



Ex'pression College for Digital Arts Campus Crime and Security Report for the 2010-2012 Calendar Years

Prepared by: Dean of Students/Alumni and Director of Facilities

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Emeryville Campus

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Policy for Reporting the Annual Disclosure of Crime Statistics

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Dean of Students/Alumni and the Director of Facilities prepare an annual campus crime and security report. This report is prepared in cooperation with campus security, the Manager of Compliance & Regulatory Affairs, and local law enforcement.

Campus crime, arrest, and referral statistics include those reported to campus security, designated campus authorities (including, but not limited to, the Director of Student Affairs, the Director of Facilities, Dean of Academic Affairs, Dean of Students/Alumni, Manager of Compliance & Regulatory Affairs, and the Human Resources Manager), and local law enforcement agencies.

The report includes statistics for the previous three years concerning reported crimes that occurred on campus and on public property immediately adjacent to and accessible from the campus. Please note that Ex'pression College has no Residential Facilities or Non-Campus properties and therefore no statistical data is reported for these.

Each year, an email notification that includes the web address to access this report is made to all enrolled students. Faculty and staff also receive a similar email notification that provides the web address to access this report. Copies of this report may also be obtained from the Compliance office by calling 510.594.6902. Admissions representatives will provide any prospective student a copy of this report upon request. Additionally, upon request, the HR department will provide any prospective employee a copy of this report. The crime statistics are also included in the college catalog.

Crime and Safety Information

Reporting a Crime or Emergency

Ex'pression does not have a campus police department. To report a crime contact Campus Security at 510.421.0037 or in-person at the front desk (non-emergencies), from any campus phone dial 9-1-1 for emergencies or the Emeryville Police Department at 510.596.3700. After contacting law enforcement authorities please notify Campus Security.

Any suspicious activity or persons seen in the parking lot, loitering around vehicles or inside buildings should be reported to Campus Security.

Community members, students, faculty, and staff are encouraged to report all crimes and public safety related incidents to both Campus Security and local law enforcement agencies promptly.

Additionally, students may report crimes to the following persons:

1. Director of Student Affairs: 510.594.6900, South Wing Student Services Area
2. Dean of Academic Affairs: 510.594.6984, South Wing Student Services Area
3. Dean of Students/Alumni: 510.594.6954, South Wing Student Services Area
4. Manager of Compliance & Regulatory Affairs: 510.594.6902, South Wing Student Services Area
5. Human Resources Manager: 510.594.6992, East End Office Area
6. Director of Facilities: 510.594.6918, East End Office Area

Whenever possible, Campus Security Officers will conduct an investigation; however, Campus Security Officers are not law enforcement officers and will encourage all victims of crime to contact the local police department to report criminal activity.

Confidential Reporting Procedures

Ex'pression does not have Pastoral or Professional counselors. Ex'pression does employ a student advisor (Director of Student Affairs) who is available to assist students. If you are the victim of a crime or you have witnessed a crime, the report may be made confidentially upon your request. With your permission, a report on the details of an incident can be made without revealing your identity. The purpose of confidential reporting is to comply with your wishes to keep the matter confidential, while taking appropriate actions to ensure the future safety of the campus community. By reporting crimes Ex'pression can keep accurate records of the number of incidents, determine if there is a pattern of crime, and alert the campus community of any potential dangers.

Students may make confidential reports to any of the following members of the Office of Student Affairs located in the South wing student services area:

Robbyn Kawaguchi, Director of Student Affairs: 510.594.6900
Mylani Demas, Student Affairs Coordinator: 510.594.6933
Vicki Leung, Student Affairs Coordinator: 510.594.6958

Faculty and staff may make confidential reports to the Human Resources Manager:

Susan Medwid, 510.594.6992, East End Office Area.

If you choose to report a crime to law enforcement officials, please keep in mind that police reports are public records and cannot be considered confidential.

While the school does offer confidential reporting, all reports filed confidentially are disclosed in the annual crime statistics for the institution, but confidentiality is maintained. Violations of the law will be referred to law enforcement agencies when appropriate and to college authorities for review. When a potentially dangerous threat to the college community arises, timely warnings will be issued.

Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of campus authorities, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued via email to students, faculty and staff, and will also be posted on campus bulletin boards. In-class announcements will be made in the event of potentially dangerous threats to the Campus community. Timely warnings will be issued by the Director of Facilities, the Manager of Compliance and/or Campus Security.

Anyone with information warranting a timely warning should report the circumstances to Campus Security.

Campus Access Policy & Maintenance of Campus Facilities

The two campus buildings (North and South) at Ex'pression are open to students, employees, and authorized guests 24 hours a day, 7 days a week.

All employees and students must have a valid college issued identification card in order to access the facilities. Guests must sign in at the front desk and are required to wear a temporary visitor's badge while on campus.

Buildings are equipped with security cameras, which are reviewed on a regular basis.

Emergencies may necessitate changes or alterations to any posted schedules. Security walk-throughs are conducted on a regularly basis throughout the day by security personnel. Additional security and safety walk-throughs are conducted by the Dean of Students/Alumni and the Facilities department on

a regular basis. These walk-throughs examine security and safety issues such as, locks, alarms, lighting, building maintenance, etc. Any concerns about the campus grounds can be addressed via the online service center <http://helpdesk.expression.edu>, under request type please choose facilities. Any immediate concerns can be made to the front desk.

Authority of Campus Security Officers

Ex'pression does not have campus law enforcement officers. However, we do employ a third party security service, which is overseen by the Facilities department. Security Officers have the authority to:

- ask persons for identification to determine whether the individuals have lawful business at Ex'pression College
- issue parking citations, which are billed to the financial accounts of students, staff, and faculty
- have improperly parked vehicles towed if necessary
- request individuals to leave campus
- conduct internal investigations
- contact local law enforcement agencies

Campus Security officers do not have authority to arrest. Criminal incidents are referred to local police who have jurisdiction on the campus. All crime victims and witnesses are strongly encouraged to immediately report any crimes to Campus Security as well as the Emeryville Police Department. Prompt reporting will assure timely warning notices on campus.

Relationship with Local Law Enforcement

Ex'pression does not have a written memorandum of understanding or other agreement with local law enforcement agencies. However, Campus Security does report all criminal activity to the local Police Department and will provide local law enforcement with any resources, crime related reports and exchanges of information, as deemed necessary.

Security Awareness & Crime Prevention

During orientation, which occurs at the beginning of each start, all new students are given a copy of the Student Handbook, which addresses security and safety measures. Updated versions of the Student Handbook are also posted on the student website www.students.expression.edu.

Faculty and staff are informed of security & safety precautions periodically during the "Key Management Team" meetings, which occur monthly. Additionally, security & safety information is provided in the Employee Handbook.

Ex'pression also encourages students, faculty, and staff to review information on [crime prevention](#) provided on the Emeryville Police Department website: <http://ci.emeryville.ca.us>

Criminal Activity of Off-Campus Student Organizations

Ex'pression currently does not have College sanctioned off-campus student organizations and therefore does not monitor off-campus crime activities.

Sexual Assault

Ex'pression College is strongly opposed to any form of sexual harassment or sexual assault, such behavior is strictly prohibited both by law and by College policy. Sexual harassment is defined as any unwelcome sexual advances, request for sexual favors, use or threats of violence, retaliation, unwanted touching or comments, sexual assault or other actions or statements of a sexual nature which when submission to or rejection of this conduct explicitly or implicitly affects a person's employment or education, unreasonably interferes with a person's employment or education, creates an abusive, intimidating, harassing, embarrassing, hostile or offensive working or educational environment. In an effort to prevent sexual harassment the College will respond to all reports of such conduct. Any reports of sexual assault will be investigated by College authorities.

The accuser and accused are entitled to the same opportunities to have others present during a disciplinary proceeding. Sanctions imposed by College authorities following a final determination of the proceedings include conduct probation, suspension, and termination from the school.

Ex'pression will change a victim's academic schedule after an alleged sex offense, if the changes are requested by the victim and are reasonably available.

Literature regarding sexual assault prevention is available through the Office of Student Affairs.

If you are a victim of sexual assault, whether on or off-campus, you should attempt to get to a place of safety immediately and then obtain medical treatment. You should report the incident to the police (9-1-1) as soon as possible. Reporting sexual assault in a timely manner helps to ensure evidence collection and preservation. If the assault took place on campus you should report the incident to Campus Security or other School Official as soon as possible. Filing a police report does not obligate a sexual assault victim to prosecute, nor will it subject the victim to judgment by Campus Security, other School Officials, or Police Officers.

We encourage all victims of sexual assault to file a **police** report, as filing a report will:

- Ensure that a sexual assault survivor receives all necessary medical treatment
- Provide the opportunity for collection of evidence which is helpful in prosecution

If a sexual assault crime is reported to Campus Security or other School Official, the school will assist the victim in notifying authorities if the student requests the assistance of school personnel. The police can guide the victim through all available options and support the victim with his or her decision.

Information regarding outside support services can be obtained from the Office of Student Affairs.

Policy on Disclosures to Alleged Victims of Crimes of Violence or Non-forcible Sex Offenses

Ex'pression 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, the college will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

Megan's Law

While Ex'pression is not required to request information from the State regarding sex offenders in the area, the State is required to provide local authorities with this information.

California's version of Megan's Law went into effect on September 25, 1996. This law was implemented to allow potential victims to protect themselves and allow parents to protect their children. Assembly Bill 488 (Nicole Parra), sponsored by the Attorney General now provides the public with Internet access to detailed information on registered sex offenders. This expanded access allows the public for the first time to use their personal computers to view information on sex offenders required to register with local law enforcement under California's Megan's Law. Previously, the information was available only by personally visiting police stations and sheriff offices or by calling a 900 toll-number. The new law was given final passage by the Legislature on August 24, 2004 and signed by the Governor on September 24, 2004.

The website is provided through the Office of the Attorney General and can be reached by going to <http://meganslaw.ca.gov>.¹

Additionally, the "Campus Sex Crimes Prevention Act" (section 1601 of [Public Law 106-386](#)) is a federal law enacted on October 28, 2000 that provides for the tracking of convicted, registered sex offenders enrolled as students at institutions of higher education, or working or volunteering on campus. Sex offenders are required to notify the State of each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student. The State is required to make this information available to local law authorities. The "Campus Sex Crimes Prevention Act" also amends the Family Educational Rights and Privacy Act

¹ Taken from the Emeryville Police Department website <http://ci.emeryville.ca.us/index.aspx?nid=292>

of 1974 to clarify that nothing in that Act may be construed to prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders; and requires the Secretary of Education to take appropriate steps to notify educational institutions that disclosure of this information is permitted. This amendment took effect on October 28, 2000.²

² Taken from the Security on Campus website <http://www.securityoncampus.org/congress/cscpa/index.html>

Crime Statistics 2010-2012 – Emeryville Campus

Criminal Offenses	Year	On Campus	Public Property[1]
Murder/Non-negligent manslaughter	2010	0	0
	2011	0	0
	2012	0	0
Negligent manslaughter	2010	0	0
	2011	0	0
	2012	0	0
Sex Offenses - Forcible	2010	0	0
	2011	0	0
	2012	0	0
Sex Offenses – Non-forcible	2010	0	0
	2011	0	0
	2012	0	0
Robbery	2010	0	0
	2011	2	0
	2012	0	0
Aggravated assault	2010	0	0
	2011	0	0
	2012	0	0
Burglary	2010	0	0
	2011	0	0
	2012	0	0
Motor Vehicle Theft	2010	0	0
	2011	1	0
	2012	0	1
Arson	2010	0	0
	2011	0	0
	2012	0	0
Arrests - Weapons (carrying, possessing, etc.)	2010	0	0
	2011	0	0
	2012	0	0
Disciplinary Referrals: Weapons (carrying, possessing, etc.)	2010	0	0
	2011	0	0
	2012	0	0
Arrests - Drug Abuse Violations	2010	0	0
	2011	0	0
	2012	0	0
Disciplinary Referrals: Drug Abuse Violations	2010	0	0
	2011	0	0
	2012	0	0
Arrests - Liquor Law Violations	2010	0	0
	2011	0	0
	2012	0	0
Disciplinary Referrals: Liquor Law Violations	2010	0	0
	2011	2	0
	2012	0	0

[1] Statistics for Public Property refer to public property immediately adjacent to the College.

Hate Crimes

No hate crimes were reported on campus or on public property immediately adjacent to either campus for the years 2010 through 2012.

Theft from Autos and Theft of Bikes

Please note that Ex'pression is not required to disclosure statistics for theft from vehicles or theft of bikes; however it is important to know that theft from vehicles and theft of bikes do occasionally occur.

For your safety please remember:

- Do not keep valuables in your vehicle; if you MUST leave valuables in your car keep them out of sight (preferably in the trunk)
- Ensure you lock your vehicle and close all windows ANY TIME you leave your vehicle unattended
- Campus Security suggests using alternate locking devices (usually mounted to the steering wheel) to further secure vehicles
- Park in areas with pedestrian traffic if possible. Avoid dark, secluded areas
- Stereos in vehicles are prime targets. If these items are removable lock them in the trunk or take them with you
- Keep an inventory of all accessories and items in your car with serial numbers for identification.
- If you have an auto burglar alarm, advertise the fact that you have one. (i.e. window decal)
- Assure that you lock your bike and that you park it in a visible area.

Drug and Alcohol Awareness

Policy on Alcoholic Beverages and Illegal Drugs on Campus

The possession, sale or the furnishing of alcohol on the Ex'pression campus is governed by Ex'pression policy and California state law. Laws regarding the possession, sale, consumption or furnishing of alcohol is controlled by the California Department of Alcohol and Beverage Control (ABC). However, the enforcement of alcohol laws on campus is the primary responsibility of Campus Security and other Campus Officials.

The Ex'pression campus has 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 Campus Security. Violators are subject to College disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful, to sell, furnish, or provide alcohol to a person under the age of 21, and therefore, also a violation of College policy. The possession of alcohol by any person below 21 years of age in a public space or a place open to the public is illegal. It is also a violation of College policy for anyone to consume or possess alcohol in any public or private area of campus, unless prior approval has been obtained from College authorities. Organizations or groups violating alcohol/substance policies or laws may be subject to sanctions by the College.

Information regarding drug and alcohol prevention is available in both the Student and Employee Handbooks.

Emergency Preparedness

Persons Responsible for Carrying out the Below Procedures

The Dean of Students/Alumni
The Director of Facilities
The Security Chief
The Security Officers

Procedures for Immediate Notification of the Campus Community

Taking into account the safety of the community, the institution will determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

In the event of an emergency on campus, the Director of Facilities, the Chief of Security or security officers will activate the Fire Alarm Control Panel (FACP). In the Emeryville campus, Ex'pression occupies two buildings. The FACP can alarm either or both buildings when activated.

Once activated, members of the Safety Team coordinate the evacuation of the building(s), check all classrooms and offices for vacancy and ensure that the population has arrived at the predetermined assembly area(s).

Ex'pression also has the ability to send a mass email to all students through the Campus Vue Student Management software. Students are required to have a valid email address and should take responsibility for regularly checking their email.

In addition, the main phone number can have a specific message notifying callers of the campus shut down.

Process for Determining a Significant Emergency or Dangerous Situation

Primary assessment and confirmation of a significant emergency or dangerous situation is divided between two buildings on the Emeryville Ex'pression Campus. The Director of Facilities and the Security Chief have the primary duties regarding the determination of the threat, its location, its severity, and the content of notification to the campus community.

In Emeryville, an immediate call to the Dean of Students/Alumni will put the second building (The South Building) on stand-by alert. Any order to evacuate the North Building may cause the South Building to also be evacuated. Evacuation routes are established which are posted throughout the building. The Safety Teams are the teachers and staff who will lead each classroom group to the

meeting place (Shellmound Street in Emeryville). In the South Building, a call to evacuate is made by the Dean of Students/Alumni to all staff. If the Dean of Students/Alumni is not available, the CEO will be given notice to initiate evacuation by the Director of Facilities. When all personnel have left the buildings, the Security Chief will double check for stragglers in the buildings while the Director of Facilities and the Dean of Students/Alumni will implement crowd control at the meeting place.

The Dean of Students/Alumni, Director of Facilities, Security Chief and the Security Officers are on constant vigilance to protect our students, faculty and staff. The Emeryville campus has 52 closed circuit digital cameras which constantly monitor the interior and exterior of the buildings. Should a situation occur mandating an emergency response, the aforementioned persons will take immediate and appropriate action to safeguard the campus population.

Procedures for Disseminating Emergency Information to the Larger Community

The Director of Facilities notifies the Fire Chief every time the FACP is activated. In addition, the Fire Alarm Control Panel automatically signals the local Fire Department as to the specific location of the fire or the location of the manual fire pull which was activated. In the instance of an evacuation rehearsal, the automatic signal can be deactivated, however the Fire Chief is still informed that a “fire drill” will occur at a specific date and time.

Procedures for Testing the Evacuation System

The Dean of Students/Alumni and/or Director of Facilities institute quarterly evacuations using the Campus Evacuation Notification System (CENS). The population is not forewarned of any drill. Each occurrence is timed for review by the Director of Facilities, the Security Chief and the Dean of Students/Alumni. Video of the evacuation is reviewed for opportunities of improvement to be discussed during the next meeting of the Safety Team.

Emergency procedures will be emailed to students, staff, and faculty at least annually in conjunction with a test of the evacuation system and documentation of the test will be maintained by the Director of Facilities.