



TIS  
COLLEGE  
OF  
ART  
AND  
DESIGN



ANNUAL SECURITY AND  
FIRE SAFETY REPORT **2024**



CRIME STATISTICS RECORDED IN CALENDAR YEAR 2023

**Compiled and reviewed by:**

Nicholas Negrete, Ed.D., Vice President of Student Affairs and Campus Diversity & Inclusion  
Jason Cha, Ph.D., Dean of Student Affairs  
Mohammed Ahmed, Operations Manager

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# Overview

The United States federal government, through the Clery Act, mandates the disclosure of certain crime statistics so that Otis College of Art and Design students, employees, and families can be educated about implemented safety and security measures and relevant crime statistics from January to December of 2023.

Please be aware that these are statistics for the most severe forms of crime. Students, faculty, and staff should always be vigilant about their personal safety and take care of their personal possessions. All reported campus crime statistics received through the “OTIS Incident/Injury Report System” (crime figures) can be accessed by contacting Steve McQueen, Chief Safety and Security Officer at [campussafety@otis.edu](mailto:campussafety@otis.edu) or by visiting the daily crime log <https://www.otis.edu/campus-safety/crime-fire-log>.

## Preparation of Annual Security and Fire Report

The preparation of the college’s annual security report is a continual process. The Clery Compliance team makes every effort to ensure that the report is complete and accurate. The annual crime statistics report, included in the appendix section, details reported crime figures for the Goldsmith Campus and is provided in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The crime statistics report includes metrics for the previous three years concerning reportable crimes that occurred on-campus, on campus housing, in certain off-campus buildings where Otis College oversees apartment leases for student housing, and on public property.

The annual crime statistics report is primarily sourced from documented incident reports, student conduct incidents and investigations, and pertaining disciplinary referrals towards members of student body, altogether summarized and submitted by the Dean of Student Affairs, with additional statistics supplied by the Director of Safety & Security Officer who oversees campus safety and security.

The crime statistics report is prepared in cooperation with law enforcement agencies local to Otis College campus locations, where local crime statistics data is available. The crime statistics report is compiled by the Director Safety & Security Officer with data obtained from the Campus Security Authorities and includes reportable crimes as identified within the Federal Bureau of Investigation’s Uniform Crime Reporting Handbook (UCR), with additional categories added pursuant to the Violence Against Women Reauthorization Act of 2013. A summary sheet of Clery Act crime definitions is included with the annual crime statistics report, found in the appendix section.

After collecting crime statistics from all sources, campus safety reconciles them with its own statistics to ensure that all offenses have been counted and that no incidents are counted twice. Upon verification of new or changed procedures and crime statistics the report is prepared for publication and distributed in an online version. Upon completion of the annual security report, the crime statistics are submitted to the U.S Department of Education.

To request an individual hard copy of the campus crime statistics, please contact [campussafety@otis.edu](mailto:campussafety@otis.edu).



# Otis College Campus Safety and Security Department



Otis Campus Safety Officers patrol the campus 24 hours a day and are stationed in the main Campus Safety office located on the 1st floor Academic Wing of the Goldsmith Campus. Additional contract security officers augment the campus safety department and are stationed, after hours, in the Ahmanson and Galef building on the Goldsmith campus. The officers make regularly scheduled walks of the building(s) and campus perimeter. Please contact the main Campus Safety and Security office immediately at 310-665-6965 or extension 6965 from any campus phone if you need assistance. If you need the Los Angeles Police Department or paramedic assistance, dial 9-1-1. Emergency blue phones are located on the perimeter of the campus and in the parking structure near the elevators.

The department currently consists of a third-party security team, staffed by All Nation Security with a total of 10 security officers. The department uses a variety of crime suppression and prevention methods including vehicle patrols. The department monitors video surveillance, fire alarms, intrusion alarms, card access systems, panic alarms and blue-light emergency phones, which are located throughout the campus.

Campus Safety Officers receive training in criminal law, patrol procedures, first aid, mental health first aid, CPR, Narcan training, and in the use of Automatic External Defibrillators (AED).

## Reporting of Crime to Law Enforcement and Campus Safety

The college encourages anyone who witnesses, or is the victim of a criminal offense, to make a report to Campus Safety and/or local law enforcement.

### **Otis College Safety and Security**

Director of Campus Safety and Security (424) 207-3729

Front Desk (310) 665-6965.

Available 24 hours 7 days a week

Academic Building, 107

campussafety@otis.edu

### **LAPD Pacific Division**

12312 Culver Blvd., Los Angeles, CA 90066

Non-Emergency 310-482-6334

Emergency Call or Text 911

TDD/TTY 310-482-6419

# Security Authority and Jurisdiction



Otis College of Art and Design Campus Safety Officers and Security Officers have the authority to ask persons for identification and to determine whether individuals have lawful business at Otis College. Otis College Campus Safety Officers and Security Officers have the authority to issue parking tickets. Campus Safety Officers and Security officers do not possess police arrest powers but may make private persons arrest pursuant to the California Penal Code of any and all persons creating disturbances against the general peace, interfering with security of campus facilities or grounds, or interfering with or disturbing the safety and general welfare of the college community. When such a citizen's arrest is necessary, the Campus Safety Department shall, as promptly as possible, notify the Los Angeles Police Department. Criminal incidents are referred to the Los Angeles Police Department who have jurisdiction on the campus per a written Memorandum of Understanding (MOU). All crime victims and witnesses are strongly encouraged to immediately report the crime to Otis Campus Safety Officer by phone at (310) 665-6965 or in person in the lobby of the main Campus Safety office, 1st Floor of Academic Building and to the local police agency by calling 9-1-1. Prompt reporting will assure timely warning notices on campus.

Reports need to be completed by students or employees who are victims or witnesses to the following situations: Assault, Theft, Harassment, Property Damage, Injury, Car damage, Vandalism, or other injury, accident, or crime similar in nature.

## Monitoring and Recording of Criminal Activity

The Campus Safety Department and representatives from the Los Angeles Police Department, Los Angeles City Attorney's Office, and other local law enforcement and security agencies communicate with each other to address problems and crime trends in order to devise strategies and tactics to solve problems, reduce crime, and improve quality of life in the surrounding college community. These agencies rely in part on COMPSTAT, a multilayered dynamic approach utilized for crime reduction, quality of life improvement, and personnel and resource management. COMPSTAT employs geographic information systems to map crime, identify problem areas, and assist in deployment of resources where they are needed. Per the MOU, LAPD has agreed to share information regarding criminal activity that impacts the college community. The college currently has approximately 60 apartment leases across from the campus in Park West, where a total of 187 students are housed through the oversight of our Residence Life and Housing office.

Additionally, each year the Campus Safety Department makes an official request to the Los Angeles Police Department, Pacific Division, for statistics of criminal offenses, which have not been reported to Campus Safety but occurred on Otis College controlled property, or peripheral area around the college. The college does not have any off-campus student organizations or off campus buildings in or around Los Angeles.

# Crime Prevention and Personal Safety



Otis College is very proactive in educating the campus community and empowering them to take precautionary safety measures to keep the campus safe. The college offers a number of events and programs aimed to raise knowledge and awareness regarding personal security on and off campus, as well as practices to encourage responsibility for personal and community safety. Topics on general safety, campus security, and how to report an incident are discussed every semester during student orientation meetings, relevant personal safety information is also routinely reviewed each semester by students participating in the Residence Life and Housing Program at Otis College. Otis College Residence Life policies and protocols and familiarization with campus security measures is presented each semester as part of the New Student Orientation.

**Personal Safety Training** - During the fall semester, the Campus Safety Department conducts workshops on the topics of fire safety, emergency preparedness, evacuation procedures and active shooter response.

**Blue Light Emergency Phones** - Emergency blue phones are located on the perimeter of the campus and inside of the parking structure near the elevators. Push the button on any blue light phone for direct line to help.

**LiveSafe App** - Designed specifically for the college environment. This app allows students to access many resources, report anonymous tips as well as signal emergencies. The LiveSafe app works anywhere the student is located to give them access to their specific needs. It allows for them to let Campus Safety and Security know of concerns they have or give tips of issues that may need assistance. It also allows for Campus Safety to know the student's location to better assist them with safety walks.

**CARE Team** - The goal of the Campus Assessment Response and Evaluation Team (CARE) is to create of network of care and support for students with concerns that emphasize early intervention and academic success for students dealing with difficulties and to connect those students with the appropriate resources. Concerned about a student? Complete the following CARE Report  
[https://cm.maxient.com/reportingform.php?OtisCollege&layout\\_id=3](https://cm.maxient.com/reportingform.php?OtisCollege&layout_id=3)

Either the Dean or Assistant Dean of Student Affairs should be notified immediately whenever a student is a victim of injury, theft, or vandalism incident (either on or off- campus). It is critical that an incident report is filed with the Office of Student Affairs to ensure sufficient documentation of the circumstances and allow for a complete incident investigation and follow-up.

An online Incident Report is available at all times to report injury/incident/concern regarding a student at:  
<https://www.otis.edu/life-otis/campus-safety/emergencies-incidents/incident-reports.html>

For incidents involving a College employee: <http://www.otis.edu/forms/faculty-staff/incident-report>.

# Campus Security Authorities (CSAs)

The Clery Act requires the college to disclose statistics concerning the occurrence of certain crimes that both occur within the college's Clery geography and that are reported to campus security authorities (CSAs). Under the law, CSAs include any member of the Campus Safety & Security Department; any individual who has the responsibility for campus security, but who is not a member of the department; any individual identified by the college as someone to whom a crime should be reported; and any college official who has significant responsibility for student and campus activities. Individuals designated as CSAs or those who have these job functions receive annual training on mandatory reporting obligations.

Examples of the college's CSAs include, but are not limited to, the following:

- Campus Safety & Security personnel;
- Contract security staff (e.g. Command Guard Services);
- Dean/Assistant Dean of Student Affairs;
- Residence Life and Housing Staff;
- Director of Student Engagement and Leadership;
- Any staff/faculty having oversight of student programs/organizations/services

A designated CSA is not required to disclose to the Campus Safety & Security Department confidential information concerning an incident, such as information that would identify a victim of a crime who wishes to remain confidential. The incident may be reported anonymously in order to be included in the college's Annual Security Report by submitting a report at [https://otiscollege.formstack.com/forms/student\\_incident\\_injury\\_misconduct\\_concern](https://otiscollege.formstack.com/forms/student_incident_injury_misconduct_concern)

Certain individuals who have significant responsibility for student and campus activities are exempted from disclosing information:

**Clergy Privilege:** A person who is associated with a church, religious organization or denomination, is recognized by that church, religious organization or denomination as someone who provides confidential communications, and is functioning within the scope of that recognition as a clergy role and under the discipline or tenets of his or her church, religious organization or denomination has a duty to keep those communications secret.

**Counselors/Psychotherapists:** A person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of his or her license or certification. This definition applies even to professional counselors who are not employees of the institution but are under contract to provide counseling at the institution.



To be exempt from disclosing reported offenses, clergy members or psychotherapists must be acting in the role of clergy member or professional counselors. This means that a dean of students who has a professional counselor's license but is employed by the institution only as a dean and not as a counselor, is not exempt from reporting.

## **MOU Between the Student Health and Wellness Center and Student Affairs Office**

A memorandum of understanding has been created between the Student Health and Wellness Center and the College stating that the Director of Student Health and Wellness/Director of Counseling Services or designee(s) will refer students to the Dean and/or Assistant Dean of Student Affairs and/or the local police if a client reports a crime and/or is a victim of a crime. In addition, the Director of Student Health and Wellness or Director of Counseling Services or designee(s) will provide students the option of signing a release form that gives permission for the Student Health and Wellness Center to speak to the Dean and/or Assistant Dean of Student Affairs. The memorandum of understanding is on record in Student Affairs and Student Health and Wellness. The counselor/medical provider, when they deem it appropriate, will inform the persons that they may voluntarily and confidentially be included in the annual security report.



# Confidentiality and Reporting Sexual Misconduct



College officials, depending on their roles at the college, have varying reporting responsibilities and abilities to maintain confidentiality. Campus Security Authorities (CSAs) are individuals designated the Clery Act to receive reports of criminal incidents in Clery geography. CSAs complete an online report that is automatically emailed to the designated Clery Compliance coordinator and copied to the Title IX Coordinator when the crime involves a sexual assault or discrimination against a protected class. In most cases, employees designated as CSAs are also considered “Responsible Employees” under Title IX.

Responsible Employees must immediately report all known information about suspected prohibited conduct to the Title IX Coordinator. This includes the name of the parties and known details of the conduct. This duty applies no matter how the information is learned; whether from direct report from an affected party, from social media, or from a concerned third party. Failure by a Responsible Employee to make a timely report of prohibited conduct may be subject to discipline, up to and including removal from their position.

In order to make informed choices, one should be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On campus, some resources may maintain confidentiality, offering options and advice without any obligation to inform an outside agency or individual unless you have requested information to be shared. Other resources exist for you to report crimes and policy violations, and these resources will take action when you report victimization to them. Most resources on campus fall in the middle of these two extremes; neither the college nor the law requires them to divulge private information that is shared with them, except in the rare circumstances. The following describes the three reporting options at college:

## Confidential Reporting

If you would like the details of an incident to be kept confidential, students may speak with Counseling and Psychological Services (CAPS) on campus, off-campus counselors or rape crisis resources, or off-campus clergy/chaplains who will maintain confidentiality. Campus counselors are available to all students as a part of their health fee free of charge and can be seen on an emergency basis for crisis appointments during normal business hours.



## Private Reporting

Students may seek advice from certain resources that are still required to report formally but will not tell anyone else private, personally identifiable information. Private reporting is not confidential and will still follow all mandated reporting procedures but will do so in a way that protects everyone's privacy. These resources/staff include employees who have perceived responsibility or authority to address sexual misconduct, Resident Assistants (RAs), faculty members, advisors to student organizations, career services staff, admissions officers, student affairs personnel, and many others. If you are unsure of someone's duties and ability to maintain your confidentiality, ask them before you talk to them. They will be able to tell you and can help you make decisions about who can help you best. Some of these resources, such as RAs, are instructed to share incident reports with their supervisors, but they do not share any personally identifiable information about your report unless you give permission, except in the rare event that the incident reveals a need to protect you or other members of the community. If your personally identifiable information is shared, it will be shared with as few people as possible, and all efforts will be made to protect your privacy to the greatest extent.

## Formal Reporting Options

Students and employees are encouraged to speak to college officials, such as the Title IX Coordinator, Dean or Assistant Dean of Student Affairs, and Campus Security to make formal reports of incidents of sexual misconduct. Individuals have the right, and can expect, to have incidents of sexual misconduct taken seriously by the college when formally reported, and to have those incidents investigated and properly resolved through administrative procedures. Formal reporting still affords privacy to the reporter, and only a small group of officials who need to know will be told. Information will be shared as necessary with investigators, witnesses, and the responding party. The circle of people with this knowledge will be kept as tight as possible to preserve individual rights and privacy.

# General Campus Access



In order to meet program needs and accommodate work schedules, degree students may access the Goldsmith Campus facilities 24 hours a day, commencing with the first day of classes and ending on the last scheduled day of class/critique, except during holiday periods. The perimeter of the campus and some building entrances use electronic key card access systems.

Any person who fails to comply with access policies will forfeit the right to 24 -hour access and will not be permitted on campus from 10:00 pm am to 7:00 am. T

## Residence Access

College-owned residence halls use an electronic card-key-access system that limits entry to residents and other users permitted by the college. Campus Safety personnel are granted access to residential facilities when they are called for service-related reasons. Entrances to residential housing and fire exits doors are equipped with alarms that sound if the door is propped open for more than one minute. Campus safety personnel respond to such alarms to determine the cause of activation and to take action, where appropriate, to protect the well-being and safety of Otis College's campus community.

## Affiliated Apartment Housing Access

College-affiliated apartment housing in Park West is locked at all times to the public. Campus Safety and Security can access Park West apartments if initiated by someone from residence life and housing. The parking garage located in Park West uses an electronic key fob system to access. Two full time residence life staff live at Park West as a part of their on-call responsibilities.

## Security Considerations in Facilities Maintenance

Facilities Management Services (FMS) responds to work orders for all campus facilities for necessary safety and security-related repairs. To request service for an electrical, plumbing, or other maintenance-related problem, create a work order by emailing [facilitiesmanagement@otis.edu](mailto:facilitiesmanagement@otis.edu)

# Drug Free Schools Act



## Drug-Free Workplace

Otis College is a drug-free environment, and the College will not tolerate the manufacture, distribution, dispensation, sale, purchase, possession, offer to sell, and/or use of any illegal drugs (as defined by the statutes of the state of California) in any Otis College facility or at any Otis College function. Any student found to have violated this policy will be subject to arrest and disciplinary action in accordance with the Code of Student Conduct Policy.

### **Alcohol Use – Student Policy**

Except as otherwise provided in this policy, students are not allowed to possess or consume alcohol while in any Otis College campus facility or on the College grounds, off-campus housing program, and travel study programs, nor are students allowed to possess or consume alcohol at official Otis College sponsored events off campus. Violators are subject to the provisions set forth in the Code of Student Conduct.

Alcohol is permitted on campus and at Otis-sponsored events off campus only in connection with special events sponsored by Institutional Advancement, the Provost's Office, and the Graduate Programs. At these special events, alcohol may be served only by a bonded bartender. All students in attendance must abide by local, state, and federal regulations related to the possession and consumption of alcohol. California law prohibits the consumption of alcoholic beverages by persons under the age of 21. Underage drinking and public intoxication are unacceptable, and those who violate these standards will be subject to disciplinary action.

### **Programs and Areas where Alcohol and Other Drug Education Occurs**

The College has a variety of programs to prevent the illicit use of drugs and the abuse of alcohol by students, faculty, and employees. New Student Orientation (O-Week) features programs related to drug use and abuse including dissemination of informal materials, educational programs, counseling services, referrals and college disciplinary actions. Additionally, each semester all students receive this policies and reporting information via a email from Student Affairs and are responsible for understanding and abiding by the policy.

Alcohol and other drug awareness education programs are on-going components of the Employee Assistance Program, CAPS, Residence Life and Housing, Student Health and Wellness, Human Resource Wellness Programming, and Campus Activities Board events and programs.

## College Disciplinary Actions

A violation of any law regarding alcohol and other drug use or possession is a violation of the college's Code of Student Conduct and a violation of state and federal law. Otis College shall conduct Student Conduct Review as outlined in the student handbook and Human Resources employee review as applicable in response to discovered violations. The Code of Student Conduct can be accessed here: <https://www.otis.edu/life-otis/student-support-services/student-affairs/handbook/code-student-conduct/index.html>

## Biennial Review

Pursuant to amendments in the Higher Education Opportunity Act (HEOA), any biennial review must include a determination of the number of drug and alcohol-related violations and fatalities that occur on the institution's campus or as part of the institution's activities and the number and type of sanctions imposed by the institution as a result of drug and alcohol-related violations and fatalities that occur on the institution's campus or as part of the institution's activities. Our recent biennial review can be accessed here: <https://www.otis.edu/life-otis/campus-safety/drug-free-schools-act.html>

Campus is defined in the same manner as it is defined for campus safety reporting purposes, i.e. any building or property owned or controlled by the institution within a reasonably contiguous geographic area used in direct support of the institution's educational purposes or used by students and supporting institutional purposes. Per the Higher Education Center for Alcohol and Other Drug Abuse practice has been that campuses conduct a biennial review by the end of each even numbered calendar year. The school should keep the biennial review on file in case of a possible audit. Schools are not required to send their review to the Dept. of Education. Follow [this link](#) to access the biennial review.

## Megan's Law and Sex Offender Registrant Information

In accordance with the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, Otis College of Art and Design is providing a link to the California State Sex Offender Registry. All sex offenders are required to register in the State of California and to provide notice of each institution of higher education in California at which the person is employed, carries a vocation, or is a student.

<http://meganslaw.ca.gov/>

In addition to the above notice to the State of California, all sex offenders are required to deliver written notice of their status as a sex offender to the College's Dean of Student Affairs no later than three (3) business days prior to their enrollment in the College. Such notification may be disseminated by the College to, and for the safety and well-being of, the Otis community, and may be considered by the College for enrollment and discipline purposes.



# Timely Warnings and Emergency Notification

The Clery Act requires colleges to issue a “timely warning” to the campus community regarding any Clery Act crime that is reported to campus security authorities (or local law enforcement, if they notify the college); occurs within the college’s Clery geography and patrol area; and is deemed to represent a serious or continuing threat to the college community.

## Timely Warnings

In the event that a situation arises, either on or off-campus, that in the judgment of the Director of Safety & Security Officer or Vice President of Administration & Business Operations, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the college alert system, Omnigo, via email and text messaging, to students, faculty, and staff. Anyone with information warranting a timely warning should the circumstance to the Otis College Campus Safety and Security by phone at (310) 665-6965 or in person in the office, located on the 1st floor of the Academic Building, Goldsmith Campus

## Emergency Notification

Otis College of Art and Design has implemented an Otis Alert System “Omniler” which will call and/or text message students, staff, and faculty in the event of an emergency on campus or in the surrounding area. The system has the capability of alerting staff and students by taking over desktop computers and monitors in common spaces used for digital advertisement.

**Students** - During registration each semester, students have the opportunity to input contact information for the Otis Alert System.

**Staff and Faculty** - All faculty and staff are asked to provide their emergency notification and emergency contact information when first hired. They are also asked to update their information at any time during the year as information changes and during the annual Open Enrollment period held each fall.

Otis College notification system is hosted by Omnigo platform and is supported by a text messaging and electronic mail redundancy system, supplemented by inbound call-back tracking process. The emergency notification system is regularly tested and featured as part of the annual Great Shake-Out Earthquake drill and campus-wide evacuation practice.

## Daily Crime/Fire Log

The Campus Safety & Security Department publishes its Daily Crime and fire log online. The log contains a brief summary of Clery crimes and fires reported to the college or the Safety & Security Department. The log is updated regularly. Reports received on the weekends or college holidays are recorded in the log on the next business day. The log may be accessed at: <https://www.otis.edu/life-otis/campus-safety/emergencies-incidents/crime-log.html>

## Crime Alerts

The Campus Safety Department issues via email and other on-campus flyers to notify the college community of crimes that have occurred on campus or in the proximity of the college. These are information bulletins to increase situational awareness.

# Missing Student Policy

In an effort to support the campus community and the students within the community, the College has adopted a 24-hour missing person's policy for residential students who reside in the Otis College's Residence Life and Housing Program. However, if a non-residential student is reported as missing, Otis College officials will research and investigate in response to a missing student report. Additionally, a student may be reported missing at any time if there were special circumstances that would require immediate police investigation.

## Emergency Contact Information

During each open registration period all students intending to register for classes, for any subsequent term, will be given the opportunity to elect an emergency contact. Emergency contact information is used for situations deemed as emergencies, such as: medical emergencies, physical injuries, and if the reported missing person is under 18 years of age and not legally emancipated. Residential students will also, on an annual basis, file an emergency contact form with the Residence Life and Housing Office. Within 24 hours of the College being notified of a student missing, the student's designated contact, based on either of the aforementioned methods, will be contacted and notified if there is no designated Confidential Contact.

## Confidential Contact

All enrolled students living on campus are required to designate a Confidential Contact during the housing application process. A confidential contact is separate from an emergency contact. It is suggested that students living off campus also designate a Confidential Contact. Students should update their personal information at the beginning of each academic year. Students are solely responsible for the accuracy of the information provided and updating the information when needed.

A Confidential Contact is an individual(s) that the student prefers college officials contact in the event that the student is determined to be missing for a period of more than 24 hours. The information provided for the Confidential Contact is confidential and accessible only to authorized campus officials. The contact information may not be disclosed to any party except to law enforcement personnel in furtherance of an official missing person investigation. The college suggests that students notify their Confidential Contacts that they have been designated as such.

# Official Notification Procedure



Any member within or outside the Otis College community must notify the Office of Student Affairs by calling (310) 665-6960 of a missing student. The Office of Student Affairs, when notified, will work with the Office of Residential Life and Housing by researching and investigating the information, along with the Director of Safety and Security. The Office of Residence Life and Housing, when notified, will research and investigate the information. The Office will also request and/or gather any additional information needed from the reporting party.

The Office of Residence Life and Housing/Office of Student Affairs will make attempts to contact the reported missing person by phone, from class, and/or from visiting the student's residence room/ unit on campus. In the event that the reported missing student is not located or contacted (and it has been at least 24 hours or appears to have special circumstances) the Office of Student Affairs or the Campus Safety & Security department will contact the Los Angeles Police Department, Pacific Division, at (310) 482-6334 to report the student as missing.

The Dean of Student Affairs (or their designee), after police notification and no later than 24 hours after determining the residential student is missing, will notify the missing student's emergency contact or confidential contact (for housing students). Notification may be made to more than one person depending on individual(s) student has listed. After the Los Angeles Police Department is notified, they will lead the search in finding the student, and the missing student's emergency contact information will be forwarded to them. The Dean of Student Affairs (or a designee) will stay in communication with the missing person's emergency contact, as a support.

## Title IX and Sexual Harassment

### **Sexual Assault Support Services and Resources**

Students who wish to discuss an incident of sexual misconduct in complete confidence should notify Student Counseling Services, Student Health and Wellness Center or off-campus confidential resources. Please be aware that all Otis College employees, including professional staff, faculty, and certain student staff (such as resident assistants) have limited confidentiality and must report cases of sexual misconduct.

### **Important Time Frames**

In the event of an assault, keep in mind the following time frames for emergency contraception, sexually transmitted infection (STI) testing and evidence collection:

- Three days (up to 72 hours) from incident for emergency contraception and some potential STI prevention.
- Four days (up to 96 hours) from incident for evidence collection (available at hospital emergency departments or UCLA Health Rape Treatment Center in Santa Monica).

## Retaliation Statement

Retaliation exists when an individual harasses, intimidates, or takes other adverse actions against a person because of the person's participation in an investigation of discrimination or sexual misconduct or their support of someone involved in an investigation of discrimination or sexual misconduct. Retaliatory actions include, but are not limited to, threats or actual violence against the person or their property, adverse educational or employment consequences, ridicule, intimidation, bullying, or ostracism. The College will impose sanctions on any faculty, student or staff member found to be engaging in retaliation. Likewise, the College will not retaliate against anyone for filing a complaint made in good faith and will not knowingly permit retaliation by management, faculty, staff, or students.

## Reporting Protections

The College expects that all community members will take reasonable action to stop, or prevent an act of sexual misconduct, harassment, or discrimination. Such action may include intervening when safe to do so, requesting assistance of friends, contacting law enforcement or a person in authority. Any community member who should decide to exercise this moral obligation will be supported by the College and protected from retaliation. Retaliation against any person or group that makes a complaint, cooperates with an investigation, or participates in the grievance procedure is in violation of college policy. Retaliation should be reported immediately to the Title IX Coordinator for investigative purposes.

## Responsible Employee

In accordance with Title IX guidelines and the Office of Civil Rights, a responsible employee is any employee: (1) Who has the authority to take action to redress sexual harassment/misconduct; (2) who has been given the duty of reporting incidents of sexual harassment/misconduct or any other misconduct by students to the Title IX coordinator or other appropriate designee; or (3) who a student reasonably believes has this authority or duty.

Different people on campus have different abilities to maintain confidentiality. Here at Otis College, only CAPS and Employee Assistance Program can guarantee confidentiality. If a student comes to you, inform the student of your duties and your responsibility as a mandatory reporter. There are limits to confidentiality because you are obligated to report in instances of sexual misconduct. Additionally, if you suspect danger to yourself or someone else, or if there is a serious threat to the community, you are to seek someone with more authority to help. Be knowledgeable of the resources available at the College to assist the student in making informed choices about who can best assist them.

## Options about Law Enforcement Involvement

The college will assist complainants in reporting incidents of sexual assault, dating violence, domestic violence or stalking to local law enforcement, if the complainant desires to make a report to the law enforcement. The complainant is not required to file a report with law enforcement.

Should a student or employee obtain a restraining order against another individual, the student or employee is encouraged to share that information with Title IX Coordinator and/or Campus Safety and Security so that the college can be prepared to assist in the enforcement of the restraining order.



# Prevention of Sexual Assault, Harassment, Stalking, Domestic and Dating Violence

Otis College of Art and Design prohibits rape, acquaintance rape, stalking, dating violence, domestic violence and sexual assault. Sexual assault is a violation of the College's Code of Conduct, and Title IX as well as a violation of the law. In an effort to reduce the risk of sexual assault occurring among its students, the College provides awareness and prevention programming. These outreach efforts are coordinated by the Title IX Coordinator with cooperation from the various areas within the Office of Student Affairs. For information, call (310) 665-6967

## Sexual Assault Prevention Online Education

All incoming new students are required to complete an online interactive education module known as Sexual Assault Prevention for Undergraduates/Graduates, which addresses the critical issues of sexual assault, relationship violence, stalking, and sexual harassment among students. This online course is evidence-based and provides definitions, campus policies, and bystander intervention strategies, as well as campus and community resources surrounding these topics.

## Denim Day

Each year, the college observes Denim Day and encourages all campus community members to wear jeans in solidarity against rape, sexual assault, and survivor-shaming. The event draws participants from the student body, faculty, and staff alike.

## Self-Defense

Hosted by the Title IX office, this crime prevention and risk reduction program is specifically for women that focuses on women's safety and self-defense techniques. The program offers intense training on techniques and strategies with hands-on practice.

## Tabling Events (Various)

Throughout the academic year, several groups and departments host tables with resources, giveaways, information, and other activities to raise awareness and reduce the risk of sexual assault. A comprehensive overview of personal safety tips and recommendations are also listed in the student, faculty, and staff handbooks, readily available for review.

## Enforcement

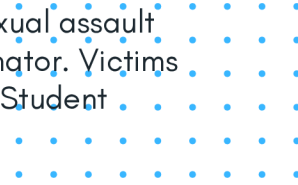
If a student is accused of sexual assault, they are subject to disciplinary action in accordance with the stated in our Title IX Policy: <https://www.otis.edu/life-otis/student-support-services/student-affairs/handbook/title-ix/index.html>

A student who is found to have committed sexual assault on or off campus is subject to suspension or dismissal from Otis. To report an incident, contact the Title IX coordinator (310) 846-2554 or Campus Safety & Security at (310) 665-6965. To complete a Title IX incident reports follow this link:

[https://cm.maxient.com/reportingform.php?OtisCollege&layout\\_id=2](https://cm.maxient.com/reportingform.php?OtisCollege&layout_id=2)



Anyone with knowledge about a sexual assault is encouraged to report it immediately. Sexual assault and harassment prevention policy is being maintained and updated by the Title IX Coordinator. Victims of sexual assault are highly encouraged to seek assistance and support from CAPS or the Student Health and Wellness



## Confidential Reporting

### Counseling and Psychological Services (CAPS)

James Birks, LMFT – Director of Counseling and Psychological Services  
Ahmanson 107 (310) 846-5738

### Santa Monica-UCLA Medical Center

1250 16th Street  
Santa Monica, CA 90404 (310) 319-4000  
<http://www.911rape.org/about-us/who-we-are>

## Non-Confidential Reporting

### Title IX Coordinator

Jessica Johnson Mills, M.A.  
(310) 846-2554  
Ahmanson, Suite 205  
[jjohnsonmills@otis.edu](mailto:jjohnsonmills@otis.edu)

### Dean of Student Affairs

Jason Cha, Ph.D.  
(310) 665-6967  
Ahmanson, 205  
[jcha2@otis.edu](mailto:jcha2@otis.edu)

### Campus Safety and Security

(424) 207-3729  
Front Desk (310) 665-6965.  
Available 24 hours 7 days a week  
Academic Building, 107  
[campussafety@otis.edu](mailto:campussafety@otis.edu)

Similarly, the student Code of Conduct is regularly updated to include procedures for campus disciplinary action, including sanctions the school may impose, and a statement that both the complainant and the respondent are entitled to the same opportunities to have others present during disciplinary proceedings, and both must be informed of the outcome of any disciplinary proceeding.

Any complaints or inquiries regarding sexual harassment of a student by an officer, faculty member, or staff member should be brought to the immediate attention of the Vice President of Human Resources and Development and reported to the Title IX Coordinator through the [Title IX reporting form](#), or contacting them directly by phone or email.

Any complaints or inquiries regarding sexual harassment of a student by another student should be brought to the immediate attention of the Title IX Coordinator. The College will investigate such claims promptly and thoroughly. If, for any reason, a student wishes to submit a complaint or inquire regarding sexual harassment but feels it would not be appropriate to raise such issues with the Vice President of Human Resources and Development or the Title IX Coordinator, the student may inquire or complain to any Department Chair or any officer of the College at the level of vice president or above, and such inquiries or complaints will receive a prompt and thorough investigation. If harassment is established, the College will discipline the offender. Disciplinary action for violations of this policy can range from verbal or written warnings up to and including immediate termination from employment or dismissal from the College.

## Victim Assistance Program

Crime Survivors is a victim's advocacy group in both Orange and Los Angeles Counties. The vision of Crime Survivors is for victims of crime to recover from their experience mentally, physically, emotionally, and financially, by receiving the respect, support and protection from law enforcement, the judicial system, and the community. They can be contacted at <http://www.crimesurvivors.com>

## Fire Safety

Facilities Management and Operations are responsible for the safety of the college by mitigating potential fire hazards on campus. Prevention is accomplished through code compliance, coordinating inspections and maintenance of fire protection systems, and by means of educating and training the campus community. The Director of Facilities serves as a liaison between the Los Angeles Fire Department in matters of permits, inspections, and pre-incident planning.

## The Higher Education Opportunity Act (HEOA)

The Higher Education Opportunity Act (Public Law 110-315) became law in August 2008. It requires all United States academic institutions to produce an annual fire safety report outlining fire safety practices, standards, and all fire-related on-campus statistics. The following public disclosure report details all information required by this law as it relates to Otis College.

# Fire Protection Systems

The table below lists the fire safety systems in place at the residence hall at the Goldsmith Campus. The college does not own any off-campus housing.

<b>On-Campus Housing</b>	<b>Fire Sprinkler System</b>	<b>Smoke Detector Monitored by Fire Alarm System</b>	<b>Single Station Smoke Alarms</b>	<b>Fire Drills Conducted</b>
Residence Hall	Yes	Yes	Yes	2

## Fire Drills

Fire drills are conducted in each residence hall at the start of the fall and spring semesters. The drills are coordinated by the Department of Campus Safety with participation by the Residence Life staff. Drills are unannounced to students and occur at varying times and days. Residents are required to evacuate anytime a fire alarm sounds and failure to do so is subject to conduct review.

## Building Evacuations

Be familiar with the locations and use of all emergency exits, manual fire alarms, and fire extinguishers in your area. You are encouraged to know the identity of the Floor Warden/Resident Advisor and Residence Life staff for your area and work with them to map out a personal strategy to use in the event of a fire or other disaster.

ALWAYS treat every alarm as an emergency and exit the building immediately if an alarm sounds. Evacuate the building using the shortest and safest route, proceeding to the predesignated emergency evacuation site.

## In the Event of a Fire

Immediately pull the nearest fire alarm as you exit the building. When evacuating the building, remember to feel doors with the back of your hand before opening them to be sure that there is no fire danger on the other side. If you notice smoke, use an alternate escape route. If you must enter a smoke-filled room or hallway, stay low, keeping one hand on the wall to avoid disorientation and crawl to the nearest exit, keeping your head near the floor.

Always precede to the emergency exit stairs and do not use the elevators. A fire can disrupt the operation of elevators and trap occupants inside. Once you are safely away from danger, call Campus Safety at 310-665-6965 or 911 and communicate the details of the fire. If you become trapped in a fire emergency, close all doors between you and the fire and stuff towels around the door cracks to keep out smoke. Wait at a safe window and signal for help by hanging a white sheet from the window.

**NEVER RETURN TO A BUILDING UNTIL TOLD TO DO SO BY A CAMPUS SAFETY OFFICER OR OTHER UNIVERSITY OFFICIAL.**

## Health & Safety Inspections

At least twice a semester, the Residence Life & Housing staff conducts Health and Safety inspections. During inspections, if a room is found to have violations, action is taken to address those violations. Residents who are found to be in violation of college policies during these inspections are subject to conduct review and/or loss of current or future housing assignments.

Potentially dangerous items found during Health and Safety inspections may be confiscated without the option of being returned. In addition to confiscation, some items may be destroyed, including but not limited to the following: *drugs, drug paraphernalia, weapons, alcoholic beverages, or containers and candles*. More information may be found in the Hallway Handbook.

## Fire Safety Training

Each year, the Operations Manager conducts annual training for the Resident Advisors and Residence Life professional staff. Training covers:

- Fire prevention
- Current trends and national statistics of fires and causes on college campuses
- Building evacuations and emergency preparedness
- Life safety systems
- Hands-on fire extinguisher training
- Active Shooter training

Fire Safety training is available to all students, staff, and faculty and can be customized for particular departments.

### **Contact Information:**

Mohammed Ahmed  
Operations Manager  
Phone: (310) 846 - 2609  
[mahmed@otis.edu](mailto:mahmed@otis.edu)

# Clery Definitions



## 1. MURDER AND NON NEGLIGENT MANSLAUGHTER

The willful (non-negligent) killing of one human being by another.

## 2. NEGLIGENT MANSLAUGHTER

The killing of another person through gross negligence.

## 3. AGGRAVATED ASSAULT

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. Simple assaults are excluded.

## 4. ARSON

Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Note that only fires determined through investigation to have been willfully or maliciously set are classified as arsons. Arson is therefore the only Clery Act offense that must be investigated before it can be disclosed. •If other Clery Act offenses were committed during the arson incident, the most serious is counted in addition to the arson.

## 5. BURGLARY

The unlawful entry of a structure to commit a felony or a theft. Attempted forcible entry is included.

## 6. ROBBERY

The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

## 7. MOTOR VEHICLE THEFT

The theft or attempted theft of a motor vehicle. A motor vehicle is self-propelled and runs on the surface and not on rails. Motorboats, construction equipment, airplanes, and farming equipment are specifically excluded from this category.



## 8. SEX OFFENSES- FORCIBLE

The Clery Act has four defined sex offenses for which crime statistics must be collected on Clery geography. They are: rape, fondling, incest and statutory rape.

### 8A - RAPE

The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

### 8B - FONDLING

The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age and/or because of his/her temporary or permanent mental incapacity.

## 9. SEX OFFENSES- NON-FORCIBLE

### 9A. INCEST

Non forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

### 9B. STATUTORY RAPE

Non forcible sexual intercourse with a person who is under the statutory age of consent.

The Clery Act requires institutions collect statistics for violations of state law and or ordinances for drug, alcohol and weapons violations.

## 10. LIQUOR LAW VIOLATIONS

The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

## 11. WEAPONS POSSESSION

The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

## 12. DRUG ABUSE VIOLATIONS

Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: Opium or Cocaine and their derivatives (Morphine, Heroin, Codeine); Marijuana; synthetic narcotics (Demerol, Methadone); and dangerous non-narcotic drugs (Barbiturates, Benzedrine). The Clery Act requires institutions collect crime statistics for hate crime associated with either the commission of a primary crime or the lesser offenses of larceny-theft, simple assault, intimidation, destruction of or vandalism of a buildings or property.

## 13. HATE CRIMES

A hate crime, also known as a bias crime, is a criminal offense committed against a person, property or society that is motivated, in whole or in part, by the offender's bias against a race, gender, religion, sexual-orientation, ethnicity, disability, gender identity or national origin. You must have a primary crime or one of the four new hate crimes and a bias to equal a hate crime.

## 14. LARCENY-THEFT

The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

## 15. SIMPLE ASSAULT

An unlawful physical attack by one person on another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

## 16. INTIMIDATION

To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or conduct, but without displaying a weapon or subjecting the victim to actual attack. Includes cyberintimidation if victim is threatened on Clery geography.

## 17. VANDALISM/DESTRUCTION AND DAMAGE

To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of the property.

# Violence Against Women Act (2013) Crimes

## DOMESTIC VIOLENCE

A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by 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 in which the crime of violence occurred.

## DATING VIOLENCE

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

## STALKING

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (1) Fear for the person's safety or the safety of others; or (2) suffer substantial emotional distress.

- **Course of conduct** means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
- **Substantial emotional distress** means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- **Reasonable person** means a reasonable person under similar circumstances and with similar identities to the victim.

# Appendix A: Main Campus Map



**KEY:**



Campus Property:

On-Campus Student Housing:

Public Property: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within campus, or immediately adjacent to and accessible from campus.

# Appendix B: Crime Statistics

CRIMINAL OFFENSES	LOCATION	Total 2021	Total 2022	Total 2023
Criminal Homicide: Murder and Non-negligent Manslaughter	On Campus	0	0	0
	Non-campus building or property **	0	0	0
	On Public Property	0	0	0
	On Campus Housing	0	0	0
Negligent Manslaughter	On Campus	0	0	0
	Non-campus building or property **	0	0	0
	On Public Property	0	0	0
	On Campus Housing	0	0	0
Sexual assault: Rape	On Campus	0	0	0
	Non-campus building or property **	0	1	0
	On Public Property	0	0	0
	On Campus Housing	0	0	0
Sexual Assault: Fondling	On Campus	0	0	0
	Non-campus building or property **	0	0	0
	On Public Property	0	0	0
	On Campus Housing	1	0	0
Sexual Assault: Incest	On Campus	0	0	0
	Non-campus building or property **	0	0	0
	On Public Property	0	0	0
	On Campus Housing	0	0	0
Sexual Assault: Statutory Rape	On Campus	0	0	0
	Non-campus building or property **	0	0	0
	On Public Property	0	0	0
	On Campus Housing	0	0	0
Robbery	On Campus	0	0	0
	Non-campus building or property **	0	0	0
	On Public Property	0	0	0
	On Campus Housing	0	0	0
Aggravated Assault	On Campus	1	0	0
	Non-campus building or property **	0	0	0
	On Public Property	1	0	0
	On Campus Housing	1	0	0
Motor Vehicle Theft	On Campus	0	0	0
	Non-campus building or property **	4	8	0
	On Public Property	0	0	0
	On Campus Housing	0	0	0
Burglary	On Campus	0	1	0
	Non-campus building or property **	2	0	0
	On Public Property	0	0	0
	On Campus Housing	0	0	0
Arson	On Campus	0	0	0
	Non-campus building or property **	0	0	0
	On Public Property	0	0	0
	On Campus Housing	0	0	0



HATE CRIMES	LOCATION	Total 2021	Total 2022	Total 2023
Larceny-theft	On Campus	0	0	0
	Non-campus building or property **	0	0	0
	On Public Property	0	0	0
	On Campus Housing	0	0	0
Simple assault	On Campus	0	0	0
	Non-campus building or property **	0	0	0
	On Public Property	0	0	0
	On Campus Housing	0	0	0
Intimidation	On Campus	0	0	0
	Non-campus building or property **	0	0	0
	On Public Property	0	0	0
	On Campus Housing	0	0	0
Destruction/damage/vandalism of property	On Campus	0	0	0
	Non-campus building or property **	4	8	0
	On Public Property	0	0	0
	On Campus Housing	0	0	0

ARRESTS AND/OR REFERRALS FOR DISCIPLINARY ACTION	LOCATION	Total 2021	Total 2022	Total 2023
Weapons law violations	On Campus	1	0	0
	Non-campus building or property **	0	0	0
	On Public Property	0	1	0
	On Campus Housing	2	2	0
Drug abuse violations	On Campus	3	5	4
	Non-campus building or property **	0	0	0
	On Public Property	0	0	0
	On Campus Housing	3	4	4
Liquor law violations	On Campus	2	3	4
	Non-campus building or property **	0	0	0
	On Public Property	0	0	0
	On Campus Housing	0	0	4

VAWA OFFENSES	LOCATION	Total 2021	Total 2022	Total 2023
Domestic Violence	On Campus	0	0	0
	Non-campus building or property **	1	0	0
	On Public Property	1	0	0
	On Campus Housing	0	0	0
Dating Violence	On Campus	0	0	0
	Non-campus building or property **	0	0	0
	On Public Property	0	0	0
	On Campus Housing	0	0	0
Stalking	On Campus	2	0	0
	Non-campus building or property **	0	1	0
	On Public Property	0	0	0
	On Campus Housing	0	0	0

