

The Art Institute of Philadelphia
**Jeanne Clery Disclosure of Campus Security Policy &
Campus Crime Statistics Report**
August 2009

INTRODUCTION

The Art Institute of Philadelphia is providing the following information to all of its employees and students as part of the institution'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, Dr. William Larkin, 1622 Chestnut Street, (215) 275-7080.

CAMPUS SECURITY AND CRIME PREVENTION POLICY

The Art Institute of Philadelphia Jeanne Clery Disclosure of Campus Security Policy & 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 the campus mail system, and are also informed that the information is on the school's website. The report is distributed to all students through the Student Handbook and through the 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, Dan Leifield. Reports are kept in a secure location in the Student Affairs Office. Names of victims or witnesses are not disclosed in the crime report. It is the policy of the Art Institute of Philadelphia 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 Philadelphia facilities to the Dean of Student Affairs, Dan Leifield either in person or by calling (215) 567-7080, ext. 6374. If the Dean of Student Affairs is not available, you may contact an Academic Director (Carl Bean, Rob Crites, Donna Daley, Eric Hershey, Jim Gallagher, Kali Meeks, Jeff Otto, Alison Pastor, Anita Rudman, Crystal Shamblee or Bill Tillinghast) or a member of the school's Executive Committee (President William Larkin, Raymond Becker, Holly DePalma, Ed Hunter, Larry McHugh or Jim Moretti). The Security Personnel located at the entrance to each building should be notified immediately as well as the Philadelphia Police Department by dialing 911.

To report emergencies or criminal acts occurring in school-sponsored housing, students should contact the housing Office (215) 545-2621 to speak with a member of the professional staff, 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 Art Institute's 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 Philadelphia Police Department by dialing 911, and then notify the Dean of Student Affairs.

POLICIES FOR PREPARING THE ANNUAL DISCLOSURE OF CRIMINAL STATISTICS

All incidents are reported and documented on an Incident Report, which is sent to Dan Leifield, Dean of Student Affairs. Reports are kept in a secure location in the Student Affairs Office, located on the 3rd floor of 1622 Chestnut Street. The annual crime report is prepared by gathering campus crime statistics and data from the Philadelphia Police department and other relevant information by Dan Leifield, Dean of Student Affairs.

SECURITY AND ACCESS TO THE INSTITUTE

It is the policy of the Art Institute of Philadelphia 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's 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 present a valid school identification card upon request, and encouraged to have the identification visible at all times. Guests must present valid identification upon signing in and must remain with their host while in the facility.

ACCESS TO ACADEMIC BUILDINGS

The Art Institute of Philadelphia is concerned that every student enjoys a safe, secure stay. The Art Institute of Philadelphia's policies and housing rules strictly prohibit the possession of weapons and the illegal use of alcohol, controlled substances and drugs on the campus or in off-campus housing. Violation of these rules or criminal acts of any kind may result in prompt disciplinary action including expulsion.

The lawful and appropriate behavior of the visitor is the responsibility of their student or employee host. There are security desks at the entrances to all Art Institute of Philadelphia facilities and all visitors must sign in and out. At the academic buildings guests will be issued guest passes and must wear them while in the building. Closed circuit security cameras continuously monitor the school facilities at 1622 Chestnut, 1610 Chestnut and 1346 Chestnut. While there are currently no off-campus locations of student organizations, any future organizations are subject to the same policies and procedures.

SCHOOL-SPONSORED HOUSING

Security personnel are stationed at the entrances to all Art Institute of Philadelphia sponsored housing, providing around the clock coverage. Students must present their ID's upon entering the facility. Student's guests must leave a form of identification at the security desk upon signing in with their host. Guests must remain with their host at all times.

CAMPUS LAW ENFORCEMENTS

Campus staff with security responsibilities and security staff are always at the school during business hours. Individuals employed as security personnel at the Art Institute represent the school and are instructed to enforce campus security policies. While these individuals do not have arrest authority, such persons have the authority to evict unauthorized persons from the campus premises and will notify local authorities of all actual or suspected criminal activities, including trespassing. The Art Institute security personnel periodically contact the Philadelphia Police Department servicing the area. The purpose of this working relationship is to ensure that the Art Institute is aware of all of the criminal

offenses and arrests that have occurred on the Art Institute of Philadelphia campus so that they can make timely warning reports on crimes which represent a continuing threat. It is the policy of the Art Institute of Philadelphia to promptly, accurately and completely document all criminal activity with the 9th and 6th Districts of the Philadelphia Police Department when appropriate.

At the school sponsored housing facilities, the professional staff, student Resident Assistants and the security staff maintain security responsibility. State law gives the Philadelphia Police Department the authority to make arrests for crimes committed on campus and at school sponsored housing facilities. The Art Institute of Philadelphia and the Community Relations Department of the 9th and 6th Districts of the Philadelphia Police Department maintain a professional working relationship. School security officials do not routinely interact with either the county or state law enforcement agencies in Pennsylvania. However, if the need arises, crime prevention and investigation officers are available.

Should an emergency arise, students residing in sponsored housing should contact the Resident Assistant on duty. The Resident Assistants are specially selected students and are trained in emergency procedures and school regulations. They will contact security personnel on site if necessary.

RELATIONSHIPS WITH LOCAL AND STATE POLICE

The Art Institute of Philadelphia is located in Philadelphia, Pennsylvania. The Art Institute of Philadelphia maintains a relationship with the Philadelphia Police Department with periodic contact initiated by The Art Institute of Philadelphia personnel to ensure that the school 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 through posting on The Art Institute of Philadelphia website and posting of notices in appropriate locations within the school.

PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT CAMPUS SECURITY

All new students and employees are informed about safety and security procedures at their respective orientation programs. The Art Institute of Philadelphia has implemented an *"AlertFind"* program which all students, faculty and staff are encouraged to enroll in. This program enables the college to alert all registered participants of emergency situations and provides instructions on what to do. In the event of an actual emergency situation, a message will be sent via the *"AlertFind"* system informing students, faculty and staff of what steps they should take. Additionally, announcements are made through the building intercom systems to also make announcements about what should be done. Evacuation procedures would be announced by both systems. The *"AlertFind"* program is voluntary and at no expense to participants. Outreach campaigns are conducted quarterly to enlist as many participants as possible. The Art Institute also cooperates with sponsored workshops by the Philadelphia Police Community outreach unit. New students living in school-sponsored housing are also informed of policies and procedures and made aware of precautions of living in a new urban environment. These programs include a description of campus security procedures, reporting a crime and suggestions on how to avoid becoming a victim of crime. All of these programs encourage students and employees to be responsible for their own security and that of others. Information is listed in the Student Handbook for students and in the Employee Handbook for faculty and staff. Everyone is encouraged to review these materials.

PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT THE PREVENTION OF CRIMES

In the event of certain crimes that represent a continuing threat to students and employees, the Art Institute of Philadelphia will issue warning reports to advise everyone on the types of recurring actions that have occurred and the procedures that can be taken to prevent these. For instance, in the case of repeated burglary of petty thefts in a facility, warnings will be distributed to all faculty and staff with

instructions for faculty to read to all of their classes or posted throughout the building. If necessary the Art Institute of Philadelphia can make timely warning reports on crimes which represent a continuing threat. While the Art Institute of Philadelphia maintains a relationship with the Philadelphia Police Department the school is not routinely notified by law enforcement agencies of student's off-campus criminal behavior.

OFF-CAMPUS STUDENT ORGANIZATIONS

At the present time, the Art Institute of Philadelphia 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 Philadelphia students and employees 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 Philadelphia 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.

The following excerpts from the Policy are important facts that every student should know:

- Employees and Students are prohibited from the unlawful manufacture, distribution, possession, or use of illicit drugs or alcohol while on the property of the school or when participating in any school activity. This prohibition applies while on the property of the school or when participating in any institution activity. All underage students are also subject to Pennsylvania State laws regarding alcohol consumption. All students and employees are also subject to all Federal and State laws regarding illicit drug use.
- Employees or students who violate this policy will be subject to disciplinary action up to and including expulsion.
- In addition to legal penalties, the record of a felony or conviction of a drug related crime can prevent a person from entering some careers.
- Violations of this policy could result in the school losing its eligibility to receive funds or any other form of financial assistance under any federal program.
- Confidential help is available.

Students with questions or concerns about drug and alcohol abuse should contact a school Counselor, or the Dean of Student Affairs immediately. The Counseling Office offers short-term treatment programs and assessments, along with maintaining referral information for those requiring long term treatment.

PROGRAMS AND PROCEDURES REGARDING SEXUAL ASSAULT

Throughout the year workshops are offered for students and staff in how to avoid becoming a victim of sexual assaults. School counselors are also available to provide more specific workshops on sexual violence. The school's counselors are available for counseling, emotional support, and referrals to local hospitals, crisis programs, and sexual abuse programs. These programs include a promotion of awareness of rape, acquaintance rape and other forcible or non-forcible sex offenses.

Should a sexual offense occur the procedure is the same as reporting other crimes on campus. Students are encouraged to report to both the campus security and the Philadelphia Police immediately. The Dean of Student Affairs will assist in filing such reports at the student's request. The Rape Crisis Hotline in Philadelphia can be reached at 215-985-3333. For legal assistance, contact Women Against Abuse at 215-686-7082.

Victims of sexual assault or rape should follow these recommended steps. All evidence should be preserved in the event of a rape; clothes kept, the area of the offense unaltered, and the victim should not wash or clean before contacting police. Contact the police immediately by dialing 9-1-1. Do not destroy any of the clothing worn at the time of the attack. Go to a hospital emergency room for medical care. Make sure evaluations are made related to the risk of pregnancy and venereal disease. (A medical examination is the only way to ensure injuries are properly evaluated, and could provide valuable evidence toward prosecution of the offender.) The victim should have someone with them to provide emotional support. It is the student's option to notify the appropriate law enforcement authorities, including on-campus authorities and local police.

In the case of an alleged offense, the Art Institute of Philadelphia will make reasonable arrangements to change a student's academic and living situation, if requested by the victim. An offender can be turned over to law enforcement officials when appropriate, although some cases may be handled internally. In such circumstances, students accused of offenses would be subject to investigation by officials of the school, be given the opportunity to make a statement in their defense in writing, and then could be subject to disciplinary actions up to and including suspension or termination from school. In the case of an investigation handled internally at the school, during the disciplinary hearing both parties have the right to have the other present. Both the accused and the accuser will be informed of the outcome of any institutional disciplinary proceeding alleging a sex offense.

Disciplinary Action and Sanctions

On-campus disciplinary procedures against students will be in accordance with the Art Institute of Philadelphia 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 Philadelphia'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

Members of the general public may request community notification information concerning sexually violent predators in a particular community by visiting the chief law enforcement officer in the community. Data on registered sex offenders is not available to the public in Philadelphia County.

CRIME STATISTICS

The following statistics are provided for your information in compliance with the Jeanne Cleary Disclosure of Campus Security Policy and Crime Statistics Act. The Art Institute of Philadelphia prepares the crime statistics annually by gathering all reported data and preparing a report for its employees and students. These statistics include school-sponsored housing facilities. Set forth are statistics available to the Art Institute of Philadelphia concerning the occurrence on the campus of criminal offenses in the categories which reported to campus official or local police agencies for 2006, 2007 and 2008 as defined

as 2300 Market Street, 1622 Chestnut Street, 1610 Chestnut Street, 1600 Chestnut Street, 1510 Chestnut Street, 1530 Chestnut Street and 1346 Chestnut Street.

The following statistics are provided for your information. In the first box are statistics available to the Art Institute concerning occurrences on the campus which were reported to the Philadelphia Police. The second box below sets for available statistics concerning the number of criminal offenses in relation to hate crimes on the campus, in school sponsored housing, and public property. The third set reflects the number of arrests and “referrals for campus disciplinary action” for liquor law violations, drug law violations, and illegal weapons possession violations. Victims or witnesses may report crimes on voluntary, confidential basis for inclusion in the annual disclosure of crime statistics

The Art Institute of Philadelphia

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								
	2006			2007			2008		
	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	2	0	0	0	0	0	0	0
Aggravated Assault	4	5	1	4	1	0	1	1	0
Burglary/Theft	9	18	0	5	13	0	6	29	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	3	2	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	1	0	0	0	0
Non-Forcible	0	1	0	0	0	0	0	0	0
Totals	16	28	1	9	15	0	7	30	0

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								
	2006			2007			2008		
	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
Aggravated Assault	0	1	1	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
Larceny-Theft	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction, Damage, Or Vandalism of Property	0	0	0	0	0	0	0	0	0
Bodily Injury	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	1	1	0	0	0	0	0	0

Arrests/Persons Referred for Campus Disciplinary Action

	Calendar Year								
	2006			2007			2008		
	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	1	0	0	0	0	0	0	0
Disciplinary Action	0	28	0	1	66	0	0	32	0
Drug Abuse Violations:									
Arrests	0	1	0	0	0	0	0	0	0
Disciplinary Action	0	21	0	0	37	0	0	22	0
Weapons Possessions:									
Arrests	0	0	0	0	0	0	0	1	0
Disciplinary Action	0	0	0	0	1	0	0	1	0
Totals	0	51	0	1	104	0	0	56	0

* Includes school-sponsored housing

**The Philadelphia Police will not release information other than the specific buildings occupied by the Art Institute of Philadelphia.