

**The Art Institute of California – San Diego**  
**Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report**  
**October 1, 2011**

**INTRODUCTION**

The Art Institute of California – San Diego (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, Elizabeth Erickson, at 858-598-1485.

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

The Art Institute of California – San Diego 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 and students receive notification of availability of report on our schools website via email.

**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 Jennifer Donaldson, the Dean of Student Affairs. Reports are kept in a secure location in Student Affairs, Room 178. 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 Jennifer Donaldson, Dean of Student Affairs either in person or by calling 858-598-1469. If the Dean of Student Affairs is not available, you may contact Campus Security at 858-598- 1266 and the San Diego Police Department by dialing 911 or 619-531-2000. To report emergencies or criminal acts occurring in school-sponsored housing, students should contact Ben Gothia, Assistant Director of Residential Life and Housing at 858-598-1262 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 and the Dean of Student 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.

**Safety Procedures:**

The Art Institute of California – San Diego's fire alarm will sound in the event there is a fire in the facility. Students, faculty and staff should become familiar with the building evacuation plan. The building evacuation plan is posted in all classrooms, every department and throughout the building hallways.

In the event of a fire alarm or other emergencies requiring evacuation of the building, it is mandatory that all persons observe these procedures:

1. Stay calm. Stop work immediately. Do not pack up supplies or work in progress.
2. Follow directions from the nearest faculty or staff member for exiting your area. Do not use

- elevators to exit.
3. After exiting, immediately head away from the building.
  4. Clear the front and side entrances of the building by moving at least 100 feet from the entrance in a direction away from the building.
  5. Do not re-enter the building until the “all clear” is given from school officials.

### ***Fire Evacuation Policy***

**College Policy on Reporting of Fires:** Any member of the community who becomes aware of any active or past fire must notify security immediately.

Every person in the building, including staff, faculty, students, visitors, and contractors where the fire alarm is sounding, regardless of known or suspected cause, is required to evacuate immediately. Persons evacuating must leave via the closest exit. Any equipment that could cause a fire should be turned off before exiting if it can be done quickly and safely. All occupants will assemble at a safe distance from the building and await further instructions from fire and/or safety committee members. No occupant will re-enter a building until clearance is given by fire and/or safety committee members.

#### **Prohibited Items in School Sponsored Housing:**

Items prohibited in the campus houses include, but are not limited to:

- Candles, incense, open flames
- open heating coils
- Smoking is prohibited in all school sponsored housing and all academic and administrative buildings.

#### **Community Responsibilities**

Additionally, all members of the school sponsored Housing community are required to:

- Participate in all fire drills and promptly leave a building when the fire alarm sounds. Follow any instructions of the safety committee members or fire officials during a drill or an actual alarm. In 2010, there was one fire drill performed
- Report any condition that creates a fire hazard (trash in the corridors or stairwells, missing fire extinguishers, blocked floor exits or stairwells, etc.) to the Department of Student Affairs.
- Know where the fire extinguishers are located. Learn how to operate them. If you need training, contact the Dean of Student Affairs or the Assistant Director of Residential Life and Housing.
- Know the location of the fire alarms and how to activate them.
- Know where the nearest exits are and be prepared to use an alternative exit, if necessary. Plan how you would escape through each of these exits in case of a fire.
- Know the location of the fire stairwells.
- Never use an elevator to evacuate a building.
- If you become trapped, dial 911 from a cell phone and alert the dispatcher to your location.

#### **What should I do if I discover a fire?**

Any person who discovers a fire, smoke, or an unusual amount of heat should do the following:

1. Pull the nearest fire alarm. If there is no nearby fire pull station, call 911.
2. Exit the building immediately; notify those in the immediate area of the danger.
3. Never use the elevator; use the stairways.
4. Assist in removing any person needing assistance from the immediate area to the stairwells to wait for fire department personnel (or to the outside if that can be done safely). However, never place yourself in danger.
5. Assemble outside your building at the predetermined location.

6. Follow the instructions given by the Student Affairs Officials and the San Diego Fire Department

### **School Sponsored Housing Fire Safety Systems**

Below is a listing of housing fire safety systems

#### **Residential Fire Systems**

<b>Building</b>	<b>Smoke Detectors/ Alarms</b>	<b>Fire Extinguishers</b>
Club River Run	X	X

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

All incidents are reported and documented on the Incident Report, which is sent to Jennifer Donaldson the Dean of Student Affairs. Reports are kept in a secure location in Student Affairs, Room 178. 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 Jennifer Donaldson, the 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 show their valid identification card to gain access to campus facilities.

### **ACCESS TO ACADEMIC BUILDINGS**

A Security Desk is located on the First Floor of the entrance to the Institute, 7650 Mission Valley Road (North Campus) and at 7675 Mission Valley Road (South Campus). After hours, the building is protected with electronically 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.

### **SCHOOL-SPONSORED HOUSING**

School-sponsored housing facilities have exterior lighting illuminating the grounds and parking lots and each unit has individual keys. A security patrol is present 7 days a week and is provided by the complex management. Students can contact the School Sponsored Housing On Duty line at 858-735-0309. The San Diego Police can be reached by dialing 619-531-2000. In the event of a crime in progress, dial 911.

### **CAMPUS LAW ENFORCEMENTS**

Persons employed as security personnel on the campus at 7650 Mission Valley Road/7675 Mission Valley Road, 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 Elizabeth Erickson, President at 858-598-1485

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 Institute. Someone is on duty during the hours the building is occupied. 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. Security personnel may not make arrests and do not have any legal law enforcement authority, but are instructed to promptly contact the President 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 if necessary.

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

The Art Institute of California – San Diego (The Institute) is located in the city of San Diego. The Institute maintains a close working relationship with the San Diego Police Department 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. The Institute does not have a written memorandum of understanding with the San Diego Police Department for the investigation of alleged criminal offenses, but does comply with periodic requests for information regarding current and prior students in accordance with FERPA. Timely warning reports are provided via faculty and staff mailboxes, via email to staff, faculty and students and via bulletins distributed to residents in the school sponsored housing complex.

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

All students and faculty and staff receive the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report via email annually, in the orientation packets as well as it is posted on the school's website. 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 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 via email or 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.

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

The Art Institute of California – San Diego’s Student Affairs Department offers various types of printed information to students and employees on such topics as rape or date rape, self-defense, crime prevention, etc. Guest speakers from local agencies such as Planned Parenthood and Center for Community Solutions will be utilized to cover discussions such as rape awareness, reducing the risk of being a rape victim, date rape, sexual harassment, what to do if you are attacked and general self –defense tactics. These programs will be offered annually to staff, faculty and students. 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 Resident Assistants in campus housing 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 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 sent via email. Incidents occurring at the Institute student housing location 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 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.

## **CAMPUS SAFETY AND EMERGENCY RESPONSE - ALERTFIND**

In the case of emergency or some other urgent situation that requires rapid wide-scale notification of The Art Institute community, The Art Institute of California – San Diego participates in an emergency notification alert program known as Alert Find. Students, faculty, and staff are strongly encouraged to sign up for the complementary service which will notify students of an urgent message by electronic and cellular communication in whichever manner the recipient chooses. In the event of a non-weather related closing (with the exception of severe and immediate life threatening weather conditions such as an earthquake or fire), an alert can be sent via voice message to home, cell, or other PDA device, personal and school email accounts, and text messages to PDA devices. The President or the Dean of Student Affairs will determine whether there is a significant emergency or dangerous situation, will determine who will be notified via Alert Find, and will develop the content of the notification. The President or the Dean of Student Affairs will then initiate the notification system. Sign-up can be done through [www.dalaf.messageone.com](http://www.dalaf.messageone.com) or login instructions can be obtained through the Department of Student Affairs or by logging on to the college’s homepage. The Alert Find emergency notification system is tested on an annual basis and emergency evacuation drills are held every academic term.

## **OFF-CAMPUS STUDENT ORGANIZATIONS**

At the present time, the Art Institute of California – San Diego 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 Art Institute of California – San Diego 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 – San Diego 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 Resident Assistants in campus housing and by the Student Support staff twice 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 the Wellness room in room 178. 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:

- 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 Rape Crisis Hotline at (858) 272-1767. 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 Student Support Coordinator at the Art Institute of California – San Diego 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: Center for Community Solutions (619) 272-1767, and Crisis Intervention 800-479-3339.

## **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 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 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 to the public at all Sheriff's Departments and 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 may be obtained from the San Diego County Automated Regional Justice Information System located via the internet at <http://www.arjis.org/SDCRPinMapEntry.html>. Additional information may be obtained from the San Diego Sheriff at the San Diego County Sheriff Administrative Office License Division, 9621 Ridgehaven Court, San Diego CA 92123, (858) 974-2020.

### **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 – San Diego 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 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.

### **Missing Person Notification Policies and Procedures**

Any student believed to be missing from School Sponsored Housing unexpectedly for 24 hours shall be immediately reported to the Dean of Student Affairs at 858-598-1469 or at [jdonaldson@aii.edu](mailto:jdonaldson@aii.edu) or the Assistant Director of Residential Life and Housing at 858-598-1262 or [bgothia@aii.edu](mailto:bgothia@aii.edu). It is the policy of The Art Institute of California – San Diego that the office of Student Affairs will investigate any report of a missing person filed with the office that is filed by someone with knowledge of that student being missing or otherwise not where s/he is expected to be. This report may be filed by a parent/guardian or other family member of the person, by a roommate, a staff member (including student staff), faculty, employment supervisor, or anyone else with information that indicates the person is missing. The office of Student Affairs will conduct an initial investigation to determine if the person appears to be missing, or has simply changed her or his routine unexpectedly, and whether or not there is reason to believe the person is endangered.

The office of Student Affairs will check student's class schedules, interview fellow students and faculty, and use other methods to determine the status of a missing person. From this initial investigation, the scope will continue to expand to make attempts to determine the location of the person reported missing to assure she/he is safe.

Each student at The Art Institute of California – San Diego can identify, through their emergency contact form to designate a person or persons that the College can contact in the event that the student is reported missing. This person would be contacted within 24 hours of a missing person report being filed with the office of Student Affairs. Note that this contact information is confidential and is shared only with College administrators who would have responsibility for making connections with emergency contacts in the event of a determined emergency. The contact information will also be disclosed to the local law enforcement agencies in furtherance of a missing person investigation.

Should the Office of Student Affairs not be able to locate a person reported missing within twenty-four (24) hours of the report, the Office of Student Affairs would then notify your designated 'missing person' emergency contact.

- In the event that no separate emergency contact is identified, a parent or guardian as listed in college records will be contacted.
- Students should be sure that this contact knows how to reach the student in the case of an emergency, and have a general idea of the student's general daily routine and any travel plans.
- This person should be someone you trust to aid officers in determining your whereabouts, or verifying that further investigation and/or entry into national missing person databases is warranted.

Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, the Office of Student Affairs will immediately notify local law enforcement agencies within this 24 hour window, as well as any other agencies where the missing student may be.

**NOTE FOR STUDENTS UNDER AGE OF 18 AND NOT EMANCIPATED:** For any student under the age of 18 and who is not emancipated, the College must notify a custodial parent or guardian no later than 24 hours after the time the student is determined to be missing. For any situation in which a missing person is believed to be endangered, this notification will be made as early as possible while officers are continuing to investigate.

