



# MUSICIANS INSTITUTE

## COLLEGE OF CONTEMPORARY MUSIC

6752 Hollywood Blvd., Hollywood, CA 90028

### **2010/2011 MUSICIANS INSTITUTE CAMPUS CRIME AND SECURITY REPORT**

The Faculty and Staff are committed to making the Musicians Institute (MI) campus a safe and secure environment for teaching, performance and community service. This report provides information to our campus community to raise awareness about crime activity and the resources available to those we serve.

The 2010/2011 Campus Security Policy and Crime Statistics Report is designed to inform you of MI's campus crime statistics, security policies and steps you can take to maximize your personal safety. The MI campus security personnel are committed to providing the highest standard of professionalism and services on behalf of this institution and the surrounding community we serve.

#### **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act**

This Act requires MI to distribute the information contained in this report to all current and potential MI students and employees. Please take a moment to read the following information.

#### **Los Angeles Police Department**

The LA Police Department is vested with the authority and responsibility to enforce all applicable local, state and federal laws. Officers have the authority and duty to conduct criminal investigations, arrest violators and suppress campus crime. LAPD officers are duly sworn peace officers under California Penal Code Section 830.2(b), authorized to carry firearms, and have the authority as municipal police officers to use police powers of arrest. LAPD has primary jurisdiction of all MI owned and operated properties and concurrent jurisdiction with local agencies in adjacent areas. LAPD provides law enforcement services 24 hours a day, 365 days a year.

MI also provides unarmed Campus Security Authority (CSA) staff to assist with security in buildings and around campus. The CSAs are a combination of full time MI employees and MI campus security provided by Universal Protection Security.

#### **Preparation of the Clery Report**

MI prepares the text for the policies and practices section with the input and additional information from other departments within the institution. MI collects statistical information from Campus Security Authorities (CSA) and local municipal police departments including: LAPD, Los Angeles County Sheriff's Department and California Highway Patrol. Licensed counselors are exempt from reporting requirements. MI encourages counselors; if and when they deem it appropriate, to inform those they counsel of procedures for reporting crimes on a voluntary, confidential basis for inclusion in the Campus Security Report.

Statistical information from MI CSAs, and from outside law enforcement agencies, is integrated into a single document, posted on the MI web page, and provided in a hard copy document upon request.

#### **Reporting Intimidation, Threats, or Violent Acts**

Students, teachers and other Musicians Institute employees are obligated to report any incident of prohibited conduct to the Director of Education and/or Human Resources.

Every reported complaint of prohibited conduct or harassment will be investigated thoroughly, promptly, and in a confidential manner. If prohibited conduct is confirmed, Musicians Institute will discipline the offender, whether student, teacher or staff. Disciplinary action for a violation of this policy can range from oral and written warnings up to and including suspension, expulsion and/or termination of employment, depending on the circumstances.

Musicians Institute prohibits retaliation, including but not limited to making any threatening communication by verbal, written and/or electronic means, against any individual who reports and/or provides any information concerning unlawful discrimination, harassment and/or other violations of MI policies, rules and standards of conduct. Any student or employee found engaging in retaliation will be subject to disciplinary action up to and including suspension and/or termination of employment.

## **The Investigative Process**

In the event of a reported violation of this policy:

- All involved parties will be interviewed by Musicians Institute management
- Information obtained from interviews and investigations will be handled confidentially on a need-to-know basis. However, if information is learned that requires legal action, disclosure of this information may be required during the process.
- Musicians Institute management or its designees will review the results of the investigation and determine the appropriate action.
- Results of the investigation will be handled confidentially on a need-to-know basis.

Musicians Institute investigator(s) will make a reasonable effort to ensure that the complainant(s) and/or person(s) providing information are not exposed to any threats of violence, intimidation or personal risk. If any such situations are determined to have occurred, Musicians Institute will respond appropriately.

Based on the investigation, the investigative team must determine whether the allegation(s) were founded, unfounded or inconclusive. This determination shall be documented in writing and made part of the investigative report.

### **Disciplinary Action: Students, Staff & Faculty**

Where a violation is founded, the accused will be notified of the finding and the specific or corrective remedial actions to be taken. For employees, the supervisor of the accused will also receive notification as appropriate. No details about the nature or extent of disciplinary or corrective actions will be disclosed to the complainant(s) and/or witness (es) unless there is a compelling reason (e.g., personal safety).

Resulting disciplinary action can include the following: verbal warning, written warning, temporary loss of specific privileges, permanent loss of specific privileges, suspension from access to the campus, expulsion and/or termination of employment.

In the event of an incident where Musicians Institute management considers there to be a significant safety risk to any students, teachers or staff, Musicians Institute reserves the right to immediately suspend the involved parties until the investigation provides reasonable assurances that students, teachers and staff are not in any danger.

*Musicians Institute will not refund tuition to students for lost privileges or lost access to MI's campus and facilities or classes, tests, performances, lessons, appointments, or other activities and events resulting from a disciplinary action except as required by State or Federal policies..*

### **Non-Emergency Procedures & Reporting Conduct Code Violations**

Students are expected to abide by ordinary rules of responsible, courteous behavior. Musicians Institute holds all students, teachers and staff responsible for carrying out and monitoring compliance with this commitment. If you become aware of any violation of an ethical or legal obligation, or any unfair or improper treatment of a fellow student or teacher or staff member, you should report the matter immediately to the VP of Education and/or Human Resources so that it may be investigated and the appropriate action taken. By making it the responsibility of all members of the MI community, including students, to take an active role in policing compliance with these ethical standards and safety, we can continue to not only maintain our creative environment, but our reputation in the community.

### **Timely Warnings**

In the event that a situation arises, either on or off campus, that, in the judgment of the MI management, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. Systems for issuing warnings include postings, direct distribution of flyers, emails to students, faculty, staff and campus websites. MI will also share warnings from local police departments if the campus area may be impacted. Updates on crimes are provided on the MI web page. Anyone with information warranting a timely warning should report the circumstances to MI campus security.

### **MI Evening Van Service**

The Evening Van Service provides a safe means of transportation from the campus, between campus buildings and nearby residential areas within a two mile radius during evening hours. This service is free for MI students, employees and visitors.

### **Crime Statistics**

Please refer to the end of this document for Clery crime statistics.

### **Security & Access to Campus Buildings & Grounds**

The MI campus grounds include 8 buildings with over 97,314 gross square feet of maintainable structures. The current population of MI consists of approximately 1400 students, 436 staff and faculty. As a performance institution, the MI campus is accessible to the general public 24 hours a day. Consequently, regardless of the time of day or night, and no matter where you may be on campus, it is important for you to be alert and aware of your surroundings and exercise personal safety.

## **Non-Residential Buildings**

Most MI facilities are open to students during the day and evening hours when classes are in session and events are occurring. MI's main facility located at 1655 N. McCadden Place is open 24 hours a day and has a guard post at each entry. During other times, MI buildings are generally locked and only faculty, staff and authorized students are admitted. To ensure building access is possible for only authorized individuals, it is essential that students, staff and faculty work together to keep the doors closed after hours. Do not leave doors propped open or unlocked after hours. Do not open the door for unfamiliar individuals. Remember, if your campus keys/access cards are lost or stolen, report the loss immediately to the issuing party.

## **Harassment**

Musicians Institute is committed to providing an educational environment free of harassment, which includes but is not limited to slurs, jokes, statements, emails, gestures, pictures, or cartoons based on such factors as race, color, religion, national origin, ancestry, age, physical disability, medical condition, marital status, sexual orientation, family care leave status, or veteran status as well as harassment based on gender, pregnancy, childbirth, or related medical conditions.

Sexual harassment in particular includes all these prohibited actions as well as other unwelcome conduct such as stalking, requests for sexual favors, conversation containing sexual comments, and unwelcome sexual advances.

- Musicians Institute will not tolerate harassment of students by teachers, staff or other students.
- Musicians Institute will not tolerate harassment of teachers or staff by students.
- Musicians Institute will also exercise its best efforts to protect employees and students from harassment by non-employees while on school property.

## **Procedures for Reporting Sexual Assault**

Rape and other sexual assaults are significant issues for all members of the MI community. It is important to report incidents of rape, sexual assault and violence as soon as possible. Call LAPD if the sexual assault occurs on the MI campus or an affiliated property. For a sexual assault that occurs off MI property, report it immediately to the local law enforcement agency.

In cases of sexual assault reported to LAPD, the police officer will take the initial crime report. A rape counselor, friend or family member may be present at the survivor's request. If the survivor has not received medical attention, the officer will take the survivor to the closest Medical Center Rape Treatment Center.

While survivors of sexual assaults are strongly encouraged to contact LAPD, there may be occasions where students prefer to go to other campus staff. School Services Staff members provide a wide range of resources and are available to assist the student in working with LAPD, if the survivor chooses. Academic and Housing advisors are available to assist survivors if housing and classes need to be changed.

LAPD detectives conduct the investigation. The case is then submitted to the District Attorney or City Attorney, and charges may be filed based on their review.

## **Sex Offender Notice**

The State of California requires sex offenders to register with the police in the jurisdiction in which they reside. The State makes this information available to law enforcement agencies. This information for the MI campus community area is available to the public at the local LAPD Office located at 1358 N. Wilcox Avenue or visit the Megan's Law website in the Related Information section. Additionally, the Campus Sex Crimes Prevention Act provides for the tracking of convicted sex offenders enrolled at or employed at institutions of higher education. The State of California (Penal Code 290) requires sex offenders already required to register within the state to, within 5 working days, also "register with the campus or any of its facilities" of higher education at which the person is employed, carries on a vocation, or is a student.

## **Weapons Prohibition on Campus**

Possession of any type of firearm, BB or pellet gun, facsimile of a gun, switchblade knives, bows and arrows, explosives, ammunition, dangerous chemicals, martial arts weapons, fireworks or any other weapons banned by law or considered dangerous on MI premises or at events sponsored by or participated in by MI. If you are a witness to a crime involving a weapon please call 9-1-1 immediately.

## **Reporting Hate Crimes & Incidents**

Crimes motivated by race, religion, ethnicity, disability or sexual orientation are hate crimes, and a serious offense under California law. MI takes a strong stance against hate crimes. Conviction for a hate crime can result in prison time. A conviction cannot be based on speech alone unless the speech is based on threats against a person or a group of people. If you are a victim of or witness a hate crime or incident, report it as soon as possible to the appropriate police agency. If the incident occurs on campus, call the LAPD. The V P of Educations also handles hate crimes and conduct code violations. The most effective way to handle a hate crime or incident is by filing a police report with LAPD.

# Annual Crime Report

Office Responsible: Security Office  
 Area Information is located: Security Office  
 Date Document was last updated: 09/06/11

Criminal Offence - On campus	2008	2009	2010
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offences - forcible	0	0	0
d. Sex offences - non forcible	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	1	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0

Criminal Offence - Non campus buildings or properties	2008	2009	2010
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offences - forcible	0	0	0
d. Sex offences - non forcible	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0

Criminal Offence - Public property	2008	2009	2010
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offences - forcible	0	0	0
d. Sex offences - non forcible	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	1	0
i. Arson	0	0	0

Hate Crimes - Criminal Offence - On Campus	2008	2009	2010
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offences - forcible	0	0	0
d. Sex offences - non forcible	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0

<b>Hate Crimes - Criminal Offence - Non Campus buildings or properties</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>
<b>a. Murder/Non-negligent manslaughter</b>	0	0	0
<b>b. Negligent manslaughter</b>	0	0	0
<b>c. Sex offences - forcible</b>	0	0	0
<b>d. Sex offences - non forcible</b>	0	0	0
<b>e. Robbery</b>	0	0	0
<b>f. Aggravated assault</b>	0	0	0
<b>g. Burglary</b>	0	0	0
<b>h. Motor vehicle theft</b>	0	0	0
<b>i. Arson</b>	0	0	0

<b>Hate Crimes - Criminal Offence - Public Property</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>
<b>a. Murder/Non-negligent manslaughter</b>	0	0	0
<b>b. Negligent manslaughter</b>	0	0	0
<b>c. Sex offences - forcible</b>	0	0	0
<b>d. Sex offences - non forcible</b>	0	0	0
<b>e. Robbery</b>	0	0	0
<b>f. Aggravated assault</b>	0	0	0
<b>g. Burglary</b>	0	0	0
<b>h. Motor vehicle theft</b>	0	0	0
<b>i. Arson</b>	0	0	0

<b>Arrests - On Campus</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>
<b>a. Illegal weapons possession</b>	0	0	0
<b>b. Drug law violations</b>	0	0	0
<b>c. Liquor law violations</b>	0	0	0

<b>Disciplinary Actions - On Campus</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>
<b>a. Illegal weapons possession</b>	0	0	0
<b>b. Drug law violations</b>	0	0	0
<b>c. Liquor law violations</b>	0	0	0

<b>Arrests - Non Campus</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>
<b>a. Illegal weapons possession</b>	0	0	0
<b>b. Drug law violations</b>	0	0	0
<b>c. Liquor law violations</b>	0	0	0

<b>Disciplinary Actions - Non Campus</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>
<b>a. Illegal weapons possession</b>	0	0	0
<b>b. Drug law violations</b>	0	0	0
<b>c. Liquor law violations</b>	0	0	0

<b>Arrests - Public Property</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>
<b>a. Illegal weapons possession</b>	0	0	0
<b>b. Drug law violations</b>	1	0	0
<b>c. Liquor law violations</b>	0	0	0

<b>Disciplinary Actions - Public Property</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>
<b>a. Illegal weapons possession</b>	0	0	0
<b>b. Drug law violations</b>	0	0	0
<b>c. Liquor law violations</b>	0	0	0

