



Campus Security Report  
2011

Campus Crime Report  
2008-2009-2010

# The New York Conservatory for Dramatic Arts

## Campus Security Report – September 1, 2011

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.

### **Security and Safety at The New York Conservatory for Dramatic Arts**

Staff at The New York Conservatory for Dramatic Arts is 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.

The New York Conservatory for Dramatic Arts 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. The New York Conservatory for Dramatic Arts 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.

The New York Conservatory for Dramatic Arts sub-contracts residences for its students. The New York Conservatory for Dramatic Arts requires its sub-contractor to provide 24-hour door security as well as regular monitoring of residence hall common areas.

### **Reporting Procedures**

The New York Conservatory for Dramatic Arts makes every effort to ensure that students and others can easily report criminal actions or emergencies. The New York Conservatory for Dramatic Arts administrative office is 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 the New York Conservatory for Dramatic Arts administrative office as soon as practical. Reports can relate to incidents or emergencies that occur either on campus or off campus.

In addition to reporting incidents directly to The New York Conservatory for Dramatic Arts administrative offices during working hours, persons may report incidents directly to the New York City Police Department.

When reports are received by The New York Conservatory for Dramatic Arts administrative office 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 are sent to the Director of Education and the Chief Executive for review and follow-up.
- Incident reports concerning staff and faculty are sent to appropriate administrative departments for review and follow-up.
- The Administration distributes information on crime to all of its administrative employees. In the event of a serious crime, the Administration will issue an alert to conservatory administrative employees.

Beyond ensuring that the proper law enforcement authorities and Conservatory personnel receive reports of incidents, The New York Conservatory for Dramatic Arts uses the information from these reports to improve its campus protection program.

## **Campus Residences and Facilities**

The New York Conservatory for Dramatic Arts takes very seriously its responsibilities to help ensure the safety of its classrooms, sub-contracted residence halls, and other facilities.

### **Residence Halls**

All residence halls that The New York Conservatory for Dramatic Arts sub-contracts have a 24-hour security guard posted in the building. No one is allowed into the residence halls 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**

The New York Conservatory for Dramatic Arts encourages conservatory 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 The New York Conservatory for Dramatic Arts, students are educated about safety. During their orientation to The New York Conservatory for Dramatic Arts, 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.

The New York Conservatory for Dramatic Arts' statement of policies regarding drugs and alcohol is distributed annually campus-wide and is printed in full each year. 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 should follow the same procedures as reporting other crimes on campus as outlined above. The New York Conservatory for Dramatic Arts' policy on sexual harassment is described below.

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

It is the policy of The New York Conservatory for Dramatic Arts 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. The New York Conservatory for Dramatic Arts 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 the sole judgment of The New York Conservatory for Dramatic Arts. 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.

If you feel you are being harassed, you should consider telling the offending party that you object to that conduct. This often solves the problem. However, if you are not comfortable confronting the offending party (or if the offending party's unwelcome conduct continues), you should promptly advise The New York Conservatory for Dramatic Arts' Human Resource Director or an officer of Three Of Us Corporation who is not involved in the matter about the offending conduct.

Students or employees who observe workplace harassment of other students or employees should promptly report the matter to the Human Resource Director or an officer of Three Of Us Corporation. 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 Human Resource Director.

Complaints and reports of harassment will be investigated promptly, as circumstances indicate, by the Human Resource Director or another designated person. The Human Resources Director or another designated person will generally interview a student or employee making a complaint of harassment. The New York Conservatory for Dramatic Arts may also interview other students, employees or non-employees. The individual against whom the complaint is made will generally be given an opportunity to respond to the allegations.

The New York Conservatory for Dramatic Arts will take prompt corrective and preventive action in response to complaints or reports of harassment, where appropriate in The New York Conservatory for Dramatic Arts' sole judgment. Corrective action may not only include 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 generally be informed of the results of the investigation and the corrective and preventive action being taken by The New York Conservatory for Dramatic Arts.

If for any reason you feel that The New York Conservatory for Dramatic Arts has not taken prompt and appropriate corrective and preventive action, you should promptly notify the Chief Executive of Three Of Us Corporation or another officer of Three Of Us Corporation.

Students or employees who violate this policy, students, 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 the sole judgment of The New York Conservatory for Dramatic Arts. Likewise, students or employees who make false accusations of workplace harassment in bad faith are subject to disciplinary action up to and including termination or expulsion in the sole judgment of The New York Conservatory for Dramatic Arts.

**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 The New York Conservatory for Dramatic Arts, regardless of whom the offender might be. To report an incident of harassment, follow the Complaint Procedures described below.

**Complaint Procedures:**

1. Notification of appropriate staff

Any individual, 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.

The New York Conservatory for Dramatic Arts encourages individuals who believe they are being harassed to consider advising the offender promptly that his or her behavior is objectionable. However, The New York Conservatory for Dramatic Arts 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 the judgment of The New York Conservatory for Dramatic Arts, 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. The New York Conservatory for Dramatic Arts will attempt to conduct the investigation in a discreet fashion to the extent practicable and appropriate under the circumstances.

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

The New York Conservatory for Dramatic Arts 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 The New York Conservatory for Dramatic Arts tolerates 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 the judgment of The New York Conservatory for Dramatic Arts. 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:**

The New York Conservatory for Dramatic Arts 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 The New York Conservatory for Dramatic Arts shall become familiar with this policy. The New York Conservatory for Dramatic Arts trusts that all employees and students will continue to act responsibly pursuant to this policy and will assist The New York Conservatory for Dramatic Arts 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:**

Joan See

David Palmer

Wendy Preston

Richard Omar

# 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. Years indicate the Academic Year beginning September 1<sup>st</sup> and ending the following August 31<sup>st</sup>.

## Criminal Offenses

| <b>Criminal Offenses – On-Campus</b> | <b>2008</b> | <b>2009</b> | <b>2010</b> |
|--------------------------------------|-------------|-------------|-------------|
| 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           |
| Statutory rape                       |             | 0           | 0           |
| e) Robbery                           | 0           | 0           | 0           |
| f) Aggravated assault                | 1           | 0           | 0           |
| g) Burglary                          | 0           | 0           | 0           |
| h) Motor vehicle theft               | 0           | 0           | 0           |
| i) Arson                             | 0           | 0           | 0           |

| <b>Criminal Offenses –Residence Halls</b> | <b>2008</b> | <b>2009</b> | <b>2010</b> |
|---|-------------|-------------|-------------|
| 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           |
| Statutory rape                            |             | 0           | 0           |
| e) Robbery                                | 0           | 0           | 0           |
| f) Aggravated assault                     | 0           | 0           | 0           |
| g) Burglary                               | 1           | 0           | 0           |
| h) Motor vehicle theft                    | 0           | 0           | 0           |
| i) Arson                                  | 0           | 0           | 0           |

| <b>Criminal Offenses – Non-Campus</b> | <b>2008</b> | <b>2008</b> | <b>2009</b> |
|---------------------------------------|-------------|-------------|-------------|
| 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           |
| Statutory rape                        |             | 0           | 0           |
| e) Robbery                            | 0           | 0           | 0           |
| f) Aggravated assault                 | 0           | 0           | 0           |
| g) Burglary                           | 1           | 0           | 0           |
| h) Motor vehicle theft                | 0           | 0           | 0           |
| a) Arson                              | 0           | 0           | 0           |

| <b>Criminal Offenses – Public Property</b> | <b>2008</b> | <b>2009</b> | <b>2010</b> |
|--|-------------|-------------|-------------|
| 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           |
| Statutory rape                             |             | 0           | 0           |
| e) Robbery                                 | 0           | 0           | 0           |
| f) Aggravated assault                      | 1           | 1           | 0           |
| g) Burglary                                | 0           | 0           | 0           |
| h) Motor vehicle theft                     | 0           | 0           | 0           |
| i) 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.

| <b>Hate Offenses – On-Campus</b>            | <b>2008</b> | <b>2009</b> | <b>2010</b> |
|---|-------------|-------------|-------------|
| 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           |
| Statutory rape                              |             | 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           |
| k) Larceny-theft                            |             | 0           | 0           |
| l) Intimidation                             |             | 0           | 0           |
| m) Destruction/damage/vandalism of property |             | 0           | 0           |

| <b>Hate Offenses – Residence Halls</b>      | <b>2008</b> | <b>2009</b> | <b>2010</b> |
|---|-------------|-------------|-------------|
| 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           |
| Statutory rape                              |             |             | 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           |
| k) Larceny-theft                            |             | 0           | 0           |
| l) Intimidation                             |             | 0           | 0           |
| m) Destruction/damage/vandalism of property |             | 0           | 0           |

| <b>Hate Offenses – Non-Campus</b>           | <b>2008</b> | <b>2009</b> | <b>2010</b> |
|---|-------------|-------------|-------------|
| 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           |
| Statutory rape                              |             |             | 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           |
| k) Larceny-theft                            |             | 0           | 0           |
| l) Intimidation                             |             | 0           | 0           |
| m) Destruction/damage/vandalism of property |             | 0           | 0           |

| <b>Hate Offenses – Public Property</b>      | <b>2008</b> | <b>2009</b> | <b>2010</b> |
|---|-------------|-------------|-------------|
| 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           |
| Statutory rape                              |             | 0           | 0           |
| a) Robbery                                  | 0           | 0           | 0           |
| b) Aggravated assault                       | 0           | 0           | 0           |
| c) Burglary                                 | 0           | 0           | 0           |
| d) Motor vehicle theft                      | 0           | 0           | 0           |
| e) Arson                                    | 0           | 0           | 0           |
| f) Simple Assault                           | 0           | 0           | 0           |
| g) Larceny-theft                            |             | 0           | 0           |
| h) Intimidation                             |             | 0           | 0           |
| i) Destruction/damage/vandalism of property |             | 0           | 0           |

# Arrests

|  |             |             |             |
|--|-------------|-------------|-------------|
| <b>Arrests – On-Campus</b>                                       | <b>2008</b> | <b>2009</b> | <b>2010</b> |
| a) Illegal weapons possession                                    | 0           | 0           | 0           |
| b) Drug law violations   | 0           | 0           | 0           |
| c) Liquor law violations   | 0           | 0           | 0           |
| <b>Disciplinary Actions/Judicial Referrals - On-campus</b>       | <b>2008</b> | <b>2009</b> | <b>2010</b> |
| a) Illegal weapons possession                                    | 0           | 0           | 0           |
| b) Drug law violations   | 0           | 0           | 0           |
| c) Liquor law violations   | 0           | 1           | 0           |
| <b>Arrests –Residence Halls</b>                                  | <b>2008</b> | <b>2009</b> | <b>2010</b> |
| a) Illegal weapons possession                                    | 0           | 0           | 0           |
| b) Drug law violations   | 0           | 0           | 0           |
| c) Liquor law violations   | 0           | 0           | 0           |
| <b>Disciplinary Actions/Judicial Referrals – Residence Halls</b> | <b>2008</b> | <b>2009</b> | <b>2010</b> |
| a) Illegal weapons possession                                    | 0           | 0           | 0           |
| b) Drug law violations   | 0           | 0           | 0           |
| c) Liquor law violations   | 0           | 0           | 0           |
| <b>Arrests –Non-Campus</b>                                       | <b>2008</b> | <b>2009</b> | <b>2010</b> |
| a) Illegal weapons possession                                    | 0           | 0           | 0           |
| b) Drug law violations   | 0           | 0           | 0           |
| c) Liquor law violations   | 0           | 0           | 0           |
| <b>Disciplinary Actions- Non-Campus</b>                          | <b>2008</b> | <b>2009</b> | <b>2010</b> |
| a) Illegal weapons possession                                    | 0           | 0           | 0           |
| b) Drug law violations   | 0           | 0           | 0           |
| c) Liquor law violations   | 0           | 0           | 0           |
| <b>Arrests – Public Property</b>                                 | <b>2008</b> | <b>2009</b> | <b>2010</b> |
| a) Illegal weapons possession                                    | 0           | 0           | 0           |
| b) Drug law violations   | 0           | 0           | 0           |
| c) Liquor law violations   | 0           | 0           | 0           |
| <b>Disciplinary Actions/Judicial Referrals – Public Property</b> | <b>2008</b> | <b>2009</b> | <b>2010</b> |
| a) Illegal weapons possession                                    | 0           | 0           | 0           |
| b) Drug law violations   | 0           | 0           | 0           |
| c) Liquor law violations   | 0           | 0           | 0           |