

The Art Institute of Dallas
Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report
10/1/2004

INTRODUCTION

The Art Institute of Dallas is providing the following information to all of its employees and students as part of The Art Institute of Dallas 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, Paul R. McGuirk (214-692-8080)

I. CAMPUS SECURITY AND CRIME PREVENTION POLICY

The Art Institute of Dallas 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 through inner-campus mail. The report is distributed to all students through the student handbook, at new student orientation and online at www.aid.edu.

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 Tommy Newsom, Dean of Student Affairs at 214-692-8080. Reports are kept in a secure location in The Art Institute of Dallas Security Office. Names of victims or witnesses are not disclosed in the crime report. It is the policy of The Art Institute of Dallas 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 of Dallas facilities to Tommy Newsom, Dean of Student Affairs either in person or by calling 214-692-8080. If the Dean of Student Affairs is not available, you may contact Mike Pierce, Security Manager in person or by calling 214-692-8080 and the Dallas Police Department by dialing 911 or 214-744-4444.

To report emergencies or criminal acts occurring in school-sponsored housing, students should dial The Director of Residential Life and Housing at 214-692-8080 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 Tommy Newsom, 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.

In the event of fire or medical emergencies, staff and employees should contact the Dallas Police by dialing 911 and then notify the Tommy Newsom, 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 Tommy

Newsom, Dean of Student Affairs. Reports are kept in a secure location in the Security Office, Room 165. 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 Tommy Newsom, Dean of Student Affairs.

SECURITY AND ACCESS TO THE INSTITUTE

It is the policy of The Art Institute of Dallas 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 of Dallas 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 check-in at the main lobby desk to receive a visitors badge that must be visible at all times while on the premises.

ACCESS TO ACADEMIC BUILDINGS

A Reception Desk is located on the First Floor of the entrance to the Institute, 8080 Park Lane. 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 are gated communities with exterior lighting illuminating the grounds and parking lots. The school-sponsored housing security desk is located at each site's area office and can be contact by dialing 972-437-5101. The Dallas Police can be reached by dialing 214-744-4444. In the event of a crime in progress, dial 911.

CAMPUS LAW ENFORCEMENTS

Persons employed as security personnel on the main campus at 8080 Park Lane, 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 to Mike Pierce, 214-692 8080.

Unarmed security personnel at the school building are there at the direction of The Art Institute of Dallas and 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 required to display their 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 Mike Pierce or 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 Dallas is located in Dallas, Texas. The Art Institute of Dallas maintains a close working relationship with the Dallas Police Department with periodic contact initiated by The Art

Institute of Dallas personnel to ensure that The Art Institute of Dallas 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 the on-campus television system, postings on bulletin boards, and via email.

PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT CAMPUS SECURITY

All new Art Institute of Dallas 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 four 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 and employees are also given a list of names of First Aiders and their phone numbers. This list is also posted on each floor of the building at 8080 Park Lane. Students in school-sponsored housing are given the names and phone numbers of the Resident Advisors, who live on the premises, in case of an emergency. The Resident Advisors discuss first aid and safety at orientation and quarterly housing meetings. The program encourages students and employees to be responsible for their own security and the security of others. The Art Institute of Dallas 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 Mike Pierce, the Director of Security 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. Topics included in these informational programs are 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.

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 on the in-house television system. 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.

OFF-CAMPUS STUDENT ORGANIZATIONS

At the present time, The Art Institute of Dallas 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 Dallas 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 Dallas 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 Counseling Office 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 Counseling Office. 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 Art Institute of Dallas 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 214-653-8740. 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 Dallas 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 Dallas 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 Dallas 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:

Dallas County Rape Crisis Ctr.
PO Box 35728
Dallas TX 75235
214-653-8740

Disciplinary Action and Sanctions

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

Information regarding registered sex offenders under section 170101 (j) of the Violent Crime Control and Law Enforcement Act of 1994 is available with the Dallas Police Department, located at:

334 S. Hall Street
Dallas, Texas 75226

Additional information can be obtained by calling the police department at 214-744-4444.

OR:

Information regarding registered sex offenders under section 170101 (j) of the Violent Crime Control and Law Enforcement Act of 1994 is available on-line at:

<http://www.ci.dallas.tx.us/dpd/sexoffendersrequest.htm>

On-campus computer labs with internet access are available for you to view the above website at <http://www.ci.dallas.tx.us/dpd/sexoffendersrequest.htm>. Labs are open M-F 7:30-Midnight (Weeks 1-4), M-F 7:30-2:00 (Weeks 5-11), Saturdays 9-6, and Sundays Noon-6:00.

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 Dallas 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.

The following statistics show the **total** criminal offenses, hate crimes and arrests/referrals for campus disciplinary action that occurred on the Institute's campus, non-campus buildings & property and public property.

CRIME STATISTICS The following statistics are provided for your information in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Set forth below are statistics available to the Institute concerning the occurrence of criminal offenses in the listed categories which were reported to campus security officials or local police agencies.

Criminal Offenses	Calendar Year								
	2001			2002			2003		
	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**
Robbery	0	0	1	1	0	0	0	3	0
Agravated Assault	0	0	1	0	0	0	0	1	0
Burglary/Theft	12	14	7	22	0	1	24	10	0
Motor Vehicle Theft	2	2	9	2	0	1	1	1	2
Arson	0	0	0	0	0	0	0	0	0
Criminal Homicide:									
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses:									
Forcible	0	0	0	0	0	0	0	0	0
Non-Forcible	0	0	1	0	0	0	0	1	0
Totals	14	16	19	25	0	2	25	16	2

The crimes listed above plus any other crimes involving bodily injury reported to local police agencies or to a campus security authority, that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability are listed below, according to type of criminal offense and category of prejudice.

Should a hate crime be reported, it will be identified by hate crime category (race, gender, religion, etc.).

Hate Crimes	Calendar Year								
	2001			2002			2003		
	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**
Robbery	0	0	0	0	0	0	0	0	0
Agravated Assault	0	0	0	0	0	0	0	0	0
Burglary/Theft	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Criminal Homicide:									
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses:									
Forcible	0	0	0	0	0	0	0	0	0
Non-Forcible	0	0	0	0	0	0	0	0	0
Totals	0	0	0	0	0	0	0	0	0

Arrests/Persons Referred for Campus Disciplinary Action

	Calendar Year								
	2001			2002			2003		
	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**
Liquor Law Violations:									
Arrests	0	0	0	0	0	0	0	0	0
Disciplinary Action	0	0	0	0	0	0	0	0	0
Drug Abuse Violations:									
Arrests	0	0	1	0	0	0	0	0	0
Disciplinary Action	1	0	0	0	1	1	0	0	0
Weapons Possessions:									
Arrests	0	0	0	0	0	0	0	0	0
Disciplinary Action	0	0	0	0	0	0	0	0	0
Totals	1	0	1	0	1	1	0	0	0

* Includes school-sponsored housing, (9030 Markville Drive, 9050 Markville Drive, 10830 Stone Canyon Road, 10931 Stone Canyon)

** Public property includes NorthPark One (8080 Park Lane) and the sidewalks immediately adjacent to the campus.

