

Campus Security Report
2017-2018

Campus Crime Report
2014-2015-2016

New York Conservatory for Dramatic Arts **Campus Security Report – June 27, 2018**

Colleges and universities are required by the Federal government to publish and distribute an annual security report containing campus security policies and procedures as well as campus crime statistics. NYCDA prepares an annual Campus Security Report as mandated by the U.S. Department of Education. The Advisory Committee on Campus Safety will provide upon request all campus crime statistics as reported to the U.S. Department of Education. The U.S. Department of Education's web site address for campus crime statistics is <https://ope.ed.gov/campussafety/#/>

NYCDA's Campus Security Report is available NYCDA's main website, the Student Portal, from the Kim Sosa, Student Services Associate at 646-216-2872, and in Student Services upon request.

Security and Safety at The New York Conservatory for Dramatic Arts

Staff at the New York Conservatory for Dramatic Arts (NYCDA) are trained in providing a safe and secure environment in which its students can learn. This training includes first aid, emergency procedures, property loss prevention, public relations, knowledge of the campus, alarm system updates, sexual harassment, ethics and conduct, dangerous drugs, non-violent intervention, and workplace violence.

NYCDA works closely with the New York City Police Department to provide informational services to its students at orientations as well as intervention in circumstances that require its presence. NYCDA has alarm systems in place to detect unlawful entry onto its premises that is connected to a central monitoring station which contacts key operations staff when an alarm is activated.

NYCDA provides 24/7 door security at its residence hall buildings as well as regular monitoring of residence hall common areas.

Reporting Procedures

NYCDA makes every effort to ensure that students and others can easily report criminal actions or emergencies. The NYCDA administrative office and Student Services are available to accept reports from students, staff and faculty during its regular working hours (M-F 9am-10pm, Sat 9am-5pm). Residence hall security personnel are available to accept reports 24 hours a day, seven days a week. During other hours, in other locations, the New York City Police Department should be contacted in the case of an emergency and the incident reported to NYCDA Student Services as soon as is practical. Reports can relate to incidents or emergencies that occur either on campus or off campus.

In addition to reporting incidents directly to NYCDA during working hours, persons may report incidents directly to the New York City Police Department.

When reports are received by the NYCDA administrative office or Student Services the following actions are taken:

Students, faculty and staff are encouraged to report all crimes to the police and are assisted in doing so. Victims are referred to the appropriate persons/agencies on and off-campus, including law enforcement, counseling, health/medical services and judicial affairs.

Incident reports concerning staff and faculty are sent to appropriate administrative departments for review and follow-up. If further follow-up is necessary, reports are sent to the CFO and/or an ADP TotalSource MyLife Advisor.

NYCDA distributes information on crime to all of its administrative employees. In the event of a serious crime, NYCDA will issue an alert to Conservatory administrative employees.

Beyond ensuring that the proper law enforcement authorities and Conservatory personnel receive reports of incidents, NYCDA uses the information from these reports to improve its campus protection program.

Incident reports concerning students are sent to Student Services and/or the Title IX coordinator. (See NYCDA Code of Student Conduct at <https://www.nycda.edu/wp-content/uploads/2018/05/Code-of-Student-Conduct.pdf> and NYCDA Sexual Violence Prevention and Response Policy at <https://www.nycda.edu/wp-content/uploads/2018/05/SVPParp.pdf> for further details.)

NYCDA Residences and Facilities

NYCDA takes very seriously its responsibilities to help ensure the safety of its classrooms, residence halls, and other facilities.

Residence Halls

All NYCDA-managed residence halls have a 24-hour security guard posted in the building. No one is allowed into the residence hall unless he/she is a resident, guest or otherwise authorized visitor. All entrants, including staff and faculty are checked for proper identification.

Guests in residence halls must be signed-in by a resident and be accompanied in and out of the building by the resident. Residents must respond to the lobby to accept deliveries.

Property Identification Program

NYCDA encourages its students, staff, and faculty to mark their personal property to make illegal sale harder and recovery of valuables easier.

Classrooms

Conservatory staff is stationed at the entrance to all of its classroom facilities to monitor entrants.

Crime Awareness and Prevention Programs

Practically from the moment they arrive at NYCDA, students are educated about safety. During their NYCDA Orientation, students receive packets of information including safety tips; lists of police and fire department telephone numbers; maps of local transportation; and information on the risks of alcohol and drug use.

Alcohol and Drug Use

The issue of safety touches on many other areas of campus and city life, among them the use and sale of illegal drugs, underage drinking, and abuse of alcohol.

NYCDA' statement of policies regarding drugs and alcohol is distributed annually campus-wide and is available online at <https://www.nycda.edu/wp-content/uploads/2017/07/SubstanceAbuseandAlcoholicBeveragesPolicy.pdf>. The statement is also distributed annually to each member of the faculty and staff.

Sex Offenses on Campus

The procedures for reporting sex offenses on campus are detailed in NYCDA's Sexual Violence Prevention and Response Policy. NYCDA's policy on sexual harassment is described in below, as well as in the Sexual Violence Prevention and Response Policy.

The New York Conservatory for Dramatic Arts' Policy on Sexual and Workplace Harassment:

It is the NYCDA's policy to provide an environment that is free from intimidation, hostility or unlawful discrimination, including sexual harassment and other forms of workplace harassment. This includes harassment by students, faculty members, coworkers, supervisors, managers, and officers, as well as clients and other non-employees of the Company. NYCDA prohibits all forms of unlawful workplace harassment.

It is the responsibility of every student and employee (including members of management) to keep our work environment free from workplace harassment. Harassment is considered a serious act of misconduct and subjects an offending person to disciplinary action up to and including expulsion or termination in NYCDA's sole judgment. As used in this policy, the term "harassment" includes sexual harassment as well as harassment based on race, color, religion, national origin, ancestry, ethnic heritage, age, sex, affectional or sexual orientation, mental or physical disability, appearance, veteran status, and any and all classifications protected by law.

Some examples of what may be considered harassment, depending on the facts and circumstances, include but are not limited to the following:

Verbal harassment: For example, unwelcome, humiliating, or derogatory words, slurs, gestures, comments or jokes (whether oral or written) regarding a person's race, color, sex, religion, national origin, ancestry, ethnic heritage, age, sex, affectional or sexual orientation, mental or physical disability, appearance, veteran status, or any classification protected by law; threats of physical or other types of harm; or distribution of unwelcome, humiliating, or derogatory written or graphic material.

Physical harassment: For example, violence, physical contact, unwelcome touching, aggressive physical conduct, pranks, intimidation, or threats to do any of the above.

Sexual harassment: Sexual harassment includes a range of subtle and not so subtle behavior. Depending on the circumstances, sexual harassment may involve unwelcome sexual conduct, whether verbal or physical, including, among other things, requests, pressure, or demands for sexual favors, sexual advances, making sexual jokes, flirtations, innuendoes, or other verbal or physical conduct of a sexual nature, whether or not it was designed or intended to promote an intimate relationship. Depending on the circumstances, sexual harassment may also include making sexual comments or innuendoes about a person's clothing, anatomy, sexuality, or looks; repeatedly asking out a person who previously declined the invitation; leering at a person or looking a person up and down; displaying sexually suggestive materials; making sexual gestures with hands or through body movements; and touching another person's clothing, hair, or body.

These and other forms of harassment may be unlawful where:

1. Submission to such verbal, physical, or sexual harassment is made either explicitly or implicitly a term or condition of an individual's employment or enrollment;
2. Submission to or rejection of such verbal, physical, or sexual harassment by an individual is used as a basis for employment decisions affecting such individual (such as promotion, demotion, bonuses, pay increases, or transfer) or the basis for grading or academic decisions affecting such individual; or
3. Such verbal, physical, or sexual harassment substantially or unreasonably interferes with an employee's job performance or student's study environment or creates an intimidating, hostile, or offensive working environment for the person involved or coworkers or fellow students.

It is not considered harassment of any sort for faculty, supervisors, managers, officers, or others to criticize classwork, academic performance, job performance, promote performance improvement, or insist upon standards of conduct.

Students who observe workplace harassment of other students or employees should promptly report the matter to Student Services and/or the Title IX Coordinator. Employees who observe workplace harassment of other

students or employees should promptly report the matter to the CFO and/or to an ADP TotalSource MyLife Advisor at 844-448-0325. Supervisors, faculty or managers who observe or become aware of workplace harassment, reported workplace harassment, or suspected workplace harassment must also report the matter promptly to the CFO and/or to an ADP TotalSource MyLife Advisor.

Complaints and reports of harassment will be investigated promptly, as circumstances indicate. The Student Services Associate or Title IX Coordinator will interview the student making a complaint of harassment. NYCDA may also interview other students, employees or non-employees. The individual against whom the complaint is made will be given an opportunity to respond to the allegations. (See also NYCDA's Sexual Violence Prevention and Response Policy.)

NYCDA will take prompt corrective and preventive action in response to complaints or reports of harassment, where appropriate in NYCDA's sole judgment. Corrective action may include not only disciplinary action against any person who violates this policy, but also counseling, reassignment, or other actions to remedy the harassment. Students or employees who complain about harassment will be informed of the results of the investigation and the corrective and preventive action being taken by NYCDA.

If for any reason you feel that NYCDA has not taken prompt and appropriate corrective and preventive action, you should promptly notify the Artistic Director or CEO.

Students or employees who violate this policy, faculty or employees who fail to report violations of this policy, and supervisors and managers who fail to report violations or suspected violations of this policy will be subject to disciplinary action up to and including expulsion or termination of employment at NYCDA's sole judgment. Likewise, students or employees who make false accusations of workplace harassment in bad faith are subject to disciplinary action up to and including expulsion or termination of employment in NYCDA's sole judgment.

Individuals Covered Under This Policy:

This policy applies to all employees and students whether related to conduct engaged in by fellow employees or students, or someone not directly connected to Three Of Us Corporation (e.g., an outside vendor, consultant, client, etc.).

Reporting an Incident of Harassment:

Prompt reporting of harassment is an obligation of all who work or study at NYCDA, regardless of whom the offender might be. To report an incident of harassment, follow the Complaint Procedures described below (For students, see the Code of Student Conduct and the NYCDA Sexual Violence Prevention and Response Policy.)

Complaint Procedures:

1. Notification of appropriate staff

Any employee who believes that he or she has been subjected to harassment, or may have witnessed any incident of harassment, should promptly bring the matter to the attention of his or her supervisor or any of the persons designated to receive complaints listed at the end of this policy. Any supervisor who receives information regarding a complaint of harassment is obligated to promptly report it to one of the designated persons. Students should contact Student Services and/or the Title IX Coordinator.

NYCDA encourages individuals who believe they are being harassed to consider advising the offender promptly that his or her behavior is objectionable. However, NYCDA also recognizes that the individual is not required to address the harassing conduct directly with an offender, particularly if the individual is uncomfortable in doing so or if the harassing conduct continues or if the harassed individual feels that he or she has been subject to a tangible adverse employment or grading action, including but not limited to an unfavorable assignment or unfavorable compensation decision.

2. Timeliness in Reporting an Incident

Prompt reporting of incidents is important so that appropriate action, if warranted in NYCDA's judgment, can be taken on a timely basis.

3. Investigating Process

Any reported allegation of harassment will be investigated in a prompt and appropriate fashion in light of the circumstances. The investigation might include separate interviews with the parties involved and, where necessary, with individuals who might have observed or have knowledge relevant to the alleged conduct. NYCDA will attempt to conduct the investigation in a discreet fashion to the extent practicable and appropriate under the circumstances. (For further details on investigation of student complaints, see NYCDA's Sexual Violence Prevention and Response Policy.)

4. Protection against Retaliation

Retaliation against an individual who submits a complaint of alleged harassment, reports harassment or assists in providing information relevant to a complaint of harassment is absolutely prohibited and a serious violation of this policy. If you feel you or any other person has been retaliated against, you should report the matter immediately to one of the persons listed at the end of this policy.

5. False Complaints

NYCDA recognizes that false accusations of sexual harassment or other forms of workplace harassment can have serious effects on the lives and careers of innocent people. Therefore, while harassment in the workplace will not be tolerated, neither will NYCDA tolerate the submission of false accusations by any person.

6. Corrective and Preventive Action

If, after investigation, it is found that this policy has been violated, the offending person will be dealt with appropriately in NYCDA's judgment. Corrective and preventive action may include, for example, training, reassignment, or disciplinary action up to and including expulsion, termination and/or other corrective/preventive action.

Conclusion:

NYCDA has developed this policy to ensure that all its employees, students, partners, and clients can work in an environment free from workplace harassment. All persons associated with NYCDA shall become familiar with this policy. NYCDA trusts that all employees and students will continue to act responsibly pursuant to this policy and will assist NYCDA in maintaining an environment free from workplace harassment.

Any person who has any questions or concerns about this policy should talk with one of the persons designated below.

Persons Designated to Receive Harassment Complaints:

For employees:

Emily Chou, CFO

ADP TotalSource MyLife Advisor at 844-448-0325

For students:

Deanna Bertini, Title IX Coordinator

Kim Sosa, Student Services Associate

Crime Statistics

As the accompanying charts show, the number of serious crimes occurring on the New York Conservatory for Dramatic Arts' campus is quite low. The New York Conservatory for Dramatic Arts' statistics covers NYCDA property/buildings (the definition of campus according to Section 204 of the Campus Security Act) which include sidewalks adjacent to conservatory building entrances. Statistics listed at Residence Halls include all incidents which took place at the facility, whether by NYCDA students or others. Years indicate the Academic Year beginning September 1st and ending the following August 31st.

Criminal Offenses

Criminal Offenses – On-Campus	2014	2015	2016
a) Murder/Non-negligent manslaughter	0	0	0
b) Negligent manslaughter	0	0	0
c) Sex offenses – forcible	0	0	0
d) Rape	0	0	0
e) Fondling	1	0	0
f) Sex offenses – Non-forcible	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
g) Robbery	0	0	0
h) Aggravated assault	0	0	0
i) Burglary	0	0	0
j) Motor vehicle theft	0	0	0
k) Arson	0	0	0

Criminal Offenses – On-campus Student Housing Facilities	2014	2015	2016
a) Murder/Non-negligent manslaughter	0	0	0
b) Negligent manslaughter	0	0	0
c) Sex offenses – forcible	0	0	0
d) Rape	0	0	0
e) Fondling	1	0	0
f) Sex offenses – Non-forcible	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
g) Robbery	0	0	0
h) Aggravated assault	0	0	0
i) Burglary	0	0	0
j) Motor vehicle theft	0	0	0
k) Arson	0	0	0

Criminal Offenses – Non-Campus	2014	2015	2016
a) Murder/Non-negligent manslaughter	0	0	0
b) Negligent manslaughter	0	0	0
c) Sex offenses – forcible	0	0	0
d) Rape	0	0	0
e) Fondling	0	0	0
f) Sex offenses – Non-forcible	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
g) Robbery	0	0	0
h) Aggravated assault	0	0	0

i) Burglary	0	0	0
j) Motor vehicle theft	0	0	0
k) Arson	0	0	0

Criminal Offenses – Public Property **2014** **2015** **2016**

a) Murder/Non-negligent manslaughter	0	0	0
b) Negligent manslaughter	0	0	0
c) Sex offenses – forcible	0	0	0
d) Rape	0	0	0
e) Fondling	0	0	0
f) Sex offenses – Non-forcible	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
g) Robbery	0	0	0
h) Aggravated assault	0	0	0
i) Burglary	0	0	0
j) Motor vehicle theft	0	0	0
k) Arson	0	0	0

Hate Offenses

The following criminal offenses that manifest evidence of prejudice based on race, religion, sexual orientation, gender, disability or ethnicity and can be classified as Hate Crimes as prescribed by the Hate Crimes Statistics Act (28 U.S.C 534) occurred.

Hate Offenses – On-Campus **2014** **2015** **2016**

a) Murder/Non-negligent manslaughter	0	0	0
b) Rape	0	0	0
c) Fondling	0	0	0
d) Incest	0	0	0
e) Statutory Rape	0	0	0
f) Robbery	0	0	0
g) Aggravated assault	0	0	0
h) Burglary	0	0	0
i) Motor vehicle theft	0	0	0
j) Arson	0	0	0
k) Simple Assault	0	0	0
l) Larceny-theft	0	0	0
m) Intimidation	0	0	0
n) Destruction/damage/ vandalism of property	0	0	0

**Hate Offenses –
On-campus Student Housing Facilities** **2014** **2015** **2016**

a) Murder/Non-negligent manslaughter	0	0	0
b) Negligent manslaughter	0	0	0
c) Sex offenses – Forcible	0	0	0
d) Sex offenses – Non-forcible	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
e) Robbery	0	0	0
f) Aggravated assault	0	0	0
g) Burglary	0	0	0
h) Motor vehicle theft	0	0	0
i) Arson	0	0	0
j) Simple Assault	0	0	0

VAWA Offenses – Public Property	2014	2015	2016
a) Domestic violence	0	0	0
b) Dating violence	0	0	0
c) Stalking	0	0	0

Arrests

Arrests – On-Campus	2014	2015	2016
a) Weapons: carrying, possessing, etc.	0	0	0
b) Drug abuse violations	0	0	0
c) Liquor law violations	0	0	0

Arrests – On-campus Student Housing Facilities	2014	2015	2016
a) Weapons: carrying, possessing, etc.	0	0	0
b) Drug abuse violations	0	0	0
c) Liquor law violations	0	0	0

Arrests –Non-Campus	2014	2015	2016
a) Weapons: carrying, possessing, etc.	0	0	0
b) Drug abuse violations	0	0	0
c) Liquor law violations	0	0	0

Arrests – Public Property	2014	2015	2016
a) Weapons: carrying, possessing, etc.	0	0	0
b) Drug abuse violations	0	0	0
c) Liquor law violations	0	0	0

Disciplinary Actions

Disciplinary Actions - On-campus	2014	2015	2016
a) Weapons: carrying, possessing, etc.	0	0	0
b) Drug abuse violations	2	4	3
c) Liquor law violations	10	3	2

Disciplinary Actions– On-campus Student Housing Facilities	2014	2015	2016
a) Weapons: carrying, possessing, etc.	0	0	0
b) Drug abuse violations	4	3	1
c) Liquor law violations	3	2	2

Disciplinary Actions- Non-Campus	2014	2015	2016
a) Weapons: carrying, possessing, etc.	0	0	0
b) Drug abuse violations	0	0	0
c) Liquor law violations	0	0	0

Disciplinary Actions– Public Property	2014	2015	2016
a) Weapons: carrying, possessing, etc.	0	0	0
b) Drug abuse violations	0	0	0
c) Liquor law violations	0	0	0

Unfounded Crimes

Unfounded Crimes	2014	2015	2016
a) Total unfounded crimes	0	0	0