics available to the Institute concerning the occurrence on the Institute's campus which were reported to local police agencies. The second box below sets forth available statistics concerning the number of criminal offenses in relation to hate crimes on the Institute's campus, non-campus buildings and property, and public property. Finally, the third box lists arrests and "referrals for campus disciplinary action" for liquor law violations, drug law violations, and illegal weapons possession. Victims or witnesses may report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

Monthly statistics of crimes are also available on the Austin or Round Rock Police Departments' website, <http://www.Austintx.gov/police/cs/beatpages/cs18g20.htm>