

**The Art Institute of California – Orange County**  
**Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report**  
**July 1, 2009**

**INTRODUCTION**

The Art Institute of California – Orange County (the “Institute”) is providing the following information to all of its employees and students as part of the 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 the President, Dan Levinson, The Art Institute of California – Orange County, 3601 West Sunflower Avenue, Santa Ana, CA 92704, (714) 830-0200.

**I. CAMPUS SECURITY AND CRIME PREVENTION POLICY**

The Institute’s 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 in their campus mailbox or during the new employee orientation process. The report is distributed to all students through the student handbook, the campus email system, and is accessible on the campus website.

**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, Steve Rickard. Reports are kept in a secure location in the office of the Dean of Student Affairs, located in Building C, Suite 207. Names of victims or witnesses are not disclosed in the crime report. It is the policy of the 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 Institute facilities to the Dean of Student Affairs, Steve Rickard, either in person or by calling (714) 830-0270. If the Dean of Student Affairs is not available, you may contact Campus Security at (714) 580-6097; Margaret Carroll, Director of Facilities, at (714) 830-0251; or Becky Nieto, Director of Human Resources, at (714) 830-0255; and the Santa Ana Police Department by dialing 911 or (714) 245-8300.

To report emergencies or criminal acts occurring in school-sponsored housing, students should dial the Director of Residential Life & Housing at (714) 830-0205 or (714) 493-7633, or dial 911 to report a crime or emergency requiring an immediate response.

All criminal activity is documented by the completion of an Incident Report and is reported to local police agencies, the Dean of Student Affairs, and the Director of Facilities. 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 Ana Police by dialing 911 and then notify the Dean of Student Affairs and the Director of Facilities.

## **POLICIES FOR PREPARING THE ANNUAL DISCLOSURE OF CRIMINAL STATISTICS**

All incidents are reported and documented on the Incident Report, which is sent to the Dean of Student Affairs, Steve Rickard. Reports are kept in a secure location in the office of the Dean of Student Affairs, located in Building C, Suite 207. 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 Steve Rickard, Dean of Student Affairs.

## **SECURITY AND ACCESS TO THE INSTITUTE**

It is the policy of the 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 Institute 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 have their valid photo identification card in their possession at all times while on campus and must be prepared to present it upon request. Visitors must sign in at the front desk and should be escorted by a staff or faculty person at all times.

## **ACCESS TO ACADEMIC BUILDINGS**

The front receptionist desk is located in the art gallery on the first floor of Building A at 3601 West Sunflower Avenue. It is staffed Monday through Thursday from 8:00 a.m. until 8:00 p.m., Friday from 8:00 a.m. until 5:00 p.m., and on Saturday from 9:00 a.m. until 5:00 p.m. A security officer is on duty Monday through Friday from 6:30 a.m. until midnight and on Saturday from 6:30 a.m. until 11:00 p.m. During the quarter breaks, the security guard is on duty Monday through Friday from 7:00 a.m. until 9:00 p.m. and on Saturday from 8:00 a.m. until 6:00 p.m. 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. The front doors will be locked at 10:00 p.m. weekdays Monday through Friday and at 8:00 p.m. on Saturday. Exterior lighting is provided around the building and parking areas, and shrubs and hedges are kept low for safety reasons. Suspicious persons will be questioned and asked to leave the campus. All students, faculty, staff and graduates in the building must have their photo identification card in their possession at all times and must be prepared to present it upon request. All visitors are asked to check in at the reception desk and should be escorted by a staff or faculty person at all times. Any person without the proper photo identification card in their possession will not be allowed to remain in the building.

## **SCHOOL-SPONSORED HOUSING**

School-sponsored housing facilities are located within a gated apartment community with exterior lighting illuminating the grounds and parking lots. The complex is provided with courtesy patrol service by a local company. The Costa Mesa Police Department can be reached by dialing (714) 754-5367. In the event of a crime in progress, dial 911. While The Art Institute of California – Orange County owns none of the school-sponsored housing facilities, students are required to follow all security requirements issued by the facility in which they are living. Students living in school-sponsored housing must also follow the guidelines and rules established in the Housing Handbook. These rules are reviewed with all new housing students during the mandatory housing orientation each quarter.

## **CAMPUS LAW ENFORCEMENTS**

Persons employed as security personnel on the main campus at 3601 West Sunflower Avenue 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 Margaret Carroll, Director of Facilities, who can be reached at (714) 830-0251.

Unarmed security personnel at the school building are there at the discretion of the school's administration and are available to assist students, faculty and staff of the Institute. Someone is on duty during all hours the building is occupied. Security personnel are responsible for ensuring that persons entering the building are employees, students, their families or invited guests. They are authorized to request photo identification from those individuals who are unfamiliar to them, and identification is required of all individuals arriving or leaving after the building is secured. Security personnel have the authority to evict unauthorized persons from the campus premises and will notify local law enforcement authorities of all actual or suspected criminal activities, including trespassing. Security personnel do not have the authority to arrest individuals. Students are required to carry their Art Institute photo identification card at all times and to present them upon request. Security personnel may not make arrests, but are instructed to promptly contact Margaret Carroll, Director of Facilities, or Steve Rickard, Dean of Student Affairs, if any illegal activity occurs.

It is the policy of The Art Institute of California – Orange County to promptly, accurately and completely document all criminal activity with the Costa Mesa Police Department, Santa Ana Police Department and Orange County Sheriff as deemed appropriate. Security staff will assist, as appropriate, with this reporting. Students should contact appropriate personnel immediately in the case of an incident.

Student residents at school-sponsored housing should contact the Director of Residential Life & Housing or the Residence Life Coordinator, who reside at the complex should an emergency arise. The Director of Residential Life & Housing and Residence Life Coordinator, who are employees of The Art Institute, are trained in emergency procedures and school regulations. They will then contact local law enforcement authorities if necessary.

### **RELATIONSHIPS WITH LOCAL AND STATE POLICE**

The Art Institute of California – Orange County is located in the city of Santa Ana within Orange County. All school-sponsored housing is located in the city of Costa Mesa. The Institute maintains a close working relationship with the Costa Mesa and Santa Ana Police departments with periodic contact initiated by the Institute personnel to ensure that the 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 to the campus community via the following means: email, letters, posters in campus common areas, notices placed in faculty and staff mailboxes, announcements read in class, etc. Each apartment in school-sponsored housing will also be notified. While campus security personnel will notify local law enforcement agencies of any reportable incidents, the school does not presently have any agreements, such as written memoranda of understanding, for the investigation of alleged criminal offenses with said law enforcement agencies.

### **CURRENT CAMPUS POLICIES REGARDING IMMEDIATE EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

The Art Institute of California – Orange County has campus policies regarding immediate emergency response and evacuation procedures, including the use of electronic and cellular communication, which shall include procedures to: (1) immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving the immediate threat to the health or safety of student or staff occurring on the campus, unless

issuing a notification will compromise efforts to contain the emergency; (2) publicize emergency response and evacuation procedures on an annual basis in a manner designed to reach students and staff; and (3) test emergency response and evacuation procedures on an annual basis. The Institute utilizes an emergency notification system, called “Ai Emergency Alert,” to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving the immediate threat to the health or safety of student or staff occurring on the campus, unless issuing a notification will compromise efforts to contain the emergency. The “Ai Emergency Alert” system, as well as campus evacuation procedures, are promoted to new students at New Student Orientation, to new staff at New Employee Orientation, and to the general campus population through posters in all the classrooms. In addition, the emergency response and evacuation procedures are publicized on an annual basis through the Student Handbook and an email to all students and staff. The emergency response and evacuation procedures are tested on an annual basis to ensure their effective delivery.

### **PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT CAMPUS SECURITY**

All current employees and students receive the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report on an annual basis. All new Institute 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 for the safety of others. 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. Students in school-sponsored housing are given the names and phone numbers of the Director of Residential Life & Housing and Residence Life Coordinator, who live on the housing premises, in case of an emergency. The Director of Residential Life & Housing and Residence Life Coordinator discuss first aid and safety at housing orientation meetings. The Student Support & Disability Coordinator at the Institute will notify persons they are counseling of the procedure for reporting crimes. Victims or witnesses to a crime may report the incident on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. Confidential reporting can be accomplished by meeting with the Dean of Student Affairs. 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 Dean of Student Affairs in a secure location.

### **PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT THE PREVENTION OF CRIMES**

The 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/or local experts in the field at least one time per year. Topics for these informational programs may include personal safety & self-defense, living in a city, crime prevention, and neighborhood watch programs. Crime prevention presentations may include the topics of sexual assault, domestic violence, workplace violence and hate crimes. All students, staff and faculty are invited to attend these presentations. In addition to the annual campus security report, students and staff are notified of specific security concerns as they arise throughout the year.

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 read by instructors in classrooms and notices

in the student newsletter. Incidents occurring at the Institute student housing locations are announced by the distribution of notices to each student apartment.

Students are requested to review the Institute's *Student Handbook* where sections discussing Crime Awareness and Campus Security and the 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 Institute 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 Institute students, staff and faculty 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 Institute 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 by the Student Affairs department at least once a 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 in Student Affairs, located in Building C, Suite 207. 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 Dean of Student Affairs, the Executive Committee or other Institute 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. (A medical examination is the only way to ensure you are not injured and it could provide valuable evidence should you decide to prosecute.)
5. Call someone to be with you, you should not be alone.

It is also recommended that victims call the Rape Crisis Hotline at (714) 957-2737. 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 Institute 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 Institute personnel take steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants, including relocation in Institute 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:

- Rape Crisis Hotline/Sexual Assault Assistance Program  
(714) 957-2737 (Northwest Orange County) or (949) 831-9110 (South Orange County)  
1821 East Dyer Road, Suite 200, Santa Ana, CA 92705
- National Sexual Assault Hotline  
(800) 656-4673 or [www.rainn.org](http://www.rainn.org) (24 hour assistance)

### **Disciplinary Action and Sanctions**

On-campus disciplinary procedures against students will be in accordance with the 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 Institute's 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**

California's Megan's Law provides the public with certain information on the whereabouts of sex offenders so that members of our local communities may protect themselves and their children. The law requires the California Department of Justice to produce monthly a CD-ROM or other electronic medium containing information on serious and high-risk sex offenders. Access to the CD-ROM is mandated to be available for public viewing at all Sheriff's Departments, at Police Departments in cities with a population of 200,000 or more, and through the California Department of Justice. Information regarding registered sex offenders under section 170101 (j) of the Violent Crime Control and Law Enforcement Act of 1994 may be obtained from the Orange County Sheriff's Department website at:

<http://www.ocsd.org/Investigations/SonarMegansLaw.asp>

Additional information pertaining to registered sex offenders may be accessed at the following local Sheriff and Police Department stations:

Orange County Sheriff's Headquarters  
550 North Flower, 2<sup>nd</sup> Floor (Building 40)  
Santa Ana, CA 92702  
(714) 647-7040 or (714) 647-7000 (24 hour number)  
Available Monday through Friday from 8:00 a.m. until 4:00 p.m.

Anaheim Police Department  
425 South Harbor Blvd.  
Anaheim, CA 92805

(714) 765-1563 or (714) 765-1900 (24 hour number)

Available Tuesday through Thursday from 8:00 a.m. until 4:00 p.m. (Appointment required)

Costa Mesa Police Department

99 Fair Drive

Costa Mesa, CA 92626

(714) 754-5079

Available Tuesday through Friday from 7:00 a.m. until 4:00 p.m. (Appointment required)

Santa Ana Police Department

60 Civic Center Plaza

Santa Ana, CA 92701

(714) 245-8300

Available Monday through Friday from 9:00 a.m. until 4:00 p.m. (Appointment required)

A recent California law, Assembly Bill 488, sponsored by the Attorney General, provides the public with internet access to detailed information on registered sex offenders. This expanded access allows the public for the first time to use their personal computers to view information on sex offenders required to register with local law enforcement under California's Megan's Law. Previously, the information was available only by personally visiting police stations and sheriff offices or by calling a 900 toll number. The law was given final passage by the California Legislature on August 24, 2004 and signed by the Governor on September 24, 2004. Information about Megan's Law and registered sex offenders can be accessed via the California Attorney General's web page at: <http://meganslaw.ca.gov>

To view the CD-ROM at your local Sheriff or Police Department it will be necessary to provide valid identification. The CD-ROM will be available for viewing on desktop computers, so it is recommended that you bring along a pen and notepad to take notes. You may also contact the California Department of Justice at 1-900-463-0400. For a flat rate of \$10.00 you can receive information about two registered sex offenders.

## **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 – Orange County 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 Student Affairs 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, 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.