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## HANDBOOK FOR CAMPUS SAFETY AND SECURITY REPORTING

### INTRODUCTION

Interior Designers Institute (IDI) is dedicated to providing a safe working and learning environment. Interior Designers Institute is providing the following information to be in compliance with the amended Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (1990) (20 USC Section 1092(f) (Clery Act) and the Violence Against Women Act (2016). While Campus Security plays a role in ensuring that our campus remains as safe as possible, the responsibility for crime prevention and personal safety rests with each individual. Therefore, each of us must take personal responsibility for our own safety, as well as for the safety of those around us. If you should have any questions about any of the information provided in this material, please contact Shanen Foye, Title-IX Director, at 949/675-4451 or [shanen@idi.edu](mailto:shanen@idi.edu).

### CAMPUS SECURITY AND CRIME PREVENTION POLICY

IDI's Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report and the Violence Against Women Act Report are always available on the college's website ([www.idi.edu](http://www.idi.edu)) in the online catalog. These reports are distributed to students upon enrollment, are available to prospective employees and students upon request. On or before October 1<sup>st</sup>, these reports are distributed to students and employees annually.

### PREPARING ANNUAL DISCLOSURE OF CRIME STATISTICS

Any incident that might occur on campus property or during a campus activity are reported and documented on an Incident Report, which is sent to the Title IX Director and the Executive Director. Reports are kept in a secure location in the Executive Director's office. The statistics included in the annual Campus Security Report are prepared by compiling any statistics and date from the incident report and from the Newport Beach Police Department. Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents in an accurate and prompt manner. Whether it happens to you or you are a witness, you have a responsibility to call Shanen Foye at IDI or the Newport Beach Police Department to report a crime.

### REPORTING CRIMINAL ACTIONS OR OTHER EMERGENCIES

A safe environment is everyone's responsibility. Students, faculty and staff are encouraged to report all criminal acts, suspicious activities or emergencies promptly and have the right to report these matters confidentially. Victims or witnesses to a crime are encouraged to file a report of the incident. Reports can be filed on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics by contacting the Title IX Director, Shanen Foye, [shanen@idi.edu](mailto:shanen@idi.edu) or by calling 949/675-4451 during business hours. If the Title-IX Director is not available, the Executive Director, Judy Deaton, can be contacted at [judy@idi.edu](mailto:judy@idi.edu) or by calling 949/675-4451.

Reports are kept in a secure location in the office of the Executive Director. Names of victims or witnesses are not disclosed in the crime report. It is the policy of IDI that all criminal acts or other emergencies be properly documented and reported to local authorities as required by law.

IDI's security on Monday – Thursday from 5:30-9:30pm is provided by Universal Protection. Universal Protection can be contact by calling 714/480-3597.

In the event of fire or medical emergencies, staff and employees should contact the Newport Beach Police Department by dialing 911 and then notify the Executive Director.

### **VICTIM NOTIFICATION**

IDI, will upon written request, disclose to the alleged victim of a crime or violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by IDI against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for these procedures.

### **ACCESS TO CAMPUS BUILDINGS**

Current IDI students, faculty and employees have access to campus buildings during class hours by using the key fob assigned to each student, faculty member and employee. IDI contracts a private security company to provide a guard who monitors activities outside the campus buildings and in the parking areas in the evenings. Students, faculty and employees are encouraged to be vigilant of criminal activity and to report any such activity to the security guard or by calling the private security company, Universal Protection at 714/480-3597, or by contacting the local law enforcement agency immediately by dialing 911.

### **CAMPUS GUARD**

An unarmed guard is available after 5:30pm Monday-Thursday to assist students, faculty and staff of IDI. The guard is authorized to request identification from those individuals, who are unfamiliar to them, and identification is required of all individuals arriving or leaving after the campus buildings are secured. The guard has the authority to evict unauthorized persons from the premises. Students are advised to carry their IDI Photo ID Student Card at all times and to present them upon request. Security personnel may not make arrests, but are instructed to promptly contact Newport Beach Police Department and the Executive Director if any illegal activity occurs.

**Campus Security Authorities** at IDI include, security officers or any official of the institution who has significant responsibility for student and campus activities. The Title IV Director or her designee may identify other official as it is deemed necessary. The IDI Authorities are:

Title	Phone
<b>Title IV Director</b>	<b>949/675-4451, ext. 112</b>
<b>Executive Director</b>	<b>949/675-4451, ext. 114</b>
<b>Director of Administrative Services</b>	<b>949/675-4451, ext. 110</b>
<b>Assistant Director and Director of Student Services</b>	<b>949/675-4451, ext. 119</b>

All members of the campus community are encouraged to report crimes or criminal activity to IDI security via Universal Protection at 714/480-3597, or to an individual on the Campus Security list.

### **ADVISORS - CONFIDENTIAL**

As a result of the negotiated rulemaking process which followed signing into law the 1998 amendments to 20 U.S.C., Section 1092(f), clarification was given to those considered to be Campus Security Authorities. Advisors, when acting as such, are not considered to be a Campus Security Authority and are not required to report crimes for inclusion in to the annual disclosure of crime statistics. The Director of Student Services or Executive Director, when acting as advisors are not considered to be campus security authority and are not required to report crimes for inclusions into the annual disclosure of crime statistics. The

Director of Student Services and the Executive Director are encouraged; if and when they deem it appropriate, to inform persons being advised of the procedures to report crimes on a voluntary, confidential basis for inclusion into the annual crime statistics. Please contact the Director of Student Services at 949/675-4451, ext. 119 to confidentially report a crime.

If a student is a victim of a crime and does not want to pursue action with IDI or the criminal justice system, the student still may want to consider making a confidential report. With the student's permission, the Director of Student Services can file a report on the details of the incident without revealing the student's identity. The purpose of the confidential report is to comply with the student's wish to keep the matter confidential, while taking steps to ensure the safety of the student and that of others. Reports filed in this manner are counted and disclosed in the Annual Security Report statistics for IDI. Reports are kept in a secure location in the office of the Executive Director.

For additional information on Student Support Services, please contact the Director of Student Services at 949/675-4451, ext. 119.

IDI maintains a Crime Log of all criminal incidents reported to the institution. The Crime Log includes the date and time the incident occurred, the nature of the offence, the location of the offense and the offense allegedly committed. The Crime Log is available for public inspection in the Director of Student Services' office, during normal business hours.

#### **RELATIONSHIPS WITH LOCAL AND STATE POLICE**

IDI is located in Newport Beach, California. IDI stays in contact with the Newport Beach Police Department to ensure that the college is aware of criminal offenses and arrests occurring on or near the campus so that they can be properly reported, and if necessary, provide for timely warning reports on crimes that represent a continuing threat.

#### **EMERGENCY ALERT NOTIFICATION PROCEDURE**

In the event of an emergency, the IDI security will first confirm that there is, in fact, an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the college community. IDI will communicate without delay via email or cell phone. It is the student's responsibility to provide current contact information and to activate their IDI student email account. Notifications are not limited to violent crimes or crimes against person, but may be threats to persons or to property. For example, there may be a rash of burglaries or motor vehicles thefts that merit a notification because they represent a continuing threat to the campus community.

The decision of issue a notification is based on the nature of the crime, the continuing danger to the campus community, and the possible risk of compromising law enforcement efforts. Notification should allow the members of the campus community to protect themselves. Notifications include information about the crime that triggered the notification and all information that will promote safety and that would aid in the prevention of similar crimes.

#### **PROGRAMS TO INFORM STUDENTS ABOUT CAMPUS SECURITY**

All new IDI employees and students are instructed on crime awareness, prevention and campus security during orientation, and are encouraged to take responsibility for their own security, as well as the security of their fellow classmates. During the New Student Orientation, new students receive information on campus security policies and procedures, suggestions on how to avoid becoming a crime victim, evacuation information, and procedures for reporting any criminal activity or emergency. At least one a year the campus community will participate in emergency training and evacuation methods.

In an emergency, IDI will inform members of the campus community about emergency situations through college email and cell phones.

Every student can update their contact information by contacting Tammy Solomons, Director of Administrative Services at [contact@idi.edu](mailto:contact@idi.edu).

### **ALCOHOL & SUBSTANCE-FREE ENVIRONMENT**

Pursuant to federal and state drug laws, employees and students are prohibited from the unlawful manufacture, distribution, possession, sale or use of illicit/illegal drugs. IDI also enforces state laws regarding underage drinking. The prohibition applies while on IDI property or when participating in any institutional activity. Students or employees who violate this policy will be subject to disciplinary action up to, and including, expulsion for IDI or termination of employment.

In keeping with section 120(a) through 9d) of the Higher Education Act of 1965, as amended, including the Drug-Free Schools and Communities Amendments of 1989 (Public Law 101-226), a “Drug Free Schools and Campuses” publication, the Drug Prevention Policy, is provided to all IDI students and employees annually.

### **WEAPONS POLICY**

Possession or use of firearms, fireworks, ammunition, or other dangerous weapons or materials is prohibited on IDI owned or controlled property, and at all college-sponsored activities.

### **NON-DISCRIMINATION/SEXUAL HARRASMENT POLICY (Title IX)**

IDI is committed to providing a safe learning and working environment for students and employees that is free of all forms of discrimination, harassment, exploitation, or intimidation. In keeping with this commitment, IDI maintains a strict policy prohibiting all forms of unlawful harassment based on race, religion, color, sex, age, national origin, handicap, veteran status, or any other characteristics or condition protected by state or federal law. This policy applies to all IDI staff, faculty, students, and agents. Sexual harassment is a form of discrimination that can undermine the foundation of trust and mutual respect that must prevail for the college to fulfill its educational mission. Every member of the campus community should be aware that the college strongly opposes discrimination and that such behavior is prohibited both by law and IDI’s conduct policy. Violations of the non-discrimination policy or sexual harassment policy will not be tolerated and corrective action up to and including disqualification may be taken. For the complete policies or to file a complaint, information is available by contacting the Title IX Director, Shanen Foye at [shanen@idi.edu](mailto:shanen@idi.edu).

### **PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT THE PREVENTION OF CRIMES**

IDI will provide resources for seminars and workshops designed to heighten awareness of crime and its prevention. In addition to the annual campus security report, students and staff are notified of specific security concerns as they arise throughout the year.

In the event that IDI, when working with local police or IDI security, determines that a particular criminal offense continues to be a threat to the campus community, it will notify the campus community by email and posters.

Students, Faculty and Administrative Staff are requested to review all policies that are distributed that refer to crime awareness, campus security, discrimination and student conduct.

### **PROGRAMS AND PROCEDURES REGARDING SEXUAL VIOLENCE**

Sexual Violence, including Domestic Violence, is prohibited by IDI and is incompatible with the Institution’s goal of providing a healthy educational environment for students, faculty, staff and guests. Sexual offenses involve the physical contact of a sexual nature which is against one’s will or without one’s consent.

Consent requires a voluntary, positive agreement between the participants to engage in specific sexual activity. Sexual activity that is nonconsensual would include, but is not limited to:

- nonconsensual sexual intercourse or penetration (vaginal, oral, or anal) by any means;
- nonconsensual sexual contact (any touching or intimate body parts with any body part or object without consent);
- sexual contact with a person while knowing or having reason to know that the person is incapacitated by any means including alcohol or drugs.

Sexual violence can be perpetrated by a stranger or acquaintance. Both men and women can be victims or perpetrators. The following website provides information on registered sex offenders in California:

<https://www.meganslaw.ca.gov/>

### **RETALIATION POLICY**

Retaliation includes threats, intimidation, reprisal and/or adverse actions related to employment or education and is strictly prohibited against a person who reports sexual harassment, assists someone with a report of sexual harassment, or participates in any manner in an investigation or resolution of a Title IX complaint. Anyone who perceives retaliation should immediately notify the IDI Title IX Director, Shanon Foye at [shanen@idi.edu](mailto:shanen@idi.edu) or by phone at 949/675-4451.

### **EMERGENCY NOTIFICATION**

At IDI, the safety of our students, faculty, and staff is of primary importance and we all are committed to preventing situations that could cause harm to any member of our campus community. Sometimes emergencies do occur, however, and in the event of an emergency, it's critical to stay informed. IDI will deliver notifications to all students via email and on the student's IDI email address.

#### **Why is this important?**

The information in the emergency notification system will be used primarily to contact all members of the campus community in case of emergency, an evacuation due to a natural disaster, or some other urgent situation that requires a wide-scale notification of the IDI community as determined by the Executive Director.

### **EMERGENCY NOTIFICATION AND EVACUATION POLICY**

#### **Process used to confirm that there is a significant emergency or dangerous situation:**

In the event of a report of a dangerous or emergency situation to any staff member, the staff member will contact the Director or any member of the administration. The Director or other administrative member will then review the situation, and if appropriate confer with local law enforcement to confirm the issue(s) involved and determine if activation of the Emergency Notification system is warranted.

The only reason IDI would not immediately notify the campus community is if doing so would compromise efforts to assist a victim, contain the emergency, respond to the emergency, or otherwise mitigate the emergency.

In the event the emergency requires IDI to close temporarily, the Director will generate an announcement of the duration of the closure to be listed on the college's website.

In the event of a fire, students should proceed to the nearest exit. In an earthquake, falling objects pose the greatest danger. Students should get under a study desk or table if possible. Kneel down and cover their head with their arms. Duck, cover and hold. If evacuation is necessary, students should proceed to the closest exit.

### **CAMPUS SECURITY REPORT-CAMPUS SECURITY ACT DISCLOSURES**

The purpose of this report is to advise current and prospective students, faculty and staff of crimes that have occurred on campus during the past calendar year, to define the procedures for reporting criminal actions or other emergencies occurring on campus and to state the policies concerning the college's response to such reports.

**SECURITY OF CAMPUS FACILITIES**

During an academic quarter, the school’s doors are opened at 8:30am Monday through Thursday and are secured at 9:15pm and on Friday are opened at 9:00am and are secured at 4:00pm. Students may access the drafting rooms and computer labs during these times. No one is allowed to enter the facilities after closing or before opening without authorization for a school official. There is a security guard from 5:30pm – 9:30pm Monday through Thursday. The phone number for Universal Protection is 714-480-3597. The security guard and administration personnel are responsible for checking that opening and closing procedures are followed.

**PARKING LOT**

Interior Designers Institute contracts a private security company to monitor activities in the parking areas in the evenings. Each student and employee is encouraged to be vigilant of criminal activity and to report any such activity to the security guard by calling Universal Protection at 714-480-3597 or by contacting a local law enforcement agency immediately.

**REPORTING PROCEDURES**

When notified of any criminal activity the administrator will report the activity to the local law enforcement agency immediately. Additionally, the campus community will be notified in writing, within 48 hours, of a confirmed report. During the school orientation program, the students will be informed about campus security procedures and policies and the students will be encouraged to be responsible for their own security and the security of others. In the event of an emergency local law enforcement officials can be contacted by call 911 to report any criminal activity.

**CAMPUS STATISTICS OF CRIMINAL OFFENSE**

Between January 1, 2017 to December 31, 2017

Criminal Homicide	0	Aggravated Assault/Battery	0
Rape	0	Burglary	0
Sexual Assault	0	Arson	0
Robbery	0	Motor Vehicle Theft	0
Liquor Law Violation	0	Weapons Possession	0
Drug Abuse Violation	0	Prejudice Crimes	0
Unfounded Reports of Sexual Assault	0		

**POSSESSION, USE AND SALE OF ALCOHOLIC BEVERAGES OR ILLEGAL DRUGS**

IDI has established policies concerning possession, use and sale of alcohol and illegal drugs by the staff and students. Each student and employee is informed that the facility complies with the Drug Free Work Place Act of 1988 and the results of non-compliance with the terms of this Act. For further information concerning this policy or for an additional copy please contact Student Services.

**PERSONAL PROPERTY**

IDI is not responsible for lost or stolen property. All students and staff are reminded not to leave personal property un-attended for any length of time.