

CAMPUS SECURITY REPORT

August 2010 - August 2011

PURPOSE OF THE REPORT

The purpose of this report is to provide information per the Student Right-to-Know and Campus Security Act as amended by the Higher Education Amendments of 1992 related to criminal activities, crime prevention, campus security and alcohol and drug abuse. SCI-Arc must provide this information to affected persons on an annual basis for the prior school year.

CAMPUS SECURITY AUTHORITY

The individual to whom students and employees should report all suspected or actual criminal activity is Russ Villescas, Facilities Manager.

CAMPUS SECURITY POLICY

All students, faculty, and staff should notify Facilities immediately to report crimes, emergencies, and any other safety matters. Individuals should complete a theft/incidence report with security, to assist us in crime prevention. Individuals may also inform Facilities of incidents via voice mail or e-mail (russ_villescas@sciarc.edu). If, for any reason, someone does not wish to complete a report, statistical information will be noted in a log kept by Facilities. Confidentiality is assured upon request. This log may be viewed by students or employees upon request. (The log available for public viewing will not contain the names of those requesting confidentiality). Public notice of criminal incidents reported to Facilities and which represent a potential threat will appear within five business days via the E-Mail system.

It is important that individuals also report all criminal activities and incidents to the police department so that the police can be made aware of SCI-Arc's security needs.

Suggestions for improving security may be directed to Facilities e-mail (russ_villescas@sciarc.edu). Anonymous suggestions are

also welcome. In addition, students are encouraged to discuss security concerns and suggestions with student union members.

SEXUAL HARASSMENT AND ASSAULT

The Student Handbook contains SCI-Arc's policy on sexual harassment, as well as guidelines to follow in case of sexual assault. The Student Handbook also contains hotline numbers for various health and human services, including rape and women's centers.

For serious crimes such as rape and sexual assault, victims are encouraged to follow these procedures:

- Preserve all evidence for proof of crime (e.g. do not shower).
- Notify the police and file a report.
- Contact a rape crisis center (numbers can be found in the Student Handbook, the community services section of the phone book, and the Mental Health and Personal Support Referral Guide, available at Student Orientation).
- An anonymous report can be given to Facilities. However, a more complete response can be made to the incident if the accuser is identified. School personnel will assist students in notifying on-campus and/or police authorities, if requested by the student.

SCI-Arc will make accommodations to a victim's academic situation after an alleged sex offense if the changes are requested by the victim and are reasonably available.

CAMPUS DISCIPLINARY ACTION

In the case of an alleged sex offense, both the accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding. Both the accuser and the accused will be informed of the school's final determination in any school disciplinary proceeding with respect to alleged sex offense. Both the accuser and the accused will also be informed of any sanction against the accused following a final determination regarding rape, acquaintance rape, or other forcible or nonforcible sex offenses. These sanctions may include suspension and expulsion in the case of an accused student and suspension and termination in the case of an accused employee.

CRIMINAL STATISTICS

During the period August 15, 2010 through August 15, 2011, we have had no known incidents of violent crime (crime which used force or threat of force against an individual). There have been no known incidences of rape or sexual assault. Incidences of petty theft continue, primarily in the studios. The statistics for criminal incidents on-campus are as follows:

<u>Crime</u>	<u>Incidents</u>
Murder	0
Forcible and Non-forcible Sex Offense	0
Robbery	0
Burglary	0
Aggravated Assault	0
Motor Vehicle Theft	0
Hate Crimes*	0
Arrests for on-campus violations of Liquor laws, drug abuse, and weapon Possession.	0

*Crimes of murder, forcible rape, and aggravated assault that show evidence of prejudice based on race, religion, sexual orientation, or ethnicity.

For a complete listing of these statistics, please contact Russ Villescascas in the facilities office.

CRIME PREVENTION

All-school meetings where campus security issues are openly discussed are held at least once per term. Security updates or special notices will be distributed in printed form to all student desks as well as through the SCI-Arc email system.

Members of the SCI-Arc community are discouraged from leaving personal items unattended, even for a brief amount of time. Students are strongly encouraged to store all items of value securely with locks in structures that are not easily moved.

Members of the SCI-Arc community are encouraged to be aware of their surroundings, especially when working late at night or alone. They should also familiarize themselves with who belongs at the school, inform personnel and security of suspicious persons, ask friends or Security to accompany them to their car, and take other reasonable precautions as necessary. Students are encouraged to work with others when possible and to inform someone of their whereabouts and when they expect to return.

Anyone who notices doors propped open on evenings or weekends should shut them. All individuals are encouraged to notify Facilities (russ_villescas@sciarc.edu) of any security risks such as lights that need replacing, etc. If Russ Villescas is unavailable, you can contact Gabriel Hernandez or any of the Maintenance Staff.

OTHER CAMPUS SECURITY PERSONNEL

To provide maximum flexibility for students, studios are accessible 24 hours per day to currently enrolled students. SCI-Arc has two security guards on-duty 24-hours per day, 365 days per year. At all times one guard is posted in the security booth at the parking entrance and one guard is patrolling the property. A guard can always be reached directly on the security cell phone at (213) 220-3084. During regular business hours, security concerns should be directed to Russ Villescas, Facilities Manager. Situations involving immediate and serious danger should be phoned in to 911.

Students, staff, and faculty who are working late at the school may request an escort by the security officer. It is recommended that staff working late keep their doors locked while in their offices.

DRUG AND ALCOHOL POLICY

A written Drug and Alcohol policy is distributed to all new students at orientation. This policy is also posted on the SCI-Arc portal, and copies can be obtained from the Academic Counselor. The Student Handbook contains hotline numbers for various health and human services, including alcohol and drug abuse. SCI-Arc's Mental Health and Personal Support Referral Guide also contain information.

Subsequent copies of the Campus Security Report are available upon request from the Facilities Manager, and will be distributed to all students.

FACILITIES OFFICE

**960 E. Third Street
Los Angeles, CA 90013**

**213-356-5355 (phone)
213-217-5176 (fax)**