

The Art Institute of Tennessee-Nashville
Jeanne Clery Disclosure of Campus Security Policy
And Campus Crime Statistics Report
April 1, 2007

The Art Institute is providing the following information to all of its employees and students as part of The Art 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 any questions about any of the information provided in this material, please contact the Dean of Student Affairs at 615-514-3807.

Campus Security and Crime Prevention Policy

The Art Institute of Tennessee-Nashville 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 distributed via email and in new-hire orientation. The report is distributed to all students through the student handbook.

Reporting Criminal Actions or Other 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. Reports are kept in a secure location in the office of the Dean of Student Affairs. Names of victims or witnesses are not disclosed in the crime report. It is the policy of The Art Institute of Tennessee-Nashville 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 Tennessee-Nashville facilities to Albert E. Smith, Jr., Dean of Student Affairs either in person or by calling 615-514-3807. If the Dean of Student Affairs is not available, you may contact a member of the Student Affairs staff, a member of the Executive Committee, and the Metropolitan Nashville Police Department by dialing 911.

In the event of fire or medical emergencies, staff and employees should contact the Metropolitan Nashville Police Department emergency services by dialing 911 and then notify the Dean of Student Affairs and Building Security.

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. Reports are kept in a secure location in Office of the Dean of Student Affairs. The annual crime report is prepared by gathering campus crime statistics

and data from local police departments and other relevant information by the Dean of Student Affairs.

Security and Access to Campus Facilities

It is the policy of The Art Institute of Tennessee-Nashville that access to all campus facilities, be limited to authorized personnel, students and invited visitors. Visitors are at all times subject to college 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 a valid Art Institute identification card to gain access to campus facilities and may be subject to search.

Access to the Academic Buildings

A Security Desk is located on the First Floor of the entrance to The Art Institute of Tennessee-Nashville, 100 Centerview Drive, Nashville, TN 37214. 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.

Campus Law Enforcement

Persons employed as security personnel on the main campus are instructed in security, security problems, specific college 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 Deborah Shoulders, Senior Building Manager 615-886-1703.

Unarmed security personnel at the college are there at the direction of the college, and are to assist students, faculty and staff of The Art Institute. Someone is on duty twenty four hours a day, seven days a week. 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 Art Institute Photo ID cards at all times and to present them upon request. Security personnel may not make arrests, but are instructed to promptly contact law enforcement authorities, Albert E. Smith, Jr., Dean of Student Affairs, or the President if any illegal activity occurs.

Relationships with Local and State Police

The Art Institute of Tennessee-Nashville is located in Davidson County, Nashville Tennessee. The Art Institute of Tennessee-Nashville maintains a close working relationship with the Police Department with periodic contact initiated by Art Institute personnel to ensure that the college 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 email, posters, letters and handbills.

Programs to Inform Students about Campus Security

All new Art Institute of Tennessee-Nashville 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 the security of 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 procedures for reporting any criminal activity or emergency. The program encourages students and employees to be responsible for their own security and the security of others. Art Institute encourages victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. However, the names of victims or witnesses who provide information on criminal offenses are not disclosed in the annual disclosure of crime statistics and are maintained by The Art Institute (contact Albert E. Smith, Jr., Dean of Student Affairs) in a secure location.

Programs to Inform Students and Employees about the Prevention of Crimes

The Art Institute also provides seminars and workshops 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 Art 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 email, letters and handbills, and posters.

Students are requested to review The Art 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 Art 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 Tennessee-Nashville 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 Tennessee-Nashville students and employees annually.

Pursuant to federal and state drug laws, employees and students are prohibited from the

unlawful manufacture, distribution, possession, sale or use of illicit/illegal drugs. The Art Institute of Tennessee-Nashville also enforces state laws regarding underage drinking. This prohibition applies while on the property of The Art Institute 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 The Art Institute or termination of employment.

Weapons Policy

Possession or use of firearms, fireworks, ammunition, or other dangerous weapons or materials is prohibited on Institute owned or controlled property.

Programs and Procedures Regarding

Sexual Assault

Educational programs promoting the awareness of rape, acquaintance rape, and other sex offenses are presented by Art Institute of Tennessee-Nashville staff members and guest presenters twice a year. Presenters discuss rape awareness, reducing the risk of being a rape victim, and what to do if you are attacked. Information on sexual assault issues is available in the Student Affairs 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, security, the Dean of Student Affairs, members of the Executive Committee or other Art 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 (800) 879-1999 or (615) 256-8526. 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 Tennessee-Nashville 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 Art Institute personnel take steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants, if applicable the transfer of classes.

Other rape crisis centers or mental health agencies available to assist a victim of sexual offenses include: [Rape & Sexual Abuse Center](http://www.rasac.org) www.rasac.org, 25 Lindsley Ave,

Nashville, 37210 - (615) 259-9055, Rape & Sexual Abuse Center: Crisis Line Nashville, 37201 - (615) 256-8526

Disciplinary Action and Sanctions

On-campus disciplinary procedures against students will be in accordance The Art Institute of Tennessee-Nashville 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'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

Information regarding registered sex offenders under section 170101 (j) of the Violent Crime Control and Law Enforcement Act of 1994 is available from the Metropolitan Nashville Police Department Police Department, located at: 200 James Robertson Parkway, Nashville, TN 37201, Information: 615-862-7400, Urgency without emergency: 615-862-8600
Emergency: 911

Information regarding registered sex offenders under section 170101 (j) of the Violent Crime Control and Law Enforcement Act of 1994 is available online at:
http://www.ticic.state.tn.us/SEX_ofndr/search_short.asp.

On-campus computer labs with Internet access are available for you to view the above Web site at the main academic building from 7:00 a.m. to 8:00 p.m. Monday through Thursday, from 9:00 a.m. to 5:00 p.m. Friday, and when the college is in session.

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 Tennessee-Nashville 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 Dean of Student Affairs 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 Art Institute concerning the occurrences on The Art 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 Art 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.

Reporting Area

The Art Institute of Tennessee-Nashville reports statistics from all property owned or controlled by the college. Statistical information relative to property adjoining Institute facilities is provided by Colliers Building Management, operator of the Commerce Center East Building. Information relative to areas adjacent or contiguous with Institute facilities has been provided by the Metropolitan Nashville Police Department.

For purposes of the Clery Act, The Art Institute of Tennessee-Nashville campus is defined as:

Main Academic Building 100 Centerview Drive, Suite 250, Nashville, TN 37214

Definitions

The following are definitions of occurrences that must be reported:

- 1) **Criminal Homicide, Murder and Non-negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.
- 2) **Negligent Manslaughter:** The killing of another person through gross negligence.
- 3) **Sex offenses**
 - a) **Forcible Sex Offenses** - Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.
 - i) **Forcible Rape** — The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
 - ii) **Forcible Sodomy** – Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
 - iii) **Sexual Assault With An Object** – The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/ her youth or because of his/her temporary or permanent mental or physical incapacity.
 - iv) **Forcible Fondling** – The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.
 - b) **Non-forcible Sex Offenses**–Unlawful, non-forcible sexual intercourse.
 - i) **Incest** – Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - ii) **Statutory Rape** – Non-forcible sexual intercourse with a person who is under the statutory age of consent.

- 4) **Robbery** - The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- 5) **Aggravated Assault** - An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)
- 6) **Burglary** - The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
- 7) **Motor Vehicle Theft** - The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned—including joyriding.)
- 8) **Arson** - Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
- 9) **Liquor law violations, drug law violations, and illegal weapons possession –**
 - a) **Arrests**
 - i) **Liquor Law Violations** — The violation of laws or ordinances prohibiting:
 - _ The manufacture, sale, transporting, furnishing, possessing of intoxicating liquor;
 - _ Maintaining unlawful drinking places;
 - _ Bootlegging;
 - _ Operating a still;
 - _ Furnishing liquor to a minor or intemperate person;
 - _ Using a vehicle for illegal transportation of liquor;
 - _ Drinking on a train or public conveyance;
 - _ Any attempts to commit any of the foregoing violations.
 - Note:** Drunkenness and driving under the influence are not included in the definition of “liquor law violations” for Clery Act reporting purposes nor are violations of college alcohol policies that do not rise to the level of a crime.
- 10) **Drug Law Violations** – Violations of State and local laws related to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroin, codeine), marijuana; synthetic narcotics (Demerol, methadone’s), and dangerous non-narcotic drugs (barbiturates, Benzedrine).
- 11) **Weapon Law Violations** — The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

- 12) **Disciplinary Referrals** - Incidents in which the person was not arrested, but instead was referred for campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession.

The Art Institute of Tennessee-Nashville

For clarification purposes, the following statistics show a breakdown of the criminal offenses, hate crimes and arrests/referrals for campus disciplinary action that occurred on the Institute's main campus and additional teaching locations.

On-Campus Buildings

<i>Criminal Offenses</i>	Calendar Year					
	2004		2005		2006	
	Enter Street Address of Main Building	Enter Other Street Address	Enter Street Address of Main Building	Enter Other Street Address	On-campus	Public Property
Robbery					0	0
Agravated Assault					0	0
Burglary/Theft					0	0
Motor Vehicle Theft					0	0
Arson					0	0
Criminal Homicide:						
Murder & Non-negligent Manslaughter					0	0
Negligent Manslaughter					0	0
Sex Offenses:						
Forcible					0	0
Non-Forcible					0	0
Totals	0	0	0	0	0	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.).

<i>Hate Crimes</i>	Calendar Year					
	2004		2005		2006	
	Enter Street Address of Main Building	Enter Other Street Address	Enter Street Address of Main Building	Enter Other Street Address	On-campus	Public property
Robbery					0	0
Agravated Assault					0	0
Burglary/Theft					0	0
Motor Vehicle Theft					0	0
Arson					0	0

Criminal Homicide:						
Murder & Non-negligent Manslaughter					0	0
Negligent Manslaughter					0	0
Sex Offenses:						
Forcible					0	0
Non-Forcible					0	0
Totals	0	0	0	0	0	0

<i>Arrests/Persons Referred for Campus Disciplinary Action</i>	Calendar Year					
	2004		2005		2006	
	Enter Street Address of Main Building	Enter Other Street Address	Enter Street Address of Main Building	Enter Other Street Address	On-campus	Public property
Liquor Law Violations:						
Arrests					0	0
Disciplinary Action					0	0
Drug Abuse Violations:						
Arrests					0	0
Disciplinary Action					0	0
Weapons Possessions:						
Arrests					0	0
Disciplinary Action					0	0
Totals	0	0	0	0	0	0

Safety Tips

Prevention is your best protection against crime. Here are some precautions you can take to assure greater security.

At Home

- Leave at least one light on, inside and out when you are away. If possible, use a timer to turn lights on and off.
- Keep your doors and windows locked, even if you are at home, and even if you leave for a few minutes.
- NEVER open the door without knowing who is there. Require the caller to identify himself or herself satisfactorily. Use chain bolt when checking ID. If a stranger asks to use a phone, DO NOT PERMIT HIM OR HER TO ENTER. Make the call for that person if you believe it is an actual emergency.
- Keep in touch with your neighbors. Watch each other's apartments and let each other know of anything suspicious.
- Don't give out personal information, such as your address. Report threatening or harassing calls to the police or phone company.

When Walking....

- Plan the safest route to your destination and use it. Choose well-lighted busy pathways and streets, avoiding alleys, vacant lots or construction sites. Take a longer way if its safest.
- Know your neighborhood and the campus. Find out which buildings are open late (or early) and where you go to summon help if needed.
- Carry your purse close to your body and keep a firm grip on it. Carry a wallet in an inside coat or side trouser pocket, not in the rear trouser pocket.
- Don't flaunt expensive jewelry, clothing, or "flash" cash.
- Have your car or house key in hand and ready as you approach you vehicle or home.
- Never hitchhike.

While Traveling

- Keep doors locked and windows rolled up, especially at stoplights. Always lock your car and take the keys. Keep valuables out of sight in the trunk. Park in areas that will be well-lit when you return. Check the back seat and the area around the car before getting in.
- Car Trouble: Raise the hood. Put on emergency flashers. Stay inside the car and lock the doors. Ask anyone who stops to help to call the police or the nearest service station for you.
- On public transportation, wait in well-lit areas near other people. If someone bothers you, move to a more populated area of the bus or train. Ask for help from any employee or the police.

Responding to an Attack

In any situation, your goal is to get away with the least injury to yourself. If an attacker only wants your valuables, give them up. Valuables can be replaced; your life can't. Notify local police immediately.

Learning to defend yourself is a good idea. However, don't overestimate your abilities. It may take lots of practice before you can use the techniques effectively.