

AMERICAN INSTITUTE OF INTERIOR DESIGN

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

2017 REPORT

The American Institute of Interior Design (or "AIID") is providing the following information to all its employees and students as part of AIID's commitment to safety and security and pursuant to the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. If you should have questions about any of the information provided in this report, please contact Judy Thompson, Student Services Director, American Institute of Interior Design, P.O. Box 17366, Fountain Hills, AZ, 85269, **(480) 946-9601**.

The American Institute of Interior Design's Safety and Security Policies:

A. Preparation and Distribution of this Report Reporting Criminal Actions or Other Emergencies

A safe school is everyone's responsibility. Each student, faculty and staff member should follow security policies and procedures to ensure the safest possible environment. You are encouraged to report all criminal acts and other emergencies promptly and accurately.

This report is prepared by the Student Services Director and is reviewed by a crime awareness committee prior to publication. Completed Accident/Injury/Crime Incident Report Forms are gathered and calls to the local and state police departments are made. The resulting data is then posted in a listing that can be found at the end of this report.

It is the policy of The American Institute of Interior Design that all criminal acts or other emergencies occurring on the school campus be properly documented and reported to local authorities as required by law. If you are witness to, informed of, or are the victim of a crime, you can report criminal activity or other emergencies by dialing **(480) 946-9601** (Campus Main Line) or **(480) 946-9606** (Campus Auxiliary Line). The Maricopa County Sheriff's Office is the law enforcement body that has jurisdiction in the town of Fountain Hills where the AIID campus is located. The Maricopa County Sheriff's Office can be reached at **(480) 837-2047** (for non-emergencies) or by dialing **911** in an emergency.

Criminal activity might include, but is not limited to: criminal homicide: murder and non-negligent manslaughter, negligent manslaughter, sex offenses, forcible sex offenses, non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft and arson.

AIID staff will assist you as necessary to ensure proper notification is completed. Law enforcement will be notified when appropriate, although some cases may be handled internally with discipline at the discretion of AIID staff. All criminal activity is documented by the completion of an Accident/Injury/Crime Incident Report Form. This form can be obtained at the AIID's main administrative office.

Victims or witnesses to a crime may report the incident in a voluntary, confidential manner for inclusion in the annual disclosure of crime statistics. Confidential reporting can be accomplished by meeting with a member of the Student Affairs Department. Your name will be withheld from the form to insure confidentiality. You will be encouraged to report your incident to local police authorities. Referrals to external resources may be provided upon your request. All incident reports submitted to the Student Services Department will be confidential and remain so unless requested by the victim/witness.

The American Institute of Interior Design meets annually with the Maricopa County Sheriff's Office servicing the Institute's jurisdiction in the town of Fountain Hills. The purpose of this working relationship is to ensure that AIID is aware of all of the criminal offenses and arrests that have occurred on the school's campus, as well as in public spaces adjacent to the school's campus, so that they can be properly reported in the crime statistics. If necessary, AIID can make timely warning reports on crimes which represent a continuing threat. These warnings are made in the form of flyers that are posted on bulletin boards in the school common areas.

This report is distributed to all students, faculty, and staff at The American Institute of Interior Design every year via email. It is also available on our web site at:

https://www.aiid.edu/wp-content/uploads/pdf/Campus_Crime_Report.pdf

Safety Procedures

AIID's fire alarm will sound in the event there is a fire in the facility. In the event of a fire alarm or other emergencies requiring evacuation of the building, it is mandatory that all persons observe these procedures:

1. Stay calm. Stop work immediately. Do not pack up supplies or work in progress.
2. Follow directions from the nearest faculty or staff member for exiting your area. Do not use elevators to exit.
3. After exiting, immediately head away from the building.
4. Clear the front and side entrances of the building by moving at least 100 feet from the entrance in a direction away from the building.
5. Do not re-enter building until the "all clear" is given from school officials.

Missing Person Notification Policies and Procedures

Any student believed to be missing from the campus unexpectedly for 24 hours shall be immediately reported to the Dean of Student Affairs. It is the policy of The American Institute of Interior Design that the Dean of Student Affairs will investigate any report of a missing person filed with the office that is filed by someone with knowledge of that student being missing or otherwise not where s/he is expected to be. This report may be filed by a parent/guardian or other family member of the person, by a roommate, a staff member (including student staff), faculty, employment supervisor, or anyone else with information that indicates the person is missing. The Student Affairs Department will conduct an initial investigation to determine if the person appears to be missing, or has simply changed his or her routine unexpectedly, and whether or not there is reason to believe the person is endangered.

The Student Affairs Department will check student's class schedules, interview fellow students and faculty, and use other methods to determine the status of a missing person. From this initial investigation, the scope will continue to expand to make attempts to determine the location of the person reported missing to assure she/he is safe.

Each student at The American Institute of Interior Design can identify, through their FERPA form in the registrar's office a designated person or persons that the school can contact in the event that the student is reported missing. This person would be contacted within 24 hours of a missing person report being filed with the Student Affairs Department. Note that this contact information is confidential and is shared only with school administrators who would have responsibility for making connections with emergency contacts in the event of a determined emergency. The contact information will also be disclosed to the local law enforcement agencies in furtherance of a missing person investigation.

Should the Student Affairs Department not be able to locate a person reported missing within twenty-four (24) hours of the report, the Student Affairs Department would then notify your designated 'missing person' emergency contact.

- In the event that no separate emergency contact is identified, a parent or guardian as listed in college records will be contacted.
- Students should be sure that this contact knows how to reach the student in the case of an emergency, and have a general idea of the student's general daily routine and any travel plans.
- This person should be someone you trust to aid officers in determining your whereabouts, or verifying that further investigation and/or entry into national missing person databases is warranted.

Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, the Student Affairs Department will immediately notify local law enforcement agencies within this 24-hour window, as well as any other agencies where the missing student may be.

NOTE FOR STUDENTS UNDER AGE OF 18 AND NOT EMANCIPATED: For any student under the age of 18 and who is not emancipated, the school must notify a custodial parent or guardian no later than 24 hours after the time the student is determined to be missing. For any situation in which a missing person is believed to be endangered, this notification will be made as early as possible while officers are continuing to investigate.

Fire Evacuation Policy

School Policy on Reporting of Fires: Any member of the community who becomes aware of any active or past fire must notify the Dean of Student Affairs immediately. Every person in the building, including staff, faculty, students, visitors, and contractors where the fire alarm is sounding, regardless of known or suspected cause, is required to evacuate immediately. Persons evacuating must leave via the closest exit. Any equipment that could cause a fire should be turned off before exiting if it can be done quickly and safely. All occupants will assemble at a safe distance from the building and await further instructions from fire and/or security officers on duty. No occupant will re-enter a building until clearance is given by fire and/or security officers.

Community Responsibilities

Additionally, all members of the school community are required to:

- Participate in all fire drills and promptly leave a building when the fire alarm sounds. Follow any instructions of the Department of Student Affairs or fire officials during a drill or an actual alarm.
- Report any condition that creates a fire hazard (trash in the corridors or stairwells, missing fire extinguishers, blocked floor exits or stairwells, etc.) to the Department of Student Affairs.
- Know where the fire extinguishers are located. Learn how to operate them. If you need training, contact the Facilities Management Department.
- Know the location of the fire alarms and how to activate them.
- Know where the nearest exits are and be prepared to use an alternative exit, if necessary. Plan how you would escape through each of these exits in case of a fire.
- Know the location of the fire stairwells.
- Never use an elevator to evacuate a building.
- If you become trapped, dial 911 from a cell phone and alert the dispatcher to your location.

What should I do if I discover a fire?

Any person who discovers a fire, smoke, or an unusual amount of heat should do the following:

1. Pull the nearest fire alarm. If there is no nearby fire pull station, call 911.
2. Exit the building immediately; notify those in the immediate area of the danger.
3. Never use the elevator; use the stairways.
4. Assist in removing any person needing assistance from the immediate area to the stairwells to wait for fire department personnel (or to the outside if that can be done safely). However, never place yourself in danger.
5. Assemble outside your building at the predetermined location.
6. Follow the instructions given by the Student Affairs Officials and the security officers on duty.

B. Security and Access to Campus Facility

The American Institute of Interior Design is concerned that every student and employee enjoys a safe, secure environment. Crime awareness and campus security are matters for which every student and employee must take personal responsibility. Students, staff, faculty and visitors are responsible for their security and the security of others.

The American Institute of Interior Design Student Conduct Code strictly prohibits the possession of weapons and the use of alcohol, controlled substances, and drugs on the campus, or in school-sponsored Housing. Violation of these rules or criminal acts of any kind may result in prompt disciplinary action including expulsion.

It is the policy of The American Institute of Interior Design that access to all campus facilities, including housing facilities, is limited to authorized personnel, students and invited guests. At all time, visitors are subject to the school policies and conduct code. Their student or employee host should share responsibility for the lawful and appropriate behavior of visitors.

The school's main campus building is open and available for student use during the following hours:

Monday-Friday, 8:00AM-4:30PM

*Closed on Weekends and State/Federal Holidays

Students can also arrange with school faculty and staff for access to the building outside of these hours, by special request.

C. Campus Law Enforcement

Maricopa County Sheriff's Office has law enforcement jurisdiction for AIID's campus, and can be reached at **(480) 837-2047** (for non-emergencies) or by dialing **911** in an emergency. AIID does not offer additional campus law enforcement personnel.

D. Programs to Inform Students and Employees about Campus Security and Crime Prevention

All new AIID employees and students are provided with crime awareness and prevention information during orientation. The purpose of these educational programs is to encourage students and employees to be responsible for their own security and the security of others. The new student orientation includes a description of campus security policies and procedures, suggestions on how to avoid becoming a crime victim, and procedures for reporting any criminal activity or emergency. Crime awareness and campus security are matters for which every student and employee must take responsibility.

The Student Support Coordinator maintains referral information pertaining to both public and private groups that are involved in crime prevention, victim's rights and street safety. Crime and safety issues, which represent a continuing threat to the campus community, are posted in common areas, including the student lounge.

E. Drug and Alcohol Policies

In keeping with Section 120 (a) through (d) of The Higher Education Act, as amended, which contains the Drug-Free School and Communities Amendments of 1989 (Public Law 101-226) a "Drug Free Schools and Campuses" publication, Drug and Alcohol Abuse Prevention Policy is provided to all AIID students and employees annually. This publication includes the School's policy regarding the use, possession, or sale of illegal substances and alcohol; disciplinary action; description of the illegal sanctions and health risks; and availability of counseling and treatment. This section was removed from the crime report. The information can be found in the Drug and Alcohol Abuse Prevention Policy.

Employees and students are prohibited from the unlawful manufacture, distribution, possession or use of illicit drugs or alcohol. This prohibition applies while on the property of the school or when participating in any institutional activity. AIID will strictly enforce State of Arizona underage drinking laws. AIID will also strictly enforce Federal and State drug laws. Students or employees who violate this policy will be subject to disciplinary action up to and including expulsion from school or termination of employment.

Information on counseling services is available upon request.

F. Campus Sexual Assault Program

All new students are instructed on sexual assault awareness, prevention and procedures during new student orientation. Brochures reviewing sexual assault are available in the Student Affairs department. Information on counseling services is available upon request.

Victims of sexual assault or rape should follow these recommended steps:

- Go to a safe place following the attack
- Do not shower, bathe or destroy any evidence such as clothing worn during the attack
- Go to a hospital emergency room for medical care
- Ensure that you are evaluated for the risks of pregnancy and sexually transmitted diseases

A medical examination is the only way to ensure that you are not injured and it could provide valuable information should you decide to prosecute. Call someone to be with you as you should not be alone. It is recommended that you call the Arizona Sexual Assault Network at **(866) 205-5229**. It is open 24 hours a day and their counselors can help answer medical and emotional questions at any hour and in complete confidence.

Reporting the rape to the police is up to the victim, but it is important to remember that reporting a rape is not the same as prosecuting a rape. Victims are strongly encouraged to call the police and report the rape.

The Student Support Coordinator is available to assist students with working through the attack and in identifying off-campus counseling or mental health services.

After any campus sexual assaults are reported, the victim of such crimes has the right to request that Institute personnel take steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with the alleged assailants, including relocation in School Sponsored Housing, and/or transfer of classes.

On-campus disciplinary procedures against students will be in accordance with the School's published Student Conduct Policy and the Appeals Policies and Procedures that appear in the Student Handbook and School Catalog. These disciplinary procedures in cases of alleged sexual offense could include both the accuser and the accused having others present during the Student Conduct Hearing, if requested. Both accused and the accuser will be informed of the outcome of the Student Conduct Hearing by the Dean of Student Affairs and/or the President. Sanctions that the Institute may impose, as a result of a disciplinary proceeding, include warning, probation, suspension or dismissal.

G. Information Regarding Registered Sex Offenders

Information regarding registered sex offenders under section 170101 (j) of the Violent Crime Control and Law Enforcement Act of 1994 is available on-line at:

http://www.azdps.gov/Services/Sex_Offender/

H. Sexual Harassment

AIID is committed to providing educational programs and activities for students and applicants for admission, which are free from sexual harassment. Sexual harassment in any matter or form is expressly prohibited. All claims of sexual harassment will be promptly and thoroughly investigated, and appropriate action will be taken, based upon the results of the investigation.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature directed toward a student or applicant for admission where:

- Submission to the conduct is an explicit or implicit term or condition of a person's status in a course, program or activity or in admission, or in an academic decision; or
- Submission to or rejection of the conduct is used as the basis for academic decisions; or
- The conduct has the purpose or the sole effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive environment.

Students or other individuals who feel that they have been sexually harassed have several ways to make their concern known. We each have the obligation to:

- Tell the individual if their language or actions are offensive.
- Indicate to the individual that you will report any repeat occurrence or problem. Report harassment to the Director of Education and the Director of Student Services promptly. Keep the matter confidential and discuss only with the parties involved. All information disclosed in the investigation would be kept as confidential as possible, but some disclosure to those with a need to know or for the purposes of furthering the investigation may be necessary.
- If you make a complaint of harassment, be prepared to put it in writing. A person, who initiates a sexual harassment complaint, with cause, will not be the subject of retaliation or discipline, nor will the initiation of the complaint affect grades, class selection, or other matters for students. However, making false or exaggerated complaints is cause for disciplinary action, up to and including immediate dismissal from The American Institute of Interior Design.

When a complaint investigation shows probable cause that harassment did take place, the offender will be subject to disciplinary action up to and including dismissal depending on the severity of the issue.

I. **Violence Against Women Reauthorization Act of 2013**

On March 7, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-4) which, among other provisions, amended section 485(f) of the Higher Education Act of 1965, as amended (HEA), otherwise known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). VAWA amended the Clery Act to require institutions to compile statistics for incidents of domestic violence, dating violence, sexual assault, and stalking and to include certain policies, procedures, and programs pertaining to these incidents in their annual security reports (ASRs).

American Institute of Interior Design adheres to the VAWA of 2013 and includes annual security reports online to students, employees, prospective students, and the general public. Any student found guilty of violating the campus sexual misconduct policy will be criminally prosecuted and will be expelled from school.

The Higher Education Act defines the new crime categories of domestic violence, dating violence, and stalking in accordance with section 40002(a) of the Violence Against Women Act of 1994 as follows:

- **Domestic violence** means a felony or misdemeanor crime of violence committed by: (1) a current or former spouse or intimate partner of the victim, (2) a person with whom the victim shares a child in common, (3) a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, (4) a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under VAWA], or (5) any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- **Dating violence** means violence committed by a person: (1) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (2) where the existence of such a relationship shall be determined based on a consideration of the following factors: (a) the length of the relationship, (b) the type of relationship, and (c) the frequency of interaction between the persons involved in the relationship.
- **Stalking** means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for his or her safety or the safety of others; or (2) suffer substantial emotional distress.

Under the VAWA, the following are considered crime categories:

- Rape and Forcible Fondling
- Dating Violence
- Domestic Violence
- Stalking (including cyber-stalking)

J. Crime statistics

The following statistics are provided for your information in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Set forth below are statistics available to the School concerning the occurrence on AIID’s campus, as well as adjacent public areas within ¼ mile. Criminal offenses in specific categories were reported to school officials or local police agencies during the last three years as follows:

**AIID Campus
13014 N. Saguaro Blvd., Suite 206, Fountain Hills, AZ 85268**

Criminal Offenses – On Campus	2014 Total	2015 Total	2016 Total	3 Year Total
Disorderly conduct	0	0	0	0
Murder/non-negligent manslaughter	0	0	0	0
Negligent manslaughter	0	0	0	0
Sex offenses – forcible	0	0	0	0
Rape	0	0	0	0
Fondling	0	0	0	0
Sex offenses – non-forcible	0	0	0	0
Incest	0	0	0	0
Statutory Rape	0	0	0	0
Theft	0	0	0	0
Assault	0	0	0	0
Assault w/ deadly weapon	0	0	0	0
Burglary	0	0	0	0
Motor vehicle theft	0	0	0	0
Arson	0	0	0	0

Criminal Offenses – ¼ Mile Vicinity	2014 Total	2015 Total	2016 Total	3 Year Total
Disorderly conduct	1	0	0	1
Murder/non-negligent manslaughter	0	0	0	0
Negligent manslaughter	0	0	0	0
Sex offenses – forcible	0	0	0	0
Rape	0	0	0	0
Fondling	0	0	0	0
Sex offenses – non-forcible	0	0	0	0
Incest	0	0	0	0

Statutory Rape	0	0	0	0
Theft	4	8	0	12
Assault	0	0	0	0
Assault w/ deadly weapon	1	0	0	1
Burglary	0	1	0	1
Motor vehicle theft	1	0	0	1
Arson	0	0	0	0

Hate Crimes – On Campus	2014 Total	2015 Total	2016 Total	3 Year Total
Race	0	0	0	0
Religion	0	0	0	0
Sexual orientation	0	0	0	0
Gender	0	0	0	0
Disability	0	0	0	0
Ethnicity/national origin	0	0	0	0

Hate Crimes – ¼ Mile Vicinity	2014 Total	2015 Total	2016 Total	3 Year Total
Race	0	0	0	0
Religion	0	0	0	0
Sexual orientation	0	0	0	0
Gender	0	0	0	0
Disability	0	0	0	0
Ethnicity/national origin	0	0	0	0

Violence Against Women – On Campus	2014 Total	2015 Total	2016 Total	3 Year Total
Domestic violence	0	0	0	0
Dating violence	0	0	0	0
Stalking	0	0	0	0

Violence Against Women – ¼ Mile Vicinity	2014 Total	2015 Total	2016 Total	3 Year Total
Domestic violence	0	0	0	0

Dating violence	0	0	0	0
Stalking	0	0	0	0

Arrests – On Campus	2014 Total	2015 Total	2016 Total	3 Year Total
Race	0	0	0	0
Religion	0	0	0	0
Sexual orientation	0	0	0	0

Arrests – ¼ Mile Vicinity	2014 Total	2015 Total	2016 Total	3 Year Total
Race	0	0	0	0
Religion	0	0	0	0
Sexual orientation	0	0	0	0

Disciplinary Actions – On Campus	2014 Total	2015 Total	2016 Total	3 Year Total
Weapons: carrying, possessing	0	0	0	0
Illegal drug violations	0	0	0	0
Liquor law violations	0	0	0	0

Disciplinary Actions – ¼ Mile Vicinity	2014 Total	2015 Total	2016 Total	3 Year Total
Weapons: carrying, possessing	0	0	0	0
Illegal drug violations	0	0	0	0
Liquor law violations	0	0	0	0