

The Art Institute of California – Los Angeles
Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics
Report
April 20, 2008

I. INTRODUCTION

The Art Institute of California – Los Angeles (The Art Institute) is providing the following information to all of its employees and students as part of The Art Institute's 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 Nate Gamb, Associate Dean of Student Affairs, at 310-314-6078.

II. CAMPUS SECURITY AND CRIME PREVENTION POLICY

The Art Institute of California – Los Angeles 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. Copies are sent via e-mail to all employees and current students. A link to the report on the school's website is listed in the student handbook.

A. 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 Nate Gamb, Associate Dean of Students. Reports are kept in a secure location in the Student Affairs area. Names of victims or witnesses are not disclosed in the crime report. It is the policy of The Art Institute 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 The Art Institute facilities to Nate Gamb, Associate Dean of Student Affairs, either in person or by calling 310-314-6078. If the Director of Student Development is not available, you may contact a member of the school's Executive Committee by calling 310-314-6150 or the Santa Monica Police Department by dialing 911 or 310-458-8491. To report emergencies or criminal acts occurring in school-sponsored housing between the hours of 9:00 AM and 5:00 PM Monday through Friday, students should contact the Office of Residential Life & Housing at 310-314-6149 or dial 911 to report a crime or emergency requiring an immediate response. To report emergencies or criminal acts occurring in school-sponsored housing between the hours of 5:00 PM and 9:00 AM during the week or any time on weekends, students should contact the Resident Assistant on-call phones at 310-877-2278 or 310-877-2273.

All criminal activity is documented by the completion of an Incident Report and is reported to local police agencies and the 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 Santa Monica Police by dialing 911 and then notify the Director of Student Development.

B. POLICIES FOR PREPARING THE ANNUAL DISCLOSURE OF CRIMINAL STATISTICS

All incidents are reported and documented on an Incident Report form, which is sent to Nate Gamb, Associate Dean of Student Affairs. Reports are kept in a secure location in the Student Affairs area. 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 Nate Gamb, Associate Dean of Student Affairs.

C. SECURITY AND ACCESS TO THE ART INSTITUTE

It is the policy of The Art Institute 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 The Art Institute policies and conduct codes. Students and employees are responsible for the conduct of their guests at all times. All persons entering the Art Institute of California – Los Angeles are required to provide photo identification and bags are subject to search.

D. ACCESS TO ACADEMIC BUILDINGS

Security personnel are located at each unlocked entrance to The Art Institute's two buildings at 2900 and 2950 31st Street. After hours, the building is protected with locked security doors and devices including cameras and 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. Suspicious persons are questioned and asked to leave.

E. SCHOOL-SPONSORED HOUSING

School-sponsored housing complexes are gated communities with exterior lighting illuminating the grounds and parking lots. Security personnel are provided by several complexes on a 24 hour basis, 7 days a week or a nightly basis. Most complexes have video surveillance in many of the properties common areas and parking garages. All complexes have limited secured parking areas for student and staff. Residential Life & Housing staff members reside at each complex and can be contacted by calling the Resident Assistant on-call phones at 310-877-2278 or 310-877-2273.

In the event of a crime in progress, dial 9-1-1 to contact the Los Angeles Police Department. The phone numbers for contacting the police in non-emergency situations are 3-1-1, 1-877-ASK –LAPD or 1-877-275-5273. The nearest LAPD station is the Pacific Division located at 12312 Culver Blvd. Los Angeles, CA 90066. The Pacific Division's direct number is (310) 202-4502.

F. CAMPUS LAW ENFORCEMENT

Persons employed as security personnel on the campus at 2900 and 2950 31st Street, 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 Greg Embray, Director of Facilities, at 310-314-6081.

Unarmed security personnel at the school building are always on duty during the hours the building is occupied and are there to assist students, faculty and staff of The Art Institute. 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 Art Institute photo ID card at all times and to present them upon request. Security personnel may not make arrests, but are instructed to promptly contact Nate Gamb, Associate Dean of Students or any member of the Executive Committee if any illegal activity occurs.

Student residents at school-sponsored housing should contact the Resident Advisor who resides at the complex should an emergency arise. The Resident Advisors, who are employees of The Art Institute, are trained in emergency procedures and school regulations. They will then contact the security personnel on site and/or the Residential Coordinators on-call if necessary.

G. RELATIONSHIPS WITH LOCAL AND STATE POLICE

The Art Institute of California – Los Angeles campus is located in the city of Santa Monica and the school-sponsored housing sites are located in the city of Los Angeles. The Art Institute maintains a close working relationship with the Santa Monica and Los Angeles Police Departments with periodic contact initiated by The Art Institute personnel to ensure that The Art Institute 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 via faculty and staff mailboxes and bulletins distributed to residents in the school sponsored housing complex. The California Highway Patrol is not directly involved in patrolling the cities of Los Angeles or Santa Monica, and does not have incidents reported directly to them.

H. PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT CAMPUS SECURITY

All students and faculty receive the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report as part of their registration and/or orientation process each quarter. This policy includes a description of campus security procedures, reporting a crime, and suggestions on how to avoid becoming a victim of a crime. The community relations programs that are sponsored by the police departments

that we utilize, encourage students to be responsible for their own security and for the security of others. Students can receive on site counseling referrals.

In the event of certain crimes that represent a continuing threat to students and employees, The Art Institute will issue warning reports to advise the students and employees on the types of recurring criminal offenses that have occurred and the procedures that can be taken to prevent these offenses from reoccurring. For instance, in the case of a repeated burglary or petty thefts on campus, warning will be distributed to all faculty and staff with instructions for faculty to read to all their classes. Students may also be notified of these recurring offenses by notification in through flyers posted on bulletin boards or the student lounge. In an instance in which an individual has been observed committing a crime, the description of the individual observed will be distributed.

I. PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT THE PREVENTION OF CRIMES

The Art Institute also provides in-service programs designed to heighten awareness of crime and its prevention. These in-service programs are conducted by local law enforcement officials and topics in the past have included programs on personal safety, living in a city, crime prevention, basic safety, and neighborhood watch programs. In addition to the annual campus security report, students and staff are notified of specific security concerns as they arise throughout the year. A variety of crime prevention presentations are hosted by the school-sponsored housing staff each quarter. These presentations include such topics as personal safety, rape prevention, home security, domestic violence, workplace violence, and hate crimes, and are offered by a variety of experts in these areas. Faculty, staff, and non residential students are welcome to attend these programs.

In the event that The Art 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, the campus community will be notified by bulletin board notices, notices read by instructors in classrooms, and notices in the student newsletter. Incidents occurring at The Art Institute student housing locations are announced by the distribution of notices to each student apartment.

Students are requested to review The Art 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 Art Institute's *Employee Handbook* where information regarding Standards of Conduct and Safety can be found.

J. OFF-CAMPUS STUDENT ORGANIZATIONS

At the present time, The Art Institute of California – Los Angeles does not have any off-campus student organizations.

K. 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 Art Institute of California – Los Angeles students, faculty, and staff 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 – Los Angeles 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.

L. PROGRAMS AND PROCEDURES REGARDING SEXUAL ASSAULT

Educational programs promoting the awareness of rape, acquaintance rape, and other sex offenses are presented by Resident Assistants in campus housing and by the Counseling staff at various times throughout the year. Guest speakers present discussions on rape awareness, reducing the risk of being a rape victim, and what to do if you are attacked. Brochures on sexual assault issues are available on resource tables conveniently located in both buildings area or by contacting a school counselor directly. 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, housing personnel, security, the Associate Dean of Student Affairs, the Executive Committee or other The Art Institute 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 the Santa Monica/UCLA Rape Treatment Center 24-Hour Crisis Line at 310-319-4000 extension 3. Counselors there 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 - Los Angeles 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 - Los Angeles 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 California - Los Angeles housing, if applicable or

the transfer of classes.

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

- East LA Rap 24-Hour Hotline 800-585-6231
- VOICES (Victims of Incest Can Emerge Survivors) 714-832-9625
- LA Commission on Assault Against Women 24-Hour Hotline 626-793-3385
- Project Sister Sexual Assault Crisis Services 24-Hour Hotline 909-626-HELP

M. DISCIPLINARY ACTION AND SANCTIONS

On-campus disciplinary procedures against students will be in accordance with The Art Institute 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 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.

N. INFORMATION REGARDING REGISTERED SEX OFFENDERS

California's Megan's Law makes available to adults and organizations information on "serious" and "high-risk" sex offenders in their local community. All sheriffs' departments and every police department serving a population of 200,000 or more are required to make the Megan's Law Web Application available for public viewing. You may access the information at the following local locations:

- Los Angeles Police Department West Los Angeles Division
1663 Butler Avenue
(310) 444-0701
- Los Angeles Police Department Pacific Division
12312 Culver Boulevard
(310) 482-6334
- Los Angeles County Sheriff's Department Lost Hills (Agoura) Station
27050 Agoura Road
818-878-1808

The Los Angeles County Sheriff's Department also offers an online map that displays the general whereabouts of registered sex offenders. To access the Megan's Law Sexual Offender Locations Map, go to: <http://gismap.co.la.ca.us/SOLS/viewer.htm>. You may also check to determine if a particular sex offender is a "high risk" or "serious" sex offender by calling the California Sex Offender Information telephone service at 1-800-448-3000. There is a fee of \$10 per call for checks on up to two names, which will be

billed automatically to your phone bill. For additional information about Megan's Law and related issues, check the California Attorney General's web page at: <http://caag.state.ca.us/megan/index.htm>

III. 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 California – Los Angeles 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 Director of Student Development 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 Art Institute concerning the occurrence on The Art 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 Art 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.