

The Art Institute of California - Hollywood
Jeanne Clery Disclosure of Campus Security Policy and
Campus Crime Statistics Report
July 30, 2008

INTRODUCTION

The Art Institute of California - Hollywood is providing the following information to all of its employees and students as part of the The Art Institute of California - Hollywood 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 Stuart Huggins, Director of Student Development at 3440 Wilshire Blvd., 10th Floor, Los Angeles, CA, 90010, telephone (213) 251-3636.

I. CAMPUS SECURITY AND CRIME PREVENTION POLICY

The The Art Institute of California - Hollywood 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 departmental meetings. The report is distributed to all students through The Art Institute of California - Hollywood's *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 Dean of Student Affairs, the Director of Student Development or building security. Reports are kept in a secure location in Student Affairs, or building management security office. Names of victims or witnesses are not disclosed in the crime report. It is the policy of The Art Institute of California - Hollywood 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 Stuart Huggins, Director of Student Development at (213) 251-3636 or building management security at (213) 487-9404. If the Director of Student Development, Stuart Huggins or the building management security is not available, you may contact the Dean of Student Affairs at (213)251-3636 and the Los Angeles Police Department by dialing 911 or (213) 484-3400.

All criminal activity is documented by the completion of an Incident Report with the building management security and is reported to local police agencies and Stuart Huggins, Director of Student Development. 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 Los Angeles Police by dialing 911 and then notify the Director of Student Development or the Dean of Student 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 Development, etc. Reports are kept in a secure location in building management security 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 by the Director of Student Development or the Dean of Student Affairs.

SECURITY AND ACCESS TO THE INSTITUTE

It is the policy of The Art Institute of California - Hollywood 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 show their valid Student Photo Identification Card to gain access to school facilities during the evenings and weekends.

ACCESS TO ACADEMIC BUILDINGS

The building management security desk is located on the First Floor of the entrance to the 3470 building. A security guard monitors the building via security cameras. Additional security guards patrol the building facility and parking structure. After hours, a security guard is stationed at the entrance of the school building requiring all students, staff and faculty to present an identification card and sign in on a security log. Exterior lighting is provided around the building, and parking areas. Shrubs and hedges are minimal for safety reasons. Suspicious persons are questioned and asked to leave by the security team. Every evening when class sessions are completed, the elevators are programmed to restrict access to the classrooms.

CAMPUS LAW ENFORCEMENTS

Unarmed security personnel at the school building are there at the direction of the building owners, and are to assist students, faculty and staff of The Art Institute of California - Hollywood. Security is on duty 24 hours/7 days a week. Students are advised to carry their valid Student Photo Identification Card at all times and to present them upon request. Security personnel may not make arrests, but are instructed to promptly contact the Los Angeles Police Department, the Dean of Student Affairs, or the President if any illegal activity occurs. The Art Institute of California - Hollywood is committed to maintaining a safe and secure environment for its students, faculty and staff. As such, the The Art Institute of California - Hollywood campus security policy is carried out as follows:

- a. A security guard is assigned to the building facility at all times.

- b. During evening classes, access to the campus is limited through the main entrance only.
- c. All visitors must announce themselves to the receptionist at the front desk before entering the campus.
- d. Students, faculty and staff are advised to:
 - park in the secured parking garage located on the east side of the building;
 - when leaving the campus during the evening hours to do so in groups of two or more;
 - request to be accompanied by a campus security guard if alone;
 - keep personal belongings in the assigned area;
 - not carry large amounts of cash or other valuables on campus;
 - avoid areas adjacent to the campus that are inadequately lit during evening hours.

RELATIONSHIPS WITH LOCAL AND STATE POLICE

The Art Institute of California - Hollywood is located in the City of Los Angeles in the County of Los Angeles. The Art Institute of California - Hollywood maintains a close working relationship with the Los Angeles Police Department with periodic contact initiated by the The Art Institute of California - Hollywood personnel to ensure that The Art Institute of California - Hollywood 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. If The Art Institute of California - Hollywood feels that certain crimes may be a threat to students or employees, we will issue a warning letter to advise students and employees of the recent crimes and measures that can be taken to prevent future crimes. The warning letter will be distributed to all students via mail and also will be posted in various locations throughout the campus. The warning letter will be distributed to employees at the weekly staff and faculty campus wide meeting.

PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT CAMPUS SECURITY

All students, faculty and staff receive a copy of the Jeanne Clery Disclosure of Campus Security Policy & Campus Crime Statistics during their orientation or during their registration for Fall Quarter. This policy describes campus security procedures, reporting of crimes, and safety tips to help avoid becoming a victim of a crime.

If The Art Institute of California - Hollywood feels that certain crimes may be a threat to students or employees, we will issue a warning letter to advise students and employees of the recent crimes and measures that can be taken to prevent future crimes. The warning letter will be distributed to all students via mail and also will be posted in various locations throughout the campus. The warning letter will be distributed to employees at the weekly staff meeting.

PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT THE PREVENTION OF CRIMES

The Student Affairs Department and the officers representing the Los Angeles Police Department conduct biannual seminars to inform students about a variety of different topics

including campus security, prevention of crimes, personal safety, rape prevention and domestic violence. All students, faculty and staff are encouraged to participate. The Art Institute of California - Hollywood encourages student and employees to be responsible for their own security and the security of others.

In the event The Art Institute of California - Hollywood, 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 in the student lunchroom and classrooms, and notices read by instructors or administrators in classrooms.

In addition, the Los Angeles Police Department conducts biannual school facility walkthroughs to provide the administration with facility security recommendations.

Students are requested to review The Art Institute of California - Hollywood's *Student Handbook* where sections discussing Crime Awareness and Campus Security and Student Conduct Policy can be found. Employees are requested to review The Art Institute of California - Hollywood'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 California - Hollywood 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 at The Art Institute of California - Hollywood 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 California - Hollywood 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 biannually by the Student Affairs Department and Los Angeles Police Department. Officers of the Los Angeles Police Department present discussions on rape awareness, the reduction the risk of being a rape victim, and what to do if you are attacked. Brochures on sexual assault issues are available in the Student Affairs Department. 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 Development, the Dean of Students, another Executive Committee member or other school officials will assist in notifying the proper authorities. Victims of sexual assault or rape should follow these recommended steps:

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

It is also recommended that victims call the Los Angeles Rape and Battery Hotline at (213) 626-3393, (310) 392-8381 or (626) 793-3385. It is open 24 hours a day, and their counselors can help answer medical and emotional questions at any hour and in complete confidence. 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 California - Hollywood 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 California - Hollywood personnel take steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants, including relocation in through independent housing services, if applicable or the transfer of classes.

Other rape crisis centers or mental health agencies available to assist a victim of sexual offenses include:

1. California Hospital Medical Center, (213) 748-2411
2. Boys and Girls Town National Abuse Hotline, (800) 843-5200
3. Domestic Violence-Sexual Assault Hotline, (800) 339-3940
4. Rape, Abuse & Incest National Network ([RAINN](#)) at 1-800-656-HOPE
5. Santa Monica Rape Treatment Center, (310) 319-4000

Disciplinary Action and Sanctions

On-campus disciplinary procedures against students will be in accordance with the The Art Institute of California - Hollywood 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 The Art Institute of California - Hollywood 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

To comply with the mandated portion of California's Megan's Law, all city police and sheriff agencies serving a population of 200,000 or more are required to make Megan's Law Web Application available for viewing information about registered sex offenders. You may access the information at the following locations:

Los Angeles Police Department - Wilshire Division
4861 West Venice Boulevard
Los Angeles, CA 90019
(213) 485-4022

Los Angeles Police Department - Rampart Division
2710 West Temple Street
Los Angeles, CA 90026
(213) 485-9122

In accordance with the Violent Crime Control Act of 1994 section 170101(j) information regarding sex offenders can be found on the California's Department of Justice's Web site at <http://www.meganslaw.ca.gov> this site provides information to the public concerning the location of sex offenders within California.

CRIME STATISTICS

The Art Institute of California - Hollywood's annual campus security report contains the disclosure of crime occurrences for the three most recent calendar years. The most recent report is dated July 30, 2007 and discloses the number of crime occurrences in the following categories:

- a. murder (including non negligent manslaughter);
- b. negligent manslaughter;
- c. sex offenses (forcible & non-forcible);
- d. robbery;
- e. aggravated assault;
- f. burglary;
- g. motor vehicle theft (on campus); and
- h. arson

The Art Institute of California - Hollywood is required to disclose if the any of the aforementioned crimes are classified as a hate crime*, as prescribed by the Hate Crimes Statistics Act (28 U.S.C. 534).

*A hate crime is one in which the victim is selected intentionally because of his or her actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability.

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 California - Hollywood prepares the crime statistic policies annually by gathering all reported data and preparing a report for its employees and students. Set forth in the first box below are statistics concerning the occurrences on The Art Institute of California - Hollywood which were reported to the building management security and if applicable any 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, in the third box arrests and "referrals for campus disciplinary action" for liquor law violations, drug law violations, and illegal weapons possession are listed. Victims or witnesses may report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.