



**MUSICIANS INSTITUTE**  
COLLEGE OF CONTEMPORARY MUSIC



**DEPARTMENTS OF  
CAMPUS SECURITY  
AND STUDENT  
AFFAIRS**

**MUSICIANS INSTITUTE  
2014 CRIME AND SAFETY REPORT**

**VERSION**

**AY2014-15 V1**



# MUSICIANS INSTITUTE COLLEGE OF CONTEMPORARY MUSIC

## ANNUAL CRIME AND SAFETY REPORT

CAMPUS SECURITY

9/22/2014

Welcome to the Musicians Institute's Annual Crime and Safety report. This report is required by federal law and contains policy statements and crime statistics for the school. The policy statements address the school's policies, procedures and programs concerning safety and security, for example, policies for responding to emergency situations and sexual offenses. Three years' worth of statistics are included for certain types of crimes that were reported to have occurred on campus, in or on off-campus buildings or property owned or controlled by the school and on public property within or immediately adjacent to the campus.

# 2013 Campus Safety and Security Survey

## Institution Information

Institution: Main Campus (119270001)

User ID: C1192701

## Registration

•Required fields are indicated with asterisks (\*).

| Musicians Institute (Main Campus) (119270001) |   |
|---|---|
| First Name*                                   | <input type="text" value="Mike"/>   |
| Last Name*                                    | <input type="text" value="Hinksmon"/>   |
| Title*  | <input type="text" value="Safety and Security Manager"/>  |
| Address 1*                                    | <input type="text" value="6752 Hollywood Blvd"/>  |
| Address 2                                     | <input type="text"/>  |
| City*   | <input type="text" value="Los Angeles"/>  |
| State*  | <input type="text" value="California"/>   |
| Zip*  | <input type="text" value="90028"/> - <input type="text"/>   |
| Phone*  | <input type="text" value="323"/> - <input type="text" value="860"/> - <input type="text" value="1107"/>   |
| Extension                                     | <input type="text"/>  |
| Fax   | <input type="text" value="323"/> - <input type="text" value="462"/> - <input type="text" value="1969"/>   |
| E-mail Address*                               | <input type="text" value="mikeh@mi.edu"/>   |
| Confirm E-mail Address*                       | <input type="text"/>  |
| Comment                                       | <p>* Please use this box if you would like to provide additional contact information such as a cell phone number or the best time to reach you if there are questions about your survey. Also, if the person listed above is not the person who enters the data, please provide the name and contact information for the person who enters the data. This information is for the survey help desk staff only. It will not be seen by the public.</p> <input type="text"/> |

# Identification

\*Please enter/review all applicable information. Required fields are indicated with asterisks (\*).

## Institution Information

|  |  |
|--|--|
| Institution Name                               | Musicians Institute  |
| Address  | 6752 Hollywood Blvd.<br>Hollywood, CA 90028  |
| Web Address                                    | http://<br><input type="text" value="http://www.mi.edu"/>  |
| Chief Administrative Officer's Name*           | <input type="text" value="Hisatake Shibuya"/>  |
| Chief Administrative Officer's Title*          | <input type="text" value="President"/>   |
| Chief Administrative Officer's E-mail Address* | <input type="text" value="tak@mi.edu"/>  |
| Telephone*                                     | 323 - <input type="text" value="860"/> - <input type="text" value="1156"/> Ext. <input type="text"/> |

## Campus Information

|                         |   |
|-------------------------|---|
| Campus Name*            | <input type="text" value="Main Campus"/>  |
| Description             | <input type="text"/>  |
| Location*               | <input checked="" type="radio"/> State or Outlying Area <input type="radio"/> Other Country |
| Address*                | <input type="text" value="1655 McCadden PLace"/>  |
| City*                   | <input type="text" value="Los Angeles"/>  |
| State or Outlying Area* | <input type="text" value="California"/>   |
| ZIP Code*               | 90028 - <input type="text"/>  |
| County                  | <input type="text" value="LOS ANGELES"/>  |

## Campus Safety Officer

|                         |   |
|-------------------------|---|
| Name*                   | <input type="text" value="Mike Hinksmon"/>  |
| Title*                  | <input type="text" value="Security Manager"/>   |
| Location*               | <input checked="" type="radio"/> State or Outlying Area <input type="radio"/> Other Country <input type="checkbox"/> Address same as campus |
| Address*                | <input type="text" value="1655 N. McCadden Place"/>   |
| City*                   | <input type="text" value="Los Angeles"/>  |
| State or Outlying Area* | <input type="text" value="California"/>   |
| ZIP Code*               | 90028 - <input type="text"/>  |
| Telephone*              | 323 - <input type="text" value="462"/> - <input type="text" value="1107"/> Ext. <input type="text"/>  |

## Campus Fire Safety Officer

|                         |   |
|-------------------------|---|
| Name*                   | <input type="text" value="Mike Hinksmon"/>  |
| Title*                  | <input type="text" value="Security Manager"/>   |
| Location*               | <input checked="" type="radio"/> State or Outlying Area <input type="radio"/> Other Country <input type="checkbox"/> Address same as campus |
| Address*                | <input type="text" value="1655 N. McCadden PI"/>  |
| City*                   | <input type="text" value="Los Angeles"/>  |
| State or Outlying Area* | <input type="text" value="California"/>   |
| ZIP Code*               | 90028 - <input type="text"/>  |

Telephone\*

323 - 462 - 1107 Ext.

**Update Status**

Date Completed 9/4/2013

Update Status Updated

# 2014 Campus Safety and Security Survey

Institution: Main Campus (119270001)  
User ID: 88G3141

## Screening Questions

Please answer these questions carefully. The answers you provide will determine which screens you will be asked to complete for this data collection.

1. Does your institution provide On-campus Student Housing Facilities?

No.

Yes. (If Yes is selected, you must enter the number of student housing facilities below and enter Fire Statistics for each facility.)

Number of On-campus Student Housing Facilities:

2. Does your institution have any noncampus buildings or properties?

Yes

No

3. Have you combined statistics that you received from the local or state police with your institution statistics for this report? If you answer No to this question, you will be asked to provide the data you received from the local and state police separately.

Yes. Local and/or state law enforcement agencies provided us with statistics that we are combining with statistics collected by our campus security authorities.

No. We are not combining the statistics because we cannot determine whether the statistics we obtained from local and/or state law enforcement agencies are for on-campus incidents or public property incidents.

Not available. We cannot determine if the statistics we obtained from local and/or state law enforcement agencies are for our Clery geography.

Not available. We made a good-faith effort to obtain statistics from local and/or state law enforcement agencies, but the agencies did not comply with our request.

## Criminal Offenses - On campus

For each of the following criminal offenses, enter the number reported to have occurred On Campus.

| Criminal offense   | Total occurrences On campus |      |      |
|--|-----------------------------|------|------|
|  | 2011                        | 2012 | 2013 |
| a. <u>Murder/Non-negligent manslaughter</u>                                      | 0                           | 0    | 0    |
| b. <u>Negligent manslaughter</u>   | 0                           | 0    | 0    |
| c. <u>Sex offenses - Forcible</u>  | 0                           | 0    | 0    |
| d. <u>Sex offenses - Non-forcible</u>  | 0                           | 0    | 0    |
| Incest   | 0                           | 0    | 0    |
| Statutory rape   | 0                           | 0    | 0    |
| e. <u>Robbery</u>  | 0                           | 2    | 0    |
| f. <u>Aggravated assault</u>   | 0                           | 0    | 0    |
| g. <u>Burglary</u>   | 0                           | 0    | 0    |
| h. <u>Motor vehicle theft</u> (Do not include theft <i>from</i> a motor vehicle) | 0                           | 0    | 0    |
| i. <u>Arson</u>  | 0                           | 0    | 0    |

**Caveat:**  
 If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Criminal Offenses - Noncampus

For each of the following criminal offenses, enter the number reported to have occurred in or on Noncampus buildings or property.

| Criminal offense   | Total occurrences in<br>or on Noncampus buildings or property |      |      |
|--|---|------|------|
|  | 2011  | 2012 | 2013 |
| a. <u>Murder/Non-negligent manslaughter</u>                                      |   | 0    | 0    |
| b. <u>Negligent manslaughter</u>   |   | 0    | 0    |
| c. <u>Sex offenses - Forcible</u>  |   | 0    | 0    |
| d. <u>Sex offenses - Non-Forcible</u>  |   | 0    | 0    |
| Incest   |   | 0    | 0    |
| Statutory rape   |   | 0    | 0    |
| e. <u>Robbery</u>  |   | 2    | 0    |
| f. <u>Aggravated assault</u>   |   | 0    | 0    |
| g. <u>Burglary</u>   |   | 0    | 0    |
| h. <u>Motor vehicle theft</u> (Do not include theft <i>from</i> a motor vehicle) |   | 0    | 0    |
| i. <u>Arson</u>  |   | 0    | 0    |

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."



## Criminal Offenses - Public Property

For each of the following criminal offenses, enter the number reported to have occurred on Public Property.

| Criminal offense   | Total occurrences on Public Property |      |      |
|--|--------------------------------------|------|------|
|  | 2011                                 | 2012 | 2013 |
| a. <u>Murder/Non-negligent manslaughter</u>                                      | 0                                    | 0    | 0    |
| b. <u>Negligent manslaughter</u>   | 0                                    | 0    | 0    |
| c. <u>Sex offenses - Forcible</u>  | 0                                    | 0    | 0    |
| d. <u>Sex offenses - Non-forcible</u>  | 0                                    | 0    | 0    |
| Incest   | 0                                    | 0    | 0    |
| Statutory rape   | 0                                    | 0    | 0    |
| e. <u>Robbery</u>  | 0                                    | 2    | 1    |
| f. <u>Aggravated assault</u>   | 0                                    | 0    | 1    |
| g. <u>Burglary</u>   | 0                                    | 0    | 0    |
| h. <u>Motor vehicle theft</u> (Do not include theft <i>from</i> a motor vehicle) | 0                                    | 0    | 1    |
| i. <u>Arson</u>  | 0                                    | 0    | 0    |

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Hate Crimes - On campus

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred On campus. Then break down each total by category of bias (e.g., race, religion).

| Criminal offense   | Occurrences of Hate crimes |  |          |                    |        |            |                               |
|--|----------------------------|--|----------|--------------------|--------|------------|-------------------------------|
|  | 2013<br>Total              | Category of Bias for crimes reported in 2013 |          |                    |        |            |                               |
|  |                            | Race   | Religion | Sexual orientation | Gender | Disability | Ethnicity/<br>National origin |
| a. <u>Murder/ Non-negligent manslaughter</u>                                 | 0                          | 0  | 0        | 0                  | 0      | 0          | 0                             |
| b. <u>Negligent manslaughter</u>   |                            |  |          |                    |        |            |                               |
| c. <u>Sex offenses - Forcible</u>  | 0                          | 0  | 0        | 0                  | 0      | 0          | 0                             |
| d. <u>Sex offenses - Non-forcible</u>  | 0                          | 0  | 0        | 0                  | 0      | 0          | 0                             |
| Incest   | 0                          | 0  | 0        | 0                  | 0      | 0          | 0                             |
| Statutory rape   | 0                          | 0  | 0        | 0                  | 0      | 0          | 0                             |
| e. <u>Robbery</u>  | 0                          | 0  | 0        | 0                  | 0      | 0          | 0                             |
| f. <u>Aggravated assault</u>   | 0                          | 0  | 0        | 0                  | 0      | 0          | 0                             |
| g. <u>Burglary</u>   | 0                          | 0  | 0        | 0                  | 0      | 0          | 0                             |
| h. <u>Motor vehicle theft</u><br>(Do not include theft from a motor vehicle) | 0                          | 0  | 0        | 0                  | 0      | 0          | 0                             |
| i. <u>Arson</u>  | 0                          | 0  | 0        | 0                  | 0      | 0          | 0                             |
| j. <u>Simple assault</u>   | 0                          | 0  | 0        | 0                  | 0      | 0          | 0                             |
| k. <u>Larceny-theft</u>  | 0                          | 0  | 0        | 0                  | 0      | 0          | 0                             |
| l. <u>Intimidation</u>   | 0                          | 0  | 0        | 0                  | 0      | 0          | 0                             |
| m. <u>Destruction/damage/ vandalism of property</u>                          | 0                          | 0  | 0        | 0                  | 0      | 0          | 0                             |

| Criminal offense   | Occurrences of Hate crimes |  |          |                    |        |            |                               |
|--|----------------------------|--|----------|--------------------|--------|------------|-------------------------------|
|  | 2012<br>Total              | Category of Bias for crimes reported in 2012 |          |                    |        |            |                               |
|  |                            | Race   | Religion | Sexual orientation | Gender | Disability | Ethnicity/<br>National origin |
| a. <u>Murder/ Non-negligent manslaughter</u>                                 | 0                          | 0  | 0        | 0                  | 0      | 0          | 0                             |
| b. <u>Negligent manslaughter</u>   |                            |  |          |                    |        |            |                               |
| c. <u>Sex offenses - Forcible</u>  | 0                          | 0  | 0        | 0                  | 0      | 0          | 0                             |
| d. <u>Sex offenses - Non-forcible</u>  | 0                          | 0  | 0        | 0                  | 0      | 0          | 0                             |
| Incest   | 0                          | 0  | 0        | 0                  | 0      | 0          | 0                             |
| Statutory rape   | 0                          | 0  | 0        | 0                  | 0      | 0          | 0                             |
| e. <u>Robbery</u>  | 0                          | 0  | 0        | 0                  | 0      | 0          | 0                             |
| f. <u>Aggravated assault</u>   | 0                          | 0  | 0        | 0                  | 0      | 0          | 0                             |
| g. <u>Burglary</u>   | 0                          | 0  | 0        | 0                  | 0      | 0          | 0                             |
| h. <u>Motor vehicle theft</u><br>(Do not include theft from a motor vehicle) | 0                          | 0  | 0        | 0                  | 0      | 0          | 0                             |
| i. <u>Arson</u>  | 0                          | 0  | 0        | 0                  | 0      | 0          | 0                             |
| j. <u>Simple assault</u>   | 0                          | 0  | 0        | 0                  | 0      | 0          | 0                             |
| k. <u>Larceny-theft</u>  | 0                          | 0  | 0        | 0                  | 0      | 0          | 0                             |
| l. <u>Intimidation</u>   | 0                          | 0  | 0        | 0                  | 0      | 0          | 0                             |
| m. <u>Destruction/damage/ vandalism of property</u>                          | 0                          | 0  | 0        | 0                  | 0      | 0          | 0                             |

| Criminal offense                             | Occurrences of Hate crimes |  |          |                    |        |            |                               |
|--|----------------------------|--|----------|--------------------|--------|------------|-------------------------------|
|  | 2011<br>Total              | Category of Bias for crimes reported in 2011 |          |                    |        |            |                               |
|  |                            | Race   | Religion | Sexual orientation | Gender | Disability | Ethnicity/<br>National origin |
| a. <u>Murder/ Non-negligent manslaughter</u> | 0                          | 0  | 0        | 0                  | 0      | 0          | 0                             |
| b. <u>Negligent manslaughter</u>             |                            |  |          |                    |        |            |                               |
| c. <u>Sex offenses - Forcible</u>            | 0                          | 0  | 0        | 0                  | 0      | 0          | 0                             |
| d. <u>Sex offenses - Non-forcible</u>        | 0                          | 0  | 0        | 0                  | 0      | 0          | 0                             |
| Incest                                       | 0                          | 0  | 0        | 0                  | 0      | 0          | 0                             |
| Statutory rape                               | 0                          | 0  | 0        | 0                  | 0      | 0          | 0                             |
| e. <u>Robbery</u>                            | 0                          | 0  | 0        | 0                  | 0      | 0          | 0                             |
| f. <u>Aggravated assault</u>                 | 0                          | 0  | 0        | 0                  | 0      | 0          | 0                             |

|   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|
| g. <u>Burglary</u>                                  | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| h. <u>Motor vehicle theft</u>                       | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| i. <u>Arson</u>                                     | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| j. <u>Simple assault</u>                            | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| k. <u>Larceny-theft</u>                             | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| l. <u>Intimidation</u>                              | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| m. <u>Destruction/damage/ vandalism of property</u> | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Hate Crimes - Noncampus

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred in or on Noncampus buildings or property. Then break down each total by category of bias (e.g., race, religion).

| Criminal offense   | Occurrences of Hate crimes |  |          |                       |        |            |                               |
|--|----------------------------|--|----------|-----------------------|--------|------------|-------------------------------|
|  | 2013<br>Total              | Category of Bias for crimes reported in 2013 |          |                       |        |            |                               |
|  |                            | Race   | Religion | Sexual<br>orientation | Gender | Disability | Ethnicity/<br>National origin |
| a. <u>Murder/ Non-negligent manslaughter</u>                                 | 0                          | 0  | 0        | 0                     | 0      | 0          | 0                             |
| b. <u>Negligent manslaughter</u>   |                            |  |          |                       |        |            |                               |
| c. <u>Sex offenses - Forcible</u>  | 0                          | 0  | 0        | 0                     | 0      | 0          | 0                             |
| d. <u>Sex offenses - Non-forcible</u>  | 0                          | 0  | 0        | 0                     | 0      | 0          | 0                             |
| Incest   | 0                          | 0  | 0        | 0                     | 0      | 0          | 0                             |
| Statutory rape   | 0                          | 0  | 0        | 0                     | 0      | 0          | 0                             |
| e. <u>Robbery</u>  | 0                          | 0  | 0        | 0                     | 0      | 0          | 0                             |
| f. <u>Aggravated assault</u>   | 0                          | 0  | 0        | 0                     | 0      | 0          | 0                             |
| g. <u>Burglary</u>   | 0                          | 0  | 0        | 0                     | 0      | 0          | 0                             |
| h. <u>Motor vehicle theft</u><br>(Do not include theft from a motor vehicle) | 0                          | 0  | 0        | 0                     | 0      | 0          | 0                             |
| i. <u>Arson</u>  | 0                          | 0  | 0        | 0                     | 0      | 0          | 0                             |
| j. <u>Simple assault</u>   | 0                          | 0  | 0        | 0                     | 0      | 0          | 0                             |
| k. <u>Larceny-theft</u>  | 0                          | 0  | 0        | 0                     | 0      | 0          | 0                             |
| l. <u>Intimidation</u>   | 0                          | 0  | 0        | 0                     | 0      | 0          | 0                             |
| m. <u>Destruction/damage/ vandalism of property</u>                          | 0                          | 0  | 0        | 0                     | 0      | 0          | 0                             |

| Criminal offense   | Occurrences of Hate crimes |  |          |                       |        |            |                               |
|--|----------------------------|--|----------|-----------------------|--------|------------|-------------------------------|
|  | 2012<br>Total              | Category of Bias for crimes reported in 2012 |          |                       |        |            |                               |
|  |                            | Race   | Religion | Sexual<br>orientation | Gender | Disability | Ethnicity/<br>National origin |
| a. <u>Murder/ Non-negligent manslaughter</u>                                 | 0                          | 0  | 0        | 0                     | 0      | 0          | 0                             |
| b. <u>Negligent manslaughter</u>   |                            |  |          |                       |        |            |                               |
| c. <u>Sex offenses - Forcible</u>  | 0                          | 0  | 0        | 0                     | 0      | 0          | 0                             |
| d. <u>Sex offenses - Non-forcible</u>  | 0                          | 0  | 0        | 0                     | 0      | 0          | 0                             |
| Incest   | 0                          | 0  | 0        | 0                     | 0      | 0          | 0                             |
| Statutory rape   | 0                          | 0  | 0        | 0                     | 0      | 0          | 0                             |
| e. <u>Robbery</u>  | 0                          | 0  | 0        | 0                     | 0      | 0          | 0                             |
| f. <u>Aggravated assault</u>   | 0                          | 0  | 0        | 0                     | 0      | 0          | 0                             |
| g. <u>Burglary</u>   | 0                          | 0  | 0        | 0                     | 0      | 0          | 0                             |
| h. <u>Motor vehicle theft</u><br>(Do not include theft from a motor vehicle) | 0                          | 0  | 0        | 0                     | 0      | 0          | 0                             |
| i. <u>Arson</u>  | 0                          | 0  | 0        | 0                     | 0      | 0          | 0                             |
| j. <u>Simple assault</u>   | 0                          | 0  | 0        | 0                     | 0      | 0          | 0                             |
| k. <u>Larceny-theft</u>  | 0                          | 0  | 0        | 0                     | 0      | 0          | 0                             |
| l. <u>Intimidation</u>   | 0                          | 0  | 0        | 0                     | 0      | 0          | 0                             |
| m. <u>Destruction/damage/ vandalism of property</u>                          | 0                          | 0  | 0        | 0                     | 0      | 0          | 0                             |

| Criminal offense                             | Occurrences of Hate crimes |  |          |                       |        |            |                               |
|--|----------------------------|--|----------|-----------------------|--------|------------|-------------------------------|
|  | 2011<br>Total              | Category of Bias for crimes reported in 2011 |          |                       |        |            |                               |
|  |                            | Race   | Religion | Sexual<br>orientation | Gender | Disability | Ethnicity/<br>National origin |
| a. <u>Murder/ Non-negligent manslaughter</u> |                            |  |          |                       |        |            |                               |
| b. <u>Negligent manslaughter</u>             |                            |  |          |                       |        |            |                               |
| c. <u>Sex offenses - Forcible</u>            |                            |  |          |                       |        |            |                               |
| d. <u>Sex offenses - Non-forcible</u>        |                            |  |          |                       |        |            |                               |
| Incest                                       |                            |  |          |                       |        |            |                               |
| Statutory rape                               |                            |  |          |                       |        |            |                               |
| e. <u>Robbery</u>                            |                            |  |          |                       |        |            |                               |
| f. <u>Aggravated assault</u>                 |                            |  |          |                       |        |            |                               |

|   |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|
| g. <u>Burglary</u>                                  |  |  |  |  |  |  |  |
| h. <u>Motor vehicle theft</u>                       |  |  |  |  |  |  |  |
| i. <u>Arson</u>                                     |  |  |  |  |  |  |  |
| j. <u>Simple assault</u>                            |  |  |  |  |  |  |  |
| k. <u>Larceny-theft</u>                             |  |  |  |  |  |  |  |
| l. <u>Intimidation</u>                              |  |  |  |  |  |  |  |
| m. <u>Destruction/damage/ vandalism of property</u> |  |  |  |  |  |  |  |

**Caveat:**  
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Hate Crimes - Public Property

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred on Public Property. Then break down each total by category of bias (e.g., race, religion).

| Criminal offense   | Occurrences of Hate crimes |  |          |                    |        |            |                               |
|--|----------------------------|--|----------|--------------------|--------|------------|-------------------------------|
|  | 2013<br>Total              | Category of Bias for crimes reported in 2013 |          |                    |        |            |                               |
|  |                            | Race   | Religion | Sexual orientation | Gender | Disability | Ethnicity/<br>National origin |
| a. <u>Murder/ Non-negligent manslaughter</u>                                 | 0                          | 0  | 0        | 0                  | 0      | 0          | 0                             |
| b. <u>Negligent manslaughter</u>   |                            |  |          |                    |        |            |                               |
| c. <u>Sex offenses - Forcible</u>  | 0                          | 0  | 0        | 0                  | 0      | 0          | 0                             |
| d. <u>Sex offenses - Non-forcible</u>  | 0                          | 0  | 0        | 0                  | 0      | 0          | 0                             |
| Incest   | 0                          | 0  | 0        | 0                  | 0      | 0          | 0                             |
| Statutory rape   | 0                          | 0  | 0        | 0                  | 0      | 0          | 0                             |
| e. <u>Robbery</u>  | 0                          | 0  | 0        | 0                  | 0      | 0          | 0                             |
| f. <u>Aggravated assault</u>   | 0                          | 0  | 0        | 0                  | 0      | 0          | 0                             |
| g. <u>Burglary</u>   | 0                          | 0  | 0        | 0                  | 0      | 0          | 0                             |
| h. <u>Motor vehicle theft</u><br>(Do not include theft from a motor vehicle) | 0                          | 0  | 0        | 0                  | 0      | 0          | 0                             |
| i. <u>Arson</u>  | 0                          | 0  | 0        | 0                  | 0      | 0          | 0                             |
| j. <u>Simple assault</u>   | 0                          | 0  | 0        | 0                  | 0      | 0          | 0                             |
| k. <u>Larceny-theft</u>  | 0                          | 0  | 0        | 0                  | 0      | 0          | 0                             |
| l. <u>Intimidation</u>   | 0                          | 0  | 0        | 0                  | 0      | 0          | 0                             |
| m. <u>Destruction/damage/ vandalism of property</u>                          | 0                          | 0  | 0        | 0                  | 0      | 0          | 0                             |

| Criminal offense   | Occurrences of Hate crimes |  |          |                    |        |            |                               |
|--|----------------------------|--|----------|--------------------|--------|------------|-------------------------------|
|  | 2012<br>Total              | Category of Bias for crimes reported in 2012 |          |                    |        |            |                               |
|  |                            | Race   | Religion | Sexual orientation | Gender | Disability | Ethnicity/<br>National origin |
| a. <u>Murder/ Non-negligent manslaughter</u>                                 | 0                          | 0  | 0        | 0                  | 0      | 0          | 0                             |
| b. <u>Negligent manslaughter</u>   |                            |  |          |                    |        |            |                               |
| c. <u>Sex offenses - Forcible</u>  | 0                          | 0  | 0        | 0                  | 0      | 0          | 0                             |
| d. <u>Sex offenses - Non-forcible</u>  | 0                          | 0  | 0        | 0                  | 0      | 0          | 0                             |
| Incest   | 0                          | 0  | 0        | 0                  | 0      | 0          | 0                             |
| Statutory rape   | 0                          | 0  | 0        | 0                  | 0      | 0          | 0                             |
| e. <u>Robbery</u>  | 0                          | 0  | 0        | 0                  | 0      | 0          | 0                             |
| f. <u>Aggravated assault</u>   | 0                          | 0  | 0        | 0                  | 0      | 0          | 0                             |
| g. <u>Burglary</u>   | 0                          | 0  | 0        | 0                  | 0      | 0          | 0                             |
| h. <u>Motor vehicle theft</u><br>(Do not include theft from a motor vehicle) | 0                          | 0  | 0        | 0                  | 0      | 0          | 0                             |
| i. <u>Arson</u>  | 0                          | 0  | 0        | 0                  | 0      | 0          | 0                             |
| j. <u>Simple assault</u>   | 0                          | 0  | 0        | 0                  | 0      | 0          | 0                             |
| k. <u>Larceny-theft</u>  | 0                          | 0  | 0        | 0                  | 0      | 0          | 0                             |
| l. <u>Intimidation</u>   | 0                          | 0  | 0        | 0                  | 0      | 0          | 0                             |
| m. <u>Destruction/damage/ vandalism of property</u>                          | 0                          | 0  | 0        | 0                  | 0      | 0          | 0                             |

| Criminal offense                             | Occurrences of Hate crimes |  |          |                    |        |            |                               |
|--|----------------------------|--|----------|--------------------|--------|------------|-------------------------------|
|  | 2011<br>Total              | Category of Bias for crimes reported in 2011 |          |                    |        |            |                               |
|  |                            | Race   | Religion | Sexual orientation | Gender | Disability | Ethnicity/<br>National origin |
| a. <u>Murder/ Non-negligent manslaughter</u> | 0                          | 0  | 0        | 0                  | 0      | 0          | 0                             |
| b. <u>Negligent manslaughter</u>             |                            |  |          |                    |        |            |                               |
| c. <u>Sex offenses - Forcible</u>            | 0                          | 0  | 0        | 0                  | 0      | 0          | 0                             |
| d. <u>Sex offenses - Non-forcible</u>        | 0                          | 0  | 0        | 0                  | 0      | 0          | 0                             |
| Incest                                       | 0                          | 0  | 0        | 0                  | 0      | 0          | 0                             |
| Statutory rape                               | 0                          | 0  | 0        | 0                  | 0      | 0          | 0                             |
| e. <u>Robbery</u>                            | 0                          | 0  | 0        | 0                  | 0      | 0          | 0                             |
| f. <u>Aggravated assault</u>                 | 0                          | 0  | 0        | 0                  | 0      | 0          | 0                             |

|   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|
| g. <u>Burglary</u>                                  | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| h. <u>Motor vehicle theft</u>                       | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| i. <u>Arson</u>                                     | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| j. <u>Simple assault</u>                            | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| k. <u>Larceny-theft</u>                             | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| l. <u>Intimidation</u>                              | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| m. <u>Destruction/damage/ vandalism of property</u> | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Arrests - On campus

Enter the number of Arrests for each of the following crimes that occurred On Campus.

**Do NOT include drunkenness or driving under the influence in Liquor law violations.**

| Crime   | Number of Arrests |      |      |
|---|-------------------|------|------|
|   | 2011              | 2012 | 2013 |
| a. <u>Weapons: carrying, possessing, etc.</u> | 0                 | 0    | 0    |
| b. <u>Drug abuse violations</u>               | 0                 | 0    | 0    |
| c. <u>Liquor law violations</u>               | 0                 | 0    | 0    |

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."



## Arrests - Noncampus

Enter the number of Arrests for each of the following crimes that occurred in or on Noncampus buildings or property.

**Do NOT include drunkenness or driving under the influence in Liquor law violations.**

| Crime   | Number of Arrests |      |      |
|---|-------------------|------|------|
|   | 2011              | 2012 | 2013 |
| a. <u>Weapons: carrying, possessing, etc.</u> |                   | 0    | 0    |
| b. <u>Drug abuse violations</u>               |                   | 0    | 0    |
| c. <u>Liquor law violations</u>               |                   | 0    | 0    |

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Arrests - Public Property

Enter the number of Arrests for each of the following crimes that occurred on Public Property.

**Do NOT include drunkenness or driving under the influence in Liquor law violations.**

| Crime   | Number of Arrests |      |      |
|---|-------------------|------|------|
|   | 2011              | 2012 | 2013 |
| a. <u>Weapons: carrying, possessing, etc.</u> | 0                 | 0    | 0    |
| b. <u>Drug abuse violations</u>               | 0                 | 0    | 0    |
| c. <u>Liquor law violations</u>               | 0                 | 0    | 0    |

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Disciplinary Actions - On Campus

Enter the number of persons referred for disciplinary action for crimes that occurred On Campus for each of the following categories.

**Do not include disciplinary actions that were strictly for school policy violations.**

**If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.**

**Do NOT include drunkenness or driving under the influence in Liquor law violations.**

| Crime   | Number of persons referred for Disciplinary Action |      |      |
|---|--|------|------|
|   | 2011   | 2012 | 2013 |
| a. <u>Weapons: carrying, possessing, etc.</u> | 0  | 0    | 0    |
| b. <u>Drug abuse violations</u>               | 0  | 0    | 0    |
| c. <u>Liquor law violations</u>               | 0  | 0    | 0    |

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Disciplinary Actions - Noncampus

Enter the number of persons referred for disciplinary action for crimes that occurred in or on Noncampus buildings or property for each of the following categories.

**Do not include disciplinary actions that were strictly for school policy violations.**

**If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.**

**Do NOT include drunkenness or driving under the influence in Liquor law violations.**

| Crime   | Number of persons referred for Disciplinary Action |      |      |
|---|--|------|------|
|   | 2011   | 2012 | 2013 |
| a. <u>Weapons: carrying, possessing, etc.</u> |  | 0    | 0    |
| b. <u>Drug abuse violations</u>               |  | 0    | 0    |
| c. <u>Liquor law violations</u>               |  | 0    | 0    |

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Disciplinary Actions - Public Property

Enter the number of persons referred for disciplinary action for crimes that occurred on Public Property for each of the following categories.

**Do not include disciplinary actions that were strictly for school policy violations.**

**If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.**

**Do NOT include drunkenness or driving under the influence in Liquor law violations.**

| Crime   | Number of persons referred for Disciplinary Action |      |      |
|---|--|------|------|
|   | 2011   | 2012 | 2013 |
| a. <u>Weapons: carrying, possessing, etc.</u> | 0  | 0    | 0    |
| b. <u>Drug abuse violations</u>               | 0  | 0    | 0    |
| c. <u>Liquor law violations</u>               | 0  | 0    | 0    |

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."



# MUSICIANS INSTITUTE COLLEGE OF CONTEMPORARY MUSIC

## EMERGENCY AND CONTACT NUMBERS

CAMPUS SECURITY

9/22/2014

### EMERGENCY NOTIFICATION AND TELEPHONE NUMBERS

IN CASE OF EMERGENCY CALL: (323) 860-1127

Call this number at the Campus Safety and Security Office to report all emergencies, including fires or fire alarms, bomb threats, injuries requiring medical assistance, hazardous materials incidents, or any other incident requiring rapid response. Provide all information requested, including name, location, nature of emergency, and your telephone number.

If necessary call 911 and provide notification of the emergency

The Campus Safety and Security Office will dispatch security officer(s), LAPD officers, LAFD personnel, facilities management, or any other assistance required.

#### Other Useful Telephone Numbers:

Public Safety Non-Emergency (323) 860-1127

Security Manager (323) 860-1107

Facilities Management (323) 860-1124

General MI Information

[www.mi.edu](http://www.mi.edu)



# MUSICIANS INSTITUTE COLLEGE OF CONTEMPORARY MUSIC

## EMERGENCY RESPONSE PLAN

CAMPUS SECURITY

6/14/2014

**Students, Faculty and Staff are strongly encouraged to review this information so as to ensure readiness and awareness of options in the event an emergency situation should transpire.**

The primary purpose of this plan is to ensure the safety and well being of students, staff, faculty, and visitors during an emergency.

A second purpose is to protect our assets and ensure that our programs recover, following a major emergency or disaster.

The Emergency Response / Evacuation Plan will include the following:

- Describe basic emergency communication, response, and evacuation procedures, including emergency roles and responsibilities.
- Provide emergency information for use in classrooms and teaching laboratories by instructors.
- Provide building emergency information, including floor plans.
- Contains the employee roster, to be used at the time of an emergency evacuation to help account for all personnel.
- Recovery procedures.

Copies of this plan will be maintained in the Security Manager and primary administrative offices.

## GENERAL EVACUATION PROCEDURES

**In many emergency situations, building evacuation will be necessary. The following are the Musicians Institute general evacuation procedures. Additional information about specific types of emergencies is available in later sections of this plan.**

- Building occupants will be notified of the evacuation by the sound of the building fire alarm, by verbal instruction from building emergency staff, or by self-evident hazardous conditions.
- All staff, faculty, and visitors must leave the building immediately if the fire alarm is activated, or if directed to do so by building staff.
- Building emergency staff will guide and assist the evacuation to the extent possible.
- All occupants should exit the building through the nearest safe exit or stairwell.  
**Elevators should never be used in an emergency.**
- If the nearest exit or exit stairwell is obstructed by smoke, fire or other hazards, proceed to an alternate exit or exit stairwell.
- During stairwell evacuation, remove high heels, and hold on to the handrail. Allow enough room for others to enter the flow of traffic in the stairwell.
- Once outdoors all occupants should move to the established safe refuge i.e. Mel's Dinner Parking for MI Main Building occupants.
- Staff members should ensure that proper assistance has been summoned if necessary by calling the Department of Safety & Security at (323) 860-1127.
- Once assembled, building emergency staff will account for all occupants, in order to inform arriving emergency services if anyone is missing or possibly still inside the building.
- Building emergency staff will also inform arriving emergency personnel of information about the emergency in the building, including location of hazards and any problems known.
- Building occupants should not re-enter the building until cleared by emergency personnel.

## EMERGENCY ROLES AND RESPONSIBILITIES

### A. FIRE LIFE SAFETY DIRECTOR

The Fire Life Safety Director oversees response to any emergency situation for the department / school. The Fire Life Safety Director may be the Security Manager, Operations Director, or an individual assigned by them.

In the event of an emergency, the duties of this position include:

- During an evacuation, ensure that the proper assistance has been summoned if necessary.
- Ensure that the emergency response kit is brought to the assembly area by designated staff member, including the employee roster.
- Ensure that emergency response staff or floor warden initiate evacuation procedures, providing instructions to occupants.
- Meet at the evacuation assembly area Grant Parking Lot (located on McCadden Pl) or Mel's Diner Parking Lot (located on the corner of Highland and Hawthorne) which ever area is closest; receive status reports on the various campus buildings from the emergency response staff. Ensure that response staff assesses head count, using the roster maintained in the emergency kit.
- Meet arriving emergency services personnel, providing information on location of the emergency, layout of the building(s), any problems requiring assistance, and location of personnel.
- Help to ensure that building occupants do not enter the building until cleared to do so by emergency services.
- If there are individuals in the building who require assistance in evacuation due to disability, ensure that assistance is provided.
- In a large scale campus emergency, help coordinate staff response in handling minor problems and report major problems to Fire or Police Departments.
- If necessary, ensure that faculty and staff are informed of key developments such as temporary suspension of programs, building closure, special alerts, and other pertinent information.



## B. BUILDING EMERGENCY RESPONSE STAFF

Designated staff members of the Musicians Institute will serve as the building's emergency response staff. Each response staff member has been assigned responsibility for a designated zone of the building. Their assignment is to assist in coordinating responses in an emergency, ensuring that appropriate initial action has been taken, including activation of the alarm system if necessary and summoning emergency assistance.

Specific responsibilities during an emergency evacuation include:

- Make a quick check of your zone to ensure that everyone has been notified of the need to evacuate the building. Advise building occupants that they must leave the building immediately. This should be done quickly and in a manner that does not endanger your safety.
- Direct all building occupants not to use the elevator, but to proceed to the nearest stairwell. Direct those to exit the building and proceed to the assembly point at Grant Parking Lot (located on McCadden Place and Hawthorne) or Mel's Diner (located on the corner of Highland and Hawthorne).
- If the nearest stairwell is obstructed by smoke, fire or other hazards, direct occupants to the alternate exit.
- If any occupant requires assistance in moving down the stairwell due to a disability, ensure that the appropriate assistance is provided. See "Emergency Evacuation for Persons with Disabilities" later in this section.
- Proceed to the evacuation assembly area and assess the personnel headcount for your zone (building).
- Provide a status report to the Chief Emergency Coordinator on any problems, including individuals who are missing and still may be in the building, any problems requiring immediate assistance by emergency services, and any disabled individuals who require evacuation assistance.
- Help to ensure that building occupants do not re-enter the building until cleared to do so by emergency services.
- Assist in disseminating emergency instructions or information.
- Assist in providing information to emergency services as they arrive.

## EMERGENCY RESPONSE KIT

Musicians Institute will maintain a basic emergency kit for general use in the Security Office (located on the first floor across from McCadden security desk. In an emergency evacuation, the kit will be transported by security personnel outdoors to the evacuation assembly area. The kit contains:

- A copy of this emergency plan, along with a current employee roster. The roster will be used in accounting for building personnel after an evacuation.
- First aid supplies. In some emergencies, our personnel may have to provide first aid to those with non-life threatening injuries.
- Flashlights and extra batteries.
- AM/FM radio and extra batteries.
- Small emergency water supply.

**In addition, it is recommended that all staff and faculty members maintain a personal emergency kit in their work area. This kit should include:**

- Water and non-perishable food.
- Emergency space blanket.
- First aid supplies.
- Personal medication and extra eye glasses.
- Portable AM/FM Radio (spare batteries).
- Flashlight (spare batteries).
- Money (small amount).
- Work Gloves (optional).
- List of essential phone numbers, including an out of state family contact number.

## FIRE EMERGENCY PROCEDURES

### IF YOU DISCOVER A FIRE OR SMOKE

- Remove anyone from immediate danger.
- Confine the fire by closing doors as you leave the area.
- Activate the closest fire alarm to alert building occupants.
- Call MI Security, 323 860-1127 and give the following information:
  - a. Building Name
  - b. Floor or room number
  - c. Size or type of fire
  - d. Your location
- Attempt to put out with portable fire extinguisher ONLY when:

You have been properly trained

The fire is small (wastebasket size)

You are not alone

A safe escape route is present

**IF THIS IS NOT TRUE, SIMPLY CLOSE THE DOOR AND EVACUATE.**

- Evacuate by the nearest exit or exit stairwell. Do not block/wedge exit doors in an open position. The doors must remain closed to keep smoke out and keep stairwells safe for evacuation and fire personnel.
- Go to your pre-determined Evacuation Assembly Point (Grant Parking Lot on McCadden )
- Once assembled, help to account for personnel and report to the emergency staff if any occupants are unaccounted for and may be still in the building.

#### IF YOU HEAR OR SEE A FIRE ALARM

- Never assume the fire alarm is a false alarm
- Move to the safest exit or stairwell
- Close doors as you leave the area
- Exit the building
- Proceed to the designated meeting area
- Wait for further instructions from Security or the Fire Department

#### IF TRAPPED INSIDE YOUR CLASSROOM OR OFFICE:

- **CALL 911**
- Wedge cloth material along the bottom of a door to keep out smoke
- Close as many doors as possible between you and the fire
- If windows are operable, and you must have air, open window
- Break windows as a last resort, as they cannot be closed if necessary

If necessary signal through the window to let Fire Department know your location



# MUSICIANS INSTITUTE COLLEGE OF CONTEMPORARY MUSIC

## POLICY STATEMENT CONCERNING TIMELY WARNINGS AND EMERGENCY NOTIFICATION

CAMPUS SECURITY

9/22/2014

In the event that a situation arises, either on or off campus, that, in the judgment of the Office of Campus Security or other qualified member of management constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the college e-mail and/or sms-based text warning system to students, faculty and staff.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Campus Security Office may also post a notice on the MI website ([www.mi.edu](http://www.mi.edu)) providing the university community with more immediate notification. In such instances, a copy of the notice will be posted at security desks throughout the campus, as appropriate. Barring any system failures, the MI website is accessible via computer by all faculty, staff and students.

Anyone with information warranting a timely warning should report the circumstances to the Campus Security Office, by phone (323.860.1127) or in person at security locations at any of the entrances to MI buildings/campus.

Musicians Institute supports the use of timely warning notices as a means of preventing crimes or other serious incidents and to notify the College community of crimes committed on campus and/or in adjacent vicinities. Members of the Musicians Institute community are encouraged to immediately report to the Campus Safety and Security Department crimes and other serious incidents in order to allow issue of a timely warning notice (if/as appropriate).

The College is also committed to ensuring that appropriate information is disseminated quickly and accurately in an emergency situation. Campus Safety and Security Department is responsible for coordinating emergency preparedness efforts, including emergency response and evacuation policies and procedures, in coordination with the College’s senior management team. Emergency policies, procedures, and notification systems are evaluated as needed and tested on an annual basis. Emergency response and evacuation procedures are publicized on the MI website: <http://www.mi.edu/student-consumer-disclosure/crime-and-safety/>.

The Campus Safety and Security Department Manager, along with senior management determine when and how to issue timely warning notices and emergency notifications. Without delay and taking into account the safety of the College community, they determine the content of the notification and initiate the notification system—with the exception of instances in which issuing such notification, may compromise efforts to assist victim or to contain, respond to, or otherwise mitigate an emergency.

Timely warning and emergency notifications to students, faculty, and staff include the use of Trumpia, Musicians Institute's electronic (SMS) notification system; email; web postings; and/or signage. Inclusion in this process is automatic for all administrative personnel and for all currently registered students.

Other methods—such as web postings, emails and press releases may be used to notify the larger community of emergencies as necessary and appropriate.

If you have any questions about this process, please call or email the Campus Safety and Security Department desk at 323-860-1127 or you may contact the Campus Safety and Security Department Manager at 323-860-1107 / [mikeh@mi.edu](mailto:mikeh@mi.edu).

Please note that Trumpia is only as useful as the contact information you provide. With this in mind, it is important that you keep your contact information up-to-date, should a need for emergency contact be required.

Emergency policies, procedures, and notification systems are evaluated as needed and tested on an annual basis. These tests may be announced or unannounced and are documented with regard to date, time, type of test and whether it was announced or unannounced.

Emergency response and evacuation procedures are publicized on the MI website: <http://www.mi.edu/student-consumer-disclosure/crime-and-safety/>.



# MUSICIANS INSTITUTE COLLEGE OF CONTEMPORARY MUSIC

## POLICY STATEMENT ADDRESSING DISCLOSURES OF ALLEGED CRIMES OF VIOLENCE OR NON-FORCIBLE SEX OFFENSES

CAMPUS SECURITY

9/22/2014

The Musicians Institute Security Office prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located at

<http://www.mi.edu/student-consumer-disclosure/crime-safety/>.

This report is prepared in cooperation with the local law enforcement agencies surrounding the MI campus and facilities, Campus Security, and the Office of Student Affairs. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reported to Campus Security, designated campus and security officials and general campus staff. These statistics may also include crimes that have occurred in private residences or businesses and is not required by law.

Each year, an e-mail notification is made to all enrolled students that provides the web site to access this report. Faculty and staff receive similar notification via college email.

Copies of the report may also be obtained via the web link above.

Prospective students are notified of the availability of this report via the inclusion of the related web link address in the initial letter they receive from Musicians Institute.

Finally, the report is available to the general public via the mi.edu website under *Student Consumer Disclosures/Crime and Safety* link.



# MUSICIANS INSTITUTE COLLEGE OF CONTEMPORARY MUSIC

## POLICY STATEMENT CONCERNING HOW TO REPORT CRIMINAL OFFENSES

CAMPUS SECURITY

9/22/201

To report a crime:

Contact Campus Security at 323.860.1127 (non-emergencies), dial 9-1-1- (emergencies only).

Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings or around the MI Campus should be reported.

In addition you may report a crime to Student Affairs and/or any member of MI Management.



# MUSICIANS INSTITUTE COLLEGE OF CONTEMPORARY MUSIC

## POLICY STATEMENTS CONCERNING COUNSELORS AND CONFIDENTIAL REPORTING

CAMPUS SECURITY

9/24/2014

Pastoral and professional counselors and other professionals engaged by the college for the counseling and support of students may be exempt from reporting requirements. As such, and at their discretion, such counselors/professionals are encouraged, should they decide it appropriate, to inform students of their option to report crimes, voluntarily and confidentially, for inclusion in the annual disclosure of crime statistics.

Such counselors are encouraged to inform students that they may make a voluntary/confidential report through the office of Campus Security. Campus Security will endeavor at all possible cost to honor the confidentiality of the report and to include the content in the relevant ASR.





# MUSICIANS INSTITUTE COLLEGE OF CONTEMPORARY MUSIC

## POLICY STATEMENTS CONCERNING VOLUNTARY CONFIDENTIAL REPORTING

CAMPUS SECURITY

9/22/2014

While MI will work to secure the privacy of all parties involved in such reports, all reports will be investigated. The College supports the voluntary, confidential reporting of crimes through the office of Campus Security.

Violations of the law will be referred to law enforcement agencies and when appropriate, to the University Disciplinary Committee for review. When a potentially dangerous threat to the College community arises, timely reports or warnings will be issued through e-mail announcements, the posting of flyers, in-class announcements, or other appropriate means.

Counselors and other professionals engaged by the college for the counseling and support of students are encouraged, should they decide it appropriate, to inform students of their option to report crimes, voluntarily and confidentially, for inclusion in the annual disclosure of crime statistics.



# MUSICIANS INSTITUTE COLLEGE OF CONTEMPORARY MUSIC

## POLICY STATEMENTS CONCERNING SECURITY AND ACCESS

CAMPUS SECURITY

9/22/2014

Musicians Institute campus buildings are secured 24 hours a day. With the exception of campus closures, the College will be open to students, employees, contractors, guests, and invitees. All others must seek admittance through the Office of Campus Security.

Some facilities, such as the MI Library, may have individual hours, which may vary at different times of the year.

Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic have security surveys conducted of them. The Director of Campus Security reviews these results. These surveys examine security issues such as locks, alarms, lighting, and communications. Additionally, during the academic year, the Directors of Facilities Management and Campus Safety, and Maintenance meet monthly to discuss issues of pressing concern.



# MUSICIANS INSTITUTE COLLEGE OF CONTEMPORARY MUSIC

## POLICY STATEMENTS CONCERNING CAMPUS LAW ENFORCEMENT AUTHORITY

CAMPUS SECURITY

9/22/2014

Musicians Institute College Security offices have the authority to ask persons for identification and to determine whether individuals have lawful business at the College. Safety and Security officers do not possess arrest power. Criminal incidents are referred to the local police who have jurisdiction on the campus. The Security Office at Musicians Institute maintains a highly professional working relationship with the Los Angeles Police Department. On occasion, the staff may collaborate with other agencies in the interest of public and campus safety. All crime victims and witnesses are strongly encouraged to immediately report the crime to the Campus Security Office and the appropriate police agency.

Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.



# MUSICIANS INSTITUTE COLLEGE OF CONTEMPORARY MUSIC

## POLICY STATEMENT REGARDING THE ENCOURAGEMENT OF ACCURATE AND PROMPT CRIME REPORTING

CAMPUS SECURITY

9/22/2014

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the Campus Security Office in a timely manner

To report a crime or an emergency, Contact Campus Security at 323.860.1127 (non-emergencies), dial 9-1-1- (emergencies only).

Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings or around the MI Campus should be reported.

In addition you may report a crime to Student Affairs and/or any member of MI Management.



# MUSICIANS INSTITUTE COLLEGE OF CONTEMPORARY MUSIC

## POLICY STATEMENT ADDRESSING SECURITY AWARENESS PROGRAMS FOR STUDENTS AND EMPLOYEES

CAMPUS SECURITY

9/22/2014

During orientation, students are informed of services offered by the MI Campus Security Office. These presentations outline ways to maintain personal safety and security. Students are told about crime on-campus and in surrounding neighborhoods. Similar information is presented to new employees.

Periodically during the academic year MI Campus Security, in cooperation with other college organizations and departments, present crime prevention awareness sessions on sexual assault (rape and acquaintance rape), Rohypnol abuse, theft, and vandalism, as well as educational sessions on personal safety and security.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

In addition to seminars, information is disseminated to students and employees through crime prevention awareness packets, security alert posters, displays and videos.

When time is of the essence, information is released to the university community through security alerts posted prominently throughout campus, through computer memos sent via email and/or text-based sms notification system.



# MUSICIANS INSTITUTE COLLEGE OF CONTEMPORARY MUSIC

## POLICY STATEMENT ADDRESSING CRIME PREVENTION PROGRAMS FOR STUDENTS AND EMPLOYEES

CAMPUS SECURITY

9/22/2014

Campus Security personnel facilitate programs for student, parent, faculty, and new employee orientations, student organizations, providing a variety of educational strategies and tips on how to protect themselves from sexual assault, theft and other crimes.

Tip: To enhance personal safety, and especially after an evening class, walk with friends or someone from class that you know well, or call MI Security for assistance.



# MUSICIANS INSTITUTE COLLEGE OF CONTEMPORARY MUSIC

## POLICY STATEMENT ADDRESSING CRIMINAL ACTIVITY OFF CAMPUS

CAMPUS SECURITY

9/22/2014

Musicians Institute does not provide security services to non-student/non-employees. Furthermore, with the possible and uncommon exception of some MI-sponsored events, Musicians Institute Security services are restricted to the Musicians Institute campus and areas immediate thereto.



# MUSICIANS INSTITUTE COLLEGE OF CONTEMPORARY MUSIC

## POLICY STATEMENT ADDRESSING ALCOHOLIC BEVERAGES

CAMPUS SECURITY

9/22/2014

The consumption, sale or the furnishing of alcohol on the Musicians Institute Campus or at Musicians Institute or at Musicians Institute Facilities is forbidden. Laws regarding the possession, sale, consumption or furnishing of alcohol is controlled by the California Department of Alcohol and Beverage Control (ABC). The campus and facilities of Musicians Institute are to designated as 'drug-free' areas and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws, along with the rules of MI, in particular, are strictly enforced by Musicians Institute Campus Security. Violators are subject to disciplinary action, criminal prosecution, fine and imprisonment.





# MUSICIANS INSTITUTE COLLEGE OF CONTEMPORARY MUSIC

## POLICY STATEMENT ADDRESSING ILLEGAL DRUG POSSESSION

CAMPUS SECURITY

9/22/2014

The Musicians Institute campus and Facilities have been designated “Drug free” and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by Musicians Institute Campus Security. Violators are subject to University disciplinary action, criminal prosecution, fine and imprisonment.



# MUSICIANS INSTITUTE COLLEGE OF CONTEMPORARY MUSIC

## POLICY STATEMENT ADDRESSING SUBSTANCE ABUSE EDUCATION

STUDENT AFFAIRS

9/22/2014

### PREVENTION PROGRAMS

Information on Musicians Institute's drug policies may be found on the Student Portal under the Student Affairs menu tab. There are two links via which the Drug Prevention Policy may be accessed: the Drug Prevention Policy link or the Student Rights and Disclosures link (the Drug Prevention Policy is under the title Drug and Alcohol Prevention Information). In addition to the Drug Prevention Policy link, the Student Rights and Disclosures link has a link for Appendix C, which describes the health risks of various narcotics. Students are informed of the Student Rights and Disclosures link during Registration and are required to sign the Student Rights and Disclosures.

In addition, our personal counselor, Susan Bowling, has extensive experience with substance abuse issues and treatment (I attached a flyer with her bio). She maintains a list of facilities to which we may refer students who are seeking treatment.

### LOCAL, STATE & FEDERAL LEGAL SANCTIONS

The State of California sets 21 as the minimum age to purchase or possess any alcoholic beverage. Specific ordinances regarding violations of alcohol laws, including driving while intoxicated, are available at <http://www.abc.ca.gov/>.



# MUSICIANS INSTITUTE COLLEGE OF CONTEMPORARY MUSIC

## POLICY STATEMENT ADDRESSING DISCLOSURES OF ALLEGED VICTIMS OF CRIMES OF VIOLENCE OR NON-FORCIBLE SEX OFFENSES

CAMPUS SECURITY

9/22/2014

Musicians Institute will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the college against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Musicians Institute will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.



# MUSICIANS INSTITUTE COLLEGE OF CONTEMPORARY MUSIC

## POLICY STATEMENT ADDRESSING PREVENTING AND RESPONDING TO SEX OFFENSES

CAMPUS SECURITY

9/22/2014

Musicians Institute endeavors to educate the student community about sexual assaults and date rape through freshman orientations each fall. The Office of Campus Security offers sexual assault education and information programs to College students and employees upon request.

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The Musicians Institute Office of Campus Security strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to a Campus security officer and/or to a Student Affairs representative.

When a sexual assault is reported, the Los Angeles Police will be notified by Campus Police as a matter of protocol. The representative from the Police department will guide the victim through the available options and support the victim in his or her decision.

Should a victim of a sex offense request a change in academic situation (such as switching classes, faculty, etc.), Musicians Institute will make such changes if they are reasonable and available.

College disciplinary proceedings are detailed in the Student Handbook. The Handbook provides, in part, that the accused and the victim may each be allowed to choose one person who has had no formal legal training to accompany them throughout the hearing. Both the victim and accused will be informed of the outcome of the hearing. A student found guilty of violating the College conduct policy could be criminally prosecuted in the state courts and may be suspended or expelled from the College for the first offense.

Various counseling options (on- and off- campus) are available to victims of sex offenses:

**On-Campus services:**

The Office of Student Affairs schedules professional counseling sessions for students:  
[studentaffairs@mi.edu](mailto:studentaffairs@mi.edu)  
(323)860-4346

**Off-Campus services:**

**HOTLINES**

**Emergencies (Fire Dept., Police, Paramedics & Highway Patrol)**

Dial: 911

**Suicide Prevention Lifeline**

[www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org)  
(800) 273-TALK

**Sexual Assault Hotline**

[www.rainn.org](http://www.rainn.org)  
(800) 656-HOPE

**Substance Abuse Treatment Helpline**

[www.samhsa.gov](http://www.samhsa.gov)  
(800) 662-HELP

**CLINICS**

**Hollywood Walk-In Clinic**

[www.hollywoodclinic.net](http://www.hollywoodclinic.net)  
6430 Selma Ave., Hollywood  
(323) 848-4522

**Advanced Therapy Institute**

Lyn Paul Taylor, RPT  
[www.advtherapy.net](http://www.advtherapy.net)  
3250 Wilshire Blvd. Ste. 1505, Los Angeles  
(213) 384-2330

**Hollywood Sunset Free clinic**

[www.hsfreeclinic.org](http://www.hsfreeclinic.org)  
3324 Sunset Blvd., Los Angeles  
(323) 660-2400

**The Saban Free Clinic**

[www.thesabanfreeclinic.org](http://www.thesabanfreeclinic.org)  
(323) 653-1990  
6043 Hollywood Blvd., Hollywood  
8405 Beverly Blvd, Los Angeles  
5205 Melrose Ave, Los Angeles

**Planned Parenthood (Free)**

[www.plannedparenthood.org](http://www.plannedparenthood.org)  
1014 1/2 N. Vermont Ave., Los Angeles  
(800) 576-5544

**Behavioral Health Services**

[www.bhs-inc.org](http://www.bhs-inc.org)  
6838 W. Sunset Blvd, Hollywood  
(323) 461-3161

**LA County Health Services**

[www.ladhs.org](http://www.ladhs.org)  
313 N. Figueroa St., Los Angeles  
(800) 427-8700

**Department of Public Health**

Hollywood/Wilshire Public Center  
[www.publichealth.lacounty.gov](http://www.publichealth.lacounty.gov)  
5205 Melrose Ave., Los Angeles  
(323) 769-7800



# MUSICIANS INSTITUTE COLLEGE OF CONTEMPORARY MUSIC

## POLICY STATEMENT ADDRESSING PREVENTING AND RESPONDING TO SEX OFFENSES

CAMPUS SECURITY

9/22/2014

Musicians Institute endeavors to educate the student community about sexual assaults and date rape through freshman orientations each fall. The Office of Campus Security offers sexual assault education and information programs to College students and employees upon request.

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The Musicians Institute Office of Campus Security strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to a Campus security officer and/or to a Student Affairs representative.

When a sexual assault is reported, the Los Angeles Police will be notified by Campus Police as a matter of protocol. The representative from the Police department will guide the victim through the available options and support the victim in his or her decision.

Should a victim of a sex offense request a change in academic situation (such as switching classes, faculty, etc.), Musicians Institute will make such changes if they are reasonable and available.

College disciplinary proceedings are detailed in the Student Handbook. The Handbook provides, in part, that the accused and the victim may each be allowed to choose one person who has had no formal legal training to accompany them throughout the hearing. Both the victim and accused will be informed of the outcome of the hearing. A student found guilty of violating the College conduct policy could be criminally prosecuted in the state courts and may be suspended or expelled from the College for the first offense.

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**HOTLINES**

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# MUSICIANS INSTITUTE COLLEGE OF CONTEMPORARY MUSIC

## POLICY STATEMENT REGARDING CHANGE IN ACADEMIC SITUATION FOR VICTIMS OF SEXUAL OFFENSE

CAMPUS SECURITY

9/22/2014

Should a victim of a sex offense request a change in academic situation (such as switching classes, faculty, etc.), Musicians Institute will make such changes so long as they are reasonable and available.

Possible options for such changes:

- Change in schedule
- Change in faculty/teacher
- Change in program sequence
- Change in classmate/partner within class
- Other changes as appropriate, available and reasonable

Individuals may make such requests through the office of Student Affairs.



# MUSICIANS INSTITUTE COLLEGE OF CONTEMPORARY MUSIC

## NOTIFICATION TO STUDENTS OF EXISTING ON-AND OFF- CAMPUS SERVICES FOR VICTIMS OF SEX OFFENSES

CAMPUS SECURITY

9/24/2014

Various counseling options (on- and off- campus) are available to victims of sex offenses:

### **On-Campus services:**

The Office of Student Affairs schedules professional counseling sessions for students:

[studentaffairs@mi.edu](mailto:studentaffairs@mi.edu)

(323)860-4346

### **Off-Campus services:**

#### HOTLINES

#### **Emergencies (Fire Dept., Police, Paramedics & Highway Patrol)**

Dial: 911

#### **Suicide Prevention Lifeline**

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(800) 273-TALK

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(800) 656-HOPE

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# MUSICIANS INSTITUTE COLLEGE OF CONTEMPORARY MUSIC

## POLICY STATEMENT ADDRESSING SEX OFFENDER REGISTRATION

CAMPUS SECURITY

9/22/2014

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the Musicians Institute Office of Campus Security is providing a link to the California State Police Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student.

Link: [http://meganslaw.ca.gov/search\\_main](http://meganslaw.ca.gov/search_main).



# MUSICIANS INSTITUTE COLLEGE OF CONTEMPORARY MUSIC

## CAMPUS POLICY ON SEXUAL ASSAULT/ MISCONDUCT/ DOMESTIC VIOLENCE/ DATING VIOLENCE

CAMPUS SECURITY

9/22/2014

Musicians Institute expects that all members of the college community – students, faculty, staff and other involved parties – will be able to pursue their education and perform their duties in a secure environment, without sexual pressure, sexual violence and sexual intimidation. The college community is committed to fostering a safe campus environment where sexual misconduct and violence are unacceptable, and where survivors or those who believe they were harmed by another in violation of this policy are provided support and avenues of redress as appropriate. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others.

Musicians Institute is committed to providing a consistent, timely, and supportive response to any victim of sexual assault/violence within the campus community.

Musicians Institute recognizes that a survivor may wish to preserve her or his privacy after a traumatic experience, it should also be understood that the college has a responsibility to ensure the safety of the campus as a whole and that certain information may be made public. Where situations exist that are deemed a danger to the MI community at large, some details about a sexual assault may be publicly released. Further, the Clery Act mandates the annual disclosure of statistics of sexual assaults known to have occurred within certain geographical areas.

Other inappropriate conduct may also be disclosed confidentially or reported formally without confidentiality to the Office of Campus Safety and/or the Los Angeles Police Department.

Other such inappropriate conduct may include: repeated telephone or email contacts of a lewd or obscene nature, personal threats, stalking, domestic violence, and sexual harassment.

### **Definitions**

For the purposes of this policy, **sexual misconduct/sexual assault** is defined as any sexual act perpetrated upon a person:

1. Without his or her consent;
2. Where the assailant uses physical force, threat, coercion or intimidation to overpower or control the survivor;
3. Where the survivor fears that she or he or another person will be injured or otherwise harmed if she or he does not submit;
4. Where the survivor has an impaired ability to give or withhold consent due to the influence of alcohol or other drugs; or
5. Where consent is otherwise not freely given.

A **sexual act** includes, but is not limited to, actual or attempted intercourse, sexual touching, fondling and groping.

**Consent** is defined as positive cooperation. Consent is informed, knowing and voluntary. Consent is active, not passive.

Silence, in and of itself, cannot be interpreted as consent. When people consent to sexual activity, they will have indicated, verbally or otherwise, that they are participating willingly, freely and voluntarily. Consent is an ongoing process in any sexual interaction. Consent may be withdrawn at any time during a sexual interaction. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

If you have sexual activity with someone you know to be – or should know to be – mentally or physically incapacitated (by alcohol or other drug use), unconsciousness or passed out, you are in violation of this policy.

**Incapacitation** is a state where one cannot make a rational, reasonable decision because he or she lacks the ability to understand basics of the sexual interaction.

**Domestic Violence** is defined as abuse committed against an adult or a minor who is a spouse or former spouse, cohabitant or former cohabitant, or someone with whom the abuser has a child, has an existing dating or engagement relationship, or has had a former dating or engagement relationship.



**Dating Violence** is defined as abuse committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

**Stalking** is defined as a course of conduct directed at a specific person that would cause a reasonable person to fear for her/his/others' safety, or to suffer substantial emotional distress

Students should understand that the following circumstances apply to any of the above-listed standards or to any other kind of sexual misconduct by an individual student or in concert with others:

- Sexual activity and behavior, which is not consensual is defined as sexual misconduct, whether the assailant is a stranger or an acquaintance of the complainant.
- Intoxication of the accused does not diminish his or her responsibility for a sexual misconduct act.
- In situations where the complainant is incapacitated or incapable of giving consent, which includes, but is not limited to, when the complainant is unable to consent due to consumption of alcohol or drugs, the accused is responsible for misconduct if the accused sexually violates the complainant.

The Student Conduct Code forbids sexual misconduct.

Sexual harassment is defined in the student conduct code policy on sexual harassment.

### **Response to Reports of Sexual Assault and Sexual Misconduct**

MI is committed to creating a campus environment that ensures prompt reporting and timely and just adjudication of sexual misconduct cases. It is the goal of the college to provide students who are survivors of sexual misconduct or assault or attempted assault with support and services and to ensure that certain rights that shall be respected by all college employees.

Students who believe they have experienced sexual misconduct may file a formal complaint with the college and/or pursue criminal charges or legal redress. Herein,

alleged assailants will be referred to as “named student(s)” and the student filing the report of sexual misconduct will be referred to as the “reporting student(s).”

These rights include, but are not limited to, the following:

- The right to be treated with respect and dignity by college officials.
- The right not to be discouraged by college officials from reporting an assault to both on-campus and off-campus authorities.
- The right to be informed of their reporting options with regard to notifying law enforcement authorities, and to be assisted in notifying such authorities if they so choose.
- The right to be free from pressure to report assaults as lesser offenses than the reporting student perceive them to be.
- The right to be free from any suggestion that a reporting student somehow contributed to or had a shared responsibility in the assault.
- The right to have sexual misconduct incidents investigated by the proper civil and criminal authorities, and to have the full and prompt assistance and cooperation of campus personnel in this regard (in addition to any campus disciplinary proceedings via the Student Conduct Code).
- The right to the same level of support at any proceeding as is permitted to both the reporting student and the named student(s); and the right to be notified in a timely manner of the outcome of such proceeding.
- The right to full and prompt cooperation from campus personnel in obtaining and securing evidence (including medical evidence) necessary for any potential criminal proceedings.
- The right to have access to existing campus counseling and medical professionals, victim support services, and to be given referrals to off-campus counseling and support services if desired.
- The right to live, to attend classes, and to work in an environment free from unwanted contact or proximity with named student(s) so far as the college may have influence.

The college will not support retaliation against any person for exercising the right to make a formal or informal sexual misconduct complaint, to use any of the informal processes provided by the college or to testify or offer evidence connected with a complaint. Retaliation is a violation of this policy whether or not the underlying claim of sexual assault is proven. The reporting student has the option of participation within the

college's judicial proceeding. Should the reporting student choose not to participate, the college still retains the right to proceed with disciplinary action.

## **What To Do If You Are Sexually Assaulted**

If you or someone you know has been sexually assaulted recently, there can be time-sensitive decisions to make about preventing sexually transmitted infections, preventing pregnancy and collecting physical evidence. Students who have been sexually assaulted are advised to proceed with the following:

### **Immediate Action to Take**

- Go to a safe location.
- Contact the Rape Treatment Center, (310) 319-4000 (24 hours), or Peace Over Violence, (213) 626-3393 (24 hours).
- Get medical care as soon as possible. Go to a hospital, emergency room or a specialized forensic clinic that works with sexual assault survivors. Some options in Los Angeles include the Rape Treatment Center, (310) 319-4000 (24 hours), and the Violence Intervention Program, (323) 226-3961 (24 hours). Both locations provide medical care and the collection of forensic evidence. You may also request medications for the prevention of sexually transmitted infections, including HIV, and emergency contraception. If you think you may have been given a rape drug, request that the hospital or clinic take a urine and blood sample. These samples need to be collected quickly as these drugs leave the system quickly.
- If you want to report the crime immediately, call 911 (24 hours).
- Preserve all physical evidence of the assault, even if you are unsure whether you want to report the crime. Do not shower, bathe, douche, eat, drink, wash your hands or brush your teeth until after you have had a medical examination. Save all the clothing you were wearing at the time of the assault and bring them and any other potential evidence to the medical exam. Place each item of clothing in a separate paper bag (do not use plastic bags). Do not clean or disturb the area where the assault occurred.
- Call a trusted friend, family member or someone else who can provide support.

MI will, upon written request, disclose to the alleged victim (or their next-of-kin, in cases in which the victim is deceased) of a crime of violence or a non-forcible sex offense, the

report on the results of any discipline proceeding conducted by the college against a person who is the alleged perpetrator of the crimes or offense.

A crime of violence is refers to an offense that has includes the use, attempted use, or threatened use of physical force against the person or property of another, any other offense that is a felony and that, by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense.

### **Confidentiality**

Students who have been sexually assaulted or are victims of sexual misconduct may receive confidential assistance from the Office of Student Affairs, Campus Security, Title IX Coordinator.

### **Named Students**

When a report is made alleging that sexual misconduct has been perpetrated by a student against another individual, MI is committed to providing a fair and equitable adjudication, in addition to assisting the law enforcement authorities with any criminal investigation that might occur.

Students should understand that the use of alcohol or other drugs in no way diminishes their personal responsibility for acts of sexual misconduct perpetrated while under the influence of such substances.

### **Retaliation**

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.

### **Sanctions**

Students found responsible for any violation of the Student Conduct Code, including, but not limited to, sexual assault, are subject to disciplinary action up to and including suspension or expulsion from the college.