

**Annual Security Report**  
AND  
**Annual Fire Safety Report**  
OF THE AMERICAN ACADEMY OF DRAMATIC ARTS

**As Required by the Higher Education Opportunity Act (HEOA) of 2008  
(Public Law 110-315)**

**Academy Compliance with  
CRIME AWARENESS AND CAMPUS SECURITY ACT OF 1990  
(Public Law 101-542)  
AMENDED IN 1998 AS THE CLERY CAMPUS SECURITY & CRIME  
ACT,  
FURTHER AMENDED IN 2008 (HEOA) & 2013 CAMPUS SaVE ACT**

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POLICIES AND PROCEDURES

## **CLERY CRIMES DEFINED, COLLECTED & DISTRIBUTED**

**CLERY CRIMES DEFINED:** The federal **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)** requires colleges and universities, both public and private, participating in federal student aid programs to disclose campus safety information, and imposes certain basic requirements for handling incidents of sexual violence and emergency situations. Disclosures about crime statistics and summaries of security policies are made once a year in an Annual Security Report (ASR) and information about specific crimes and emergencies is made publicly available on an ongoing basis throughout the year.

The Clery Act is named in memory of **Jeanne Clery** who was raped and murdered in her residence hall room by a fellow student she did not know on April 5, 1986. The disclosure of campus crime information and the federal law that now bears her name was first enacted in 1990. It has been amended regularly over the last two decades to keep up with changes in campus safety with the most recent update in 2013 to expand the law's requirements concerning the handling of sexual violence.

The **Campus Sexual Violence Elimination Act**, or **Campus SaVE Act (SaVE)**, is a 2013 amendment to the federal Jeanne Clery Act. SaVE was designed by advocates along with victims/survivors and championed by a bi-partisan coalition in Congress as a companion to **Title IX** that will help bolster the response to and prevention of sexual violence in higher education. President Obama signed the measure into law as part of the **Violence Against Women Reauthorization Act of 2013** on March 7, 2013.

SaVE requires colleges and universities, both public and private, participating in federal student aid programs (covering virtually every campus in the United States) to increase transparency about the scope of sexual violence on campus, guarantee victims enhanced rights, provide for standards in institutional conduct proceedings, and provide campus community wide prevention educational programming.

**ACADEMY'S COMPLIANCE WITH SaVE:** The Academy provides primary prevention and awareness programs for all incoming students and new employees, along with ongoing prevention and awareness campaigns, that –

- 
- Includes a statement that the institution prohibits sexual violence; the definition of domestic violence, dating violence, sexual assault, and stalking in their jurisdiction (the institution must still follow the federal definitions when collecting statistics, offering victims assistance and conducting disciplinary proceedings);
  - The definition of consent for sexual activity in their jurisdiction;
  - Bystander intervention;
  - Risk reduction; and
  - Information about disciplinary proceedings and victims' rights as required by SaVE.

**CLERY ACT CRIME STATISTICS COLLECTED & DISTRIBUTED:** Clery Act defined crimes include those listed on page 7, "Crime Statistics-Form III" (Appendix A) such as murder, rape, robbery, sexual assault, aggravated assault, burglary, theft, hate crimes, liquor law violation, drug law violation, and weapons possession.

Crimes at The American Academy seldom occur due to the leadership and guidance of our dedicated administration and faculty. They are supplemented by on-site Student Orientation and the many

materials received by all students when they enter and matriculate. The Academy has been fortunate in that serious crimes have not taken place on campus.

**CRIME REPORTING:**

Any student who is a victim of, or has knowledge of, a crime occurring on campus (including stolen property) must submit an Incident Report (Appendix B) to a Campus Security Authority (CSA). Designated CSAs include the Security Guard, the Receptionist and the Operations Director at 212-686-9244, x309. Forms for reporting campus crime incidents are available at the Security Desk on the 1st floor and the Reception Desk on the 6th floor. By October 1st, the Annual Security Report (ASR) is published on the Academy's website, [aada.edu](http://aada.edu), as well as posted publically on campus.

In addition, comprehensive information on civil rights, internal and external policies and processes, and prevention is provided by Student Handbooks, Student Orientation and Academy website: [aada.edu](http://aada.edu), booklets providing further tips on prevention. New York State laws regarding sexual assault and rape are defined in New York States' Penal Law, Sections 130.00 to 130.80. Sex offenses are ranked (first degree, second degree, etc.) and carry different penalties from a few months imprisonment for misdemeanors up to 25 years imprisonment for felonies.

The Academy's policy and practices are also described in more complete detail on page 11 of the report in the attachment, "Bias Related and Sexual Assault Prevention: Policy and Procedures" (Appendix C), Our Annual Security Report (ASR) which includes New York Police Department statistics, if any, is also distributed to the entire Academy community.

An individual who is the victim of discrimination, harassment, sexual misconduct, sexual assault or gender-based misconduct, has knowledge of another person being the victim of discrimination, harassment, sexual misconduct, sexual assault or gender-based misconduct, or believes in good faith that s/he has witnessed a possible warning sign of discrimination, harassment, sexual misconduct, sexual assault or gender-based misconduct is encouraged to make a formal report to any Institutional Administrator, and/or local law enforcement authorities. Whether or not a victim or witness elects to report an act of discrimination, harassment, sexual misconduct, sexual assault or gender-based misconduct of the warning signs of sexual misconduct to the police, s/he is urged to contact the Institutional Administrator.

<b>Dan DeShurley</b>	<b>Bob Dempsey</b>	<b>Becky Falto</b>
<i>Vice President of Operations</i>	<i>Director of Academic Services</i>	<i>Director of Student Housing</i>
Title IX, Clery Act and 504/ADA	Deputy 504/ADA	Deputy Title IX
Administrator & Investigator	Administrator & Investigator	Administrator & Investigator
Ddeshurley@aada.edu	Bdempsey@aada.edu	Bfalto@aada.edu
New York Campus	New York Campus	New York Campus

Inquiries may be made externally to:

**Office for Civil Rights (OCR)  
(EEOC)**

U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-1100

Customer Service Hotline #: (800) 421-3481

Facsimile: (202) 453-6012 | TDD#: (877) 521-2172

Email: [OCR@ed.gov](mailto:OCR@ed.gov) | Web: <http://www.ed.gov/ocr>

**Equal Employment Opportunity Commission**

Contact: <http://www.eeoc.gov/contact/>

**INVESTIGATING VIOLENT FELONY OFFENSES:**

The Academy immediately reports any violent felony offense occurring on campus to its local police precinct. Any student missing from his or her residence is investigated and reported to the precinct in accordance with the 24-hour rule for students living in campus housing. The Academy's actions include full cooperation and coordination with the local precinct in providing for a prompt and thorough investigation of any such crime or incidence.

Cases involving sexual assault by students are subject to adjudication under the Academy's disciplinary procedures, as comprehensively outlined in the Student Handbook. Such cases can be pursued simultaneously through the appropriate Academy procedures and the courts, if the victim wishes to do so.

**SUMMARY OF ACADEMY SECURITY POLICIES AND PROCEDURES**

The Academy's Security policy is to provide adequate security and safety for its students, faculty and staff; and to provide a safe and secure teaching/learning environment for all.

- The Academy complies with the Clery Act's disclosure of safety information by preparing and disseminating crime statistics. Any reported crime is entered on an Incident Form and the statistics are compiled and distributed annually by October 1st in the form of a three-year profile. Crime data also incorporates crime statistics obtained from the local police (if any), for a given year.
- The Academy owns an adjacent 13-story building for student housing which is protected by 24/7 Security Guards.
- During business hours, the Academy is normally open to students, employees, parents, alumni, guests, prospective students, invitees, and contractors who must sign in or be accompanied by an Academy employee. However, due to the pandemic we are following CDC and state guidelines available on our website at: [www.aada.edu/uploads/files/documents/5a85a45e2f.pdf](http://www.aada.edu/uploads/files/documents/5a85a45e2f.pdf). During off-hours, the school is accessible solely by key, with access limited to the Building Superintendent and his Assistant, the Director of Operations and designated members of the administration.

- Since we are a small campus, housed in two adjacent urban buildings (a 6-story college and 13-story student housing), The Academy has no need for police authority on campus. For protection and security, we employ four full-time security guards and other employees of security agencies as needed who have the authority to ask all persons for identification and to determine whether they have lawful business to enter the buildings. Students, visitors, and construction workers MUST SIGN IN with the Security Guards, who maintain the logs.
- Safety and crime prevention information is provided to all students via Student Orientation Meetings and the Academy's Student Handbook, which contains policies and procedures on specific crimes such as date rape, hate crimes, self-awareness of their security needs and the security of others. It also defines the Academy's policy concerning voluntary confidential reporting on security and safety violations.
- The Academy maintains a zero-tolerance policy on drug and alcohol abuse. The manufacture, distribution, possession or use of drugs or alcohol is strictly prohibited. Detailed policy information is provided in all Handbooks for Students, Faculty and Staff. Violation can result in Academy disciplinary action or possibly investigation and criminal charges.
- The Academy's policy is zero tolerance for sexual assault by any person – student, employee, visitor or vendor. A student's awareness and education program is provided via Student Orientation Meetings, Student Handbook, and appropriate booklets. The Academy has a Title IX Compliance Coordinator and a Deputy Coordinator and provides a list of community support services and procedures in the event of any sexual assault.
- A list of sex offenders in the City of New York, NY is available on the website: <http://www.city-data.com/so/so-New-York-New-York.html>.
- The first line of protection is Security. The guards (day & evening), stationed in the main lobby control access to the Academy building and premises from the time the building is opened until it has been locked up. In the event of an emergency any person has immediate access to security personnel. Our housing facility has 24-hour security.
- For building security, the locked external gates and the locked outer and interior Herculite doors of the main entrance secure the building after business hours.
- The building perimeter is secure. The possibility of accessing the building from the roof is remote, and the roof door and windows facing the rear and side of the building are locked.
- As part of the school's effort to enhance security, the Academy now has twelve walkie-talkies in the building placed with the Building Supervisor, Security Guards, Director of Operations, Director of Student Housing, Fire Wardens, 6<sup>th</sup> floor Reception and the President's office.

## **ANNUAL FIRE SAFETY REPORT**

**2022-2023**

1. No fires during 2022-2023 in our Main building or our adjacent 13-story building for student housing.
2. The Academy has had only one minor fire emergency in the last nine years.
3. The New York City Fire Department has determined that during the Coronavirus outbreak buildings will be allowed to postpone fire drills. Pending further notice, the Fire Department will not enforce timeframes for Fire Code required building fire drills and EAP drills, however, the Academy will be resuming fire drills in 2023.
4. Smoking on school premises is strictly forbidden. The Academy's Board of Trustees has designated the Academy as a smoke-free campus since 1993. The building and housing front is also designated as a non-smoking zone (30' on either side of main entrances).
5. Information for building evacuation on fire alarm stations and procedures when a fire occurs is described below and in the Student Handbook Evacuation Procedures and posted on the Academy's website [aada.edu](http://aada.edu). Fire alarms go off automatically if a fire is detected in the building. Everyone must quickly leave by the nearest exit. Fire Wardens (staff members) are on each floor to direct and assist evacuation, and school officials will notify everyone when to return to the building. Elevators are automatically recalled to the first floor when the alarm sounds and must never be used in the event of a fire.
6. The following employees go into action as investigators and evacuation leaders when the fire alarm sounds: Building Supervisor, Security Guards, Director of Operations, and the Fire Wardens.
7. The cornerstone of any Fire Safety Plan is community knowledge of procedures in case of emergencies, fire safety equipment and speed of evacuation. Fire safety improvements at The Academy include a building wide sprinkler system, completed in 2012, and a new fire alarm and smoke purge system completed in 2016. The alarm system provides the first alert, and, in the event of an actual fire emergency, the sprinkler system begins fighting the fire before the Fire Department arrives.

## **EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

**FIRE EMERGENCY:** Anyone aware of fire danger should immediately activate the nearest fire alarm pull-box located near the floor exits and leave the building. Upon hearing the alarm horn warning/flashing

lights, the community knows to evacuate the building promptly. Each floor has a Fire Warden assigned to expedite evacuation, direct persons to the proper exit and assist any individual in need of aid. At the fire exits, everyone is reminded by security personnel and Fire Wardens not to re-enter the building until the all clear signal is given by Academy Management.

**FIRE DRILL & FIRE LOG:** The Academy conducts at least two building evacuations annually to test the emergency response system and records the date and time of the test and the time it took to evacuate in a log maintained by the Director of Operations. The Fire Drill Log also contains details of a fire should one occur.

**BOMB THREAT:** The process that the Academy uses to confirm a significant emergency is to have the incident visually inspected by the Building Supervisor and Director of Operations and report suspicious items to the NYPD bomb squad. If the bomb threat is determined by the bomb squad to be significant, the building will be evacuated through the fire alarm system. Adjacent building will be contacted in the event of an emergency.

**BUILDING BLACKOUT OR FLOOD:** In the case of a blackout, once it is determined to be either area or city wide, the President will be contacted by the Director of Operations about if and when to shut down the building. In the event of a flood, if it cannot be contained, the Director of Operations would contact the President about evacuating and shutting down the building.



**APPENDIX A**

**CRIME STATISTICS - FORM III**

*United States law requires institutions of higher education to distribute the following information to all current students and employees, and to any applicant for enrollment or employment. Statistics concerning the occurrence on campus, during the last three school years of the following offenses:*

	<b>2022-23</b>	<b>2021-22</b>	<b>2020-21</b>
<b>Murder</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Rape</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Robbery</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Sexual Assault</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Burglary</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Theft</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Hate Crime</b>	<b>0</b>	<b>0</b>	<b>0</b>

*Statistics concerning the number of arrests for the following crimes occurring on campus:*

	<b>2022-23</b>	<b>2021-22</b>	<b>2020-21</b>
<b>Liquor Law Violations</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Driver Abuse Violations</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Weapons Possession</b>	<b>0</b>	<b>0</b>	<b>0</b>

*Statistics concerning the number of arrests for the following crimes occurring on campus:*

	<b>2022-23</b>	<b>2021-22</b>	<b>2020-21</b>
<b>Domestic Violence</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Dating Violence</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Stalking</b>	<b>0</b>	<b>0</b>	<b>0</b>

## **Appendix B**

## American Academy of Dramatic Arts



### INCIDENT REPORT

Facility:  Rm/Apt.  Date:  Time:

Other Staff Present:

Submitted by:  Phone Number:  Email:

Signature:  Current Date:

**Principals and Witnesses** - ALL persons present must be listed.

Name	Room#	Student Yes/No	Phone
		Yes/No	
		Yes/No	
		Yes/No	
		Yes/No	
		Yes/No	
		Yes/No	
		Yes/No	
		Yes/No	
		Yes/No	
		Yes/No	
		Yes/No	

Type of Incident (Circle all that apply)		
Alcohol - Consumption/ Possession	Alcohol - In the Presence	Alcohol - Intoxicated and Disruptive
Computer Usage	Concern for Student	Disorderly Conduct
Drugs - Paraphernalia	Drugs - Possession	Failure to Comply
Fire Safety - Equipment	Fire Safety - Fire Alarm	Fire Safety - Setting
Harassment	Health and Safety	Illegal Items
Injury	Littering	Physical Assault
Quiet Hours	Self-Harm - Personal	Self-Harm - Suicide
Sexual Assault	Solicitation/Business	Theft
Unauthorized Usage of Keys	Vandalism	Other:

**The purpose of this form is to document an incident and/or injury at The American Academy of Dramatic Arts. Please fill this document as completely as possible and return to 6th Floor Reception.**

**American Academy of Dramatic Arts  
INCIDENT REPORT - Description**



Emergency Personnel Present	Yes	No
EMT    NYPD    NYFD	Badge#	
EMT    NYPD    NYFD	Badge#	
EMT    NYPD    NYFD	Badge#	
Treatment Refused	Yes	No

Incident Description: Provide factual information. Attach an additional sheet if necessary.

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Submitted by:     Phone Number:     Email:

Signature:     Date:

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Updated: 06/17/13

## **C. BIAS-RELATED AND SEXUAL ASSAULT PREVENTION: POLICIES AND PROCEDURES**

### **POLICIES**

The American Academy of Dramatic Arts has zero tolerance for bias-related (hate) and sexual assault crimes. It is committed to enforcing federal and state regulations governing college conduct on its campuses. The following information describes its actions to fulfill these regulations and its responsibilities to the Academy Community.

**Awareness and Prevention Training Program** - Through the Institutional Administrator, The Academy is committed to educating The Academy Community of the impact that any Discrimination, Harassment, Sexual Misconduct, Sexual Assault and Gender-Based Misconduct has on an individual and the broader Academy Community. Therefore, The Academy will:

- Provide The Academy community with training, ongoing education, prevention and awareness about Disability Services, Discrimination, Harassment, Sexual Harassment, Sexual Assault and Gender-based misconduct; including Relationship Violence, Intimate Partner Violence, Sexual Assault, or Stalking.
- Post prevention and education resources and information on The Academy's website regarding Disability Services, Discrimination, Harassment, Sexual Harassment, Sexual Assault and Gender-based misconduct; including Relationship Violence, Intimate Partner Violence, Sexual Assault, or Stalking.
- Advise all reported victims of Disability Services, Discrimination, Harassment, Sexual Harassment, Sexual Assault and Gender-based misconduct; including Relationship Violence, Intimate Partner Violence, Sexual Assault, or Stalking sources of counseling, advocacy, support, and legal options.

### **SEXUAL ASSAULT**

The American Academy of Dramatic Art's policy is zero tolerance for sexual assault and rape, by any person, or groups of persons, including students, faculty, staff, visitors and vendors. Such action is incompatible with the institution's highest standards of professionalism and discipline, is strictly prohibited, and will lead to termination and/or ejection from the campus.

Prevention will be achieved by raising awareness and educating all incoming students to eliminate the possibility of any sexual assault at the Academy, promote the sensitive handling of any victims of sexual assault, monitor the effectiveness of efforts to prevent sexual assault and standardize the reporting of sexual assaults, if any. The Academy includes the following information regarding prevention and Risk Reduction, specifically for Sexual Misconduct and Sexual Assault.

**PREVENTION:** If you find yourself in the position of being the initiator of discrimination, harassment, sexual misconduct, and/or sexual behavior; you owe sexual respect to your potential partner and yourself. These suggestions may help you avoid committing a non-consensual sexual act and reduce your risk of being accused of sexual misconduct:

- Clearly communicate your intentions to your sexual partner and give them a chance to clearly communicate their intentions to you.
- Understand and respect personal boundaries. Do not pressure a potential partner.
- Do not make assumptions about consent; about someone's sexual availability; about whether they are attracted to you; about how far you can go or about whether they are physically and/or mentally able to consent. If there are any questions or ambiguity then you do not have consent and you should stop.
- If you think you are receiving unclear or conflicting messages from your partner, it is a clear indication you should stop, defuse any sexual tension, and communicate better.
- Do not take advantage of someone's drunkenness, drugged, or otherwise incapacitated state; even if they did it to themselves.
- Realize your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size. Do not abuse this power.
- Understand consent to some form of sexual behavior does not automatically equal consent to any other form of sexual behavior.
- Silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication, and body language. If you are not sure, stop until you receive consent.

**RISK REDUCTION:** Risk reduction tips can, unintentionally, take a victim-blaming tone. With no intention to victim-blame and with recognition only those who commit sexual violence are responsible for such conduct, these suggestions may nevertheless help you to reduce your risk of experiencing a non-consensual sexual act.

- If you have sexual limits, make them known as early as possible.
- If you do not want to engage in a particular activity, tell the other person "NO" clearly and firmly.
- Try to remove yourself from the physical presence of a sexual aggressor, safely.
- If someone is nearby ask for help or if it is safe to do so, text or call someone.
- Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.
- Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to enter a dangerous situation. Respect them when they do.

## **PROCEDURES**

1. Disseminate sexual assault prevention information to all incoming students through the annual mandatory training, inclusion in the Student Handbook and Academy's website: [www.aada.edu](http://www.aada.edu).
2. Disseminate data on New York State laws regarding sexual assault, which are defined in New York States' Penal Law, Sections 130.00 to 130.80. Sex offenses are ranked (first degree,

second degree, etc.) and carry different penalties from a few months imprisonment for misdemeanors, to up to 25 years imprisonment for felonies.

3. Encourage the early reporting of any sexual assault incident so that it can be promptly investigated, discussed and the appropriate action recommended (See reporting procedures below). Cases involving sexual assault by students are subject to adjudication under the Academy's disciplinary procedures, as outline in the Student Handbook distributed and posted on-line.
4. Disseminate data on the availability of counseling to victims of sexual assault (both on campus and off-campus).

**REPORTING DISCRIMINATION, HARASSMENT, OR SEXUAL MISCONDUCT:** An individual who is the victim of discrimination, harassment, sexual misconduct, sexual assault or gender-based misconduct, has knowledge of another person being the victim of discrimination, harassment, sexual misconduct, sexual assault or gender-based misconduct, or believes in good faith that s/he has witnessed a possible warning sign of discrimination, harassment, sexual misconduct, sexual assault or gender-based misconduct is encouraged to make a formal report to any Institutional Administrator, and/or local law enforcement authorities. Whether or not a victim or witness elects to report an act of discrimination, harassment, sexual misconduct, sexual assault or gender-based misconduct of the warning signs of sexual misconduct to the police, s/he is urged to contact the Institutional Administrator.

**LODGING A FORMAL COMPLAINT:** A formal complaint may be filed by an Academy student if s/he has been a subject of unlawful discrimination, harassment, sexual misconduct, or has witnessed another individual of the community subjected to such acts. Complaints can be made in person or in writing. If in writing, the complaint must be legible, dated, and addressed to any of the Institutional Administrators.

Complaints should generally be submitted within 180 days, and failure to timely report may impede The Academy's ability to effectively investigate and respond. However, The Academy will investigate and take appropriate action in response to all reports regardless of when the alleged conduct occurred. The ability of The Academy to respond to the conduct is limited if the respondent is no longer a member of The Academy community. If a staff member, faculty member, or student leaves The Academy with a pending complaint against them; they will not be permitted to return to The Academy until the case is resolved through these procedures.

**REQUIRED REPORTING BY RESPONSIBLE EMPLOYEES:** In addition to the Institutional Administrators, a report may be made to any Responsible Employee. The following employees of The Academy are designated as Responsible Employees, who are required to report incidents and relevant details of discrimination, harassment, sexual misconduct, sexual assault or gender-based misconduct to the Institutional Administrator and law enforcement, if necessary:

- Managers/Administrators
- All Faculty

Notice to a Responsible Employee is official notice to The Academy. Members of The Academy community have the right and can expect to have incidents of discrimination, harassment, sexual misconduct, sexual assault or gender-based misconduct taken seriously by The Academy when formally

reported, and to have those incidents investigated and properly resolved. Formal reporting means only people who need to know will be told and information will be shared only as necessary.

**METHODS FOR REPORTING DISCRIMINATION, HARRASSMENT, OR SEXUAL**

**MISCONDUCT:** The Academy has a process in place for students, faculty, staff, administrators, or any Academy Community Member to report any violations of this policy or related criminal acts by:

1. Report directly to any of the Institutional Administrators, as listed above.
2. Contact the American Academy of Dramatic Arts at 800-463-8990.
3. Report directly to the established email address at [civilrights@aada.edu](mailto:civilrights@aada.edu).
4. Call the Anonymous Hotline at extension 369.

All incidents where imminent physical danger is known or suspected should be reported to local law enforcement via 9-1-1 immediately.

**REQUEST FOR CONFIDENTIALITY IN CONNECTION WITH A REPORT OF**

**DISCRIMINATION, HARASSMENT OR SEXUAL MISCONDUCT:** If the complainant requests confidentiality or requests the complaint not be pursued, The Academy will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality. However, such a request may limit The Academy's ability to respond appropriately to the complaint.

In addition, The Academy may have an obligation to proceed with an investigation, regardless of a complainant's wishes to the contrary, in order to ensure the safety of The Academy community. Complainants are not required to participate in The Academy's investigation.

The Academy may also weigh the complainant's request for confidentiality against such factors as the seriousness of the alleged conduct, whether there have been other complaints of a similar nature against the same individual, the respondent's rights to receive information about allegations if the information is maintained by The Academy as an "education record" under the Family Educational Rights and Privacy Act (FERPA) and other factors otherwise required by applicable law.

In most cases, information including the complainant's name may be shared with the respondent, witnesses, and with Academy officials who have a legitimate need-to-know or law enforcement as applicable. Beyond that, The Academy will take steps to reasonably protect the complainant's identity and the identity of all individuals involved.

The Academy may publicly disclose results of disciplinary proceedings if a student is found to have committed a crime of violence, or non-forcible sex offense, as determined under this policy.

**CONFIDENTIAL REPORTING OPTIONS:** Certain resources are not required to disclose private, personally identifiable information unless there is cause for fear for your safety, or the safety of others. Specifically, reports to counselors/therapist or members of the clergy and chaplains off-campus are confidential resources.

**FEDERAL TIMELY WARNING OBLIGATIONS:** Parties reporting sexual misconduct should be aware that under the Clery Act, The Academy's administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to members of the campus community. The Academy will ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the potential danger.



**FALSE ALLEGATIONS:** Deliberately false and/or malicious accusations under this policy, as opposed to allegations which, even if erroneous, are made in good faith, are a serious offense and will be subject to appropriate disciplinary action.

**AMNESTY FOR REPORTING PARTY AND WITNESSES:** The Academy community encourages the reporting of misconduct and crimes by reporting parties and witnesses. Sometimes, reporting parties or witnesses are hesitant to report to Academy officials or participate in resolution processes because they fear that they themselves may be accused of policy violations, such as underage drinking at the time of the incident. It is in the best interests of this community that reporting parties choose to report to university officials, and that witnesses come forward to share what they know. To encourage reporting, The Academy pursues a policy of offering reporting parties and witnesses amnesty from minor policy violations related to the incident.

- **Students:** Sometimes, students are hesitant to offer assistance to others for fear that they may get themselves in trouble (for example, a student who has been drinking underage might hesitate to help a sexual misconduct victim). The Academy pursues a policy of amnesty for students who offer help to others in need. While policy violations cannot be overlooked, the Academy will provide educational options, rather than punishment, to those who offer their assistance to others in need.
- **Employees:** Sometimes, employees are also hesitant to report harassment or discrimination they have experienced for fear that they may get themselves in trouble. For example, an employee who has violated the consensual relationship policy and is then assaulted in the course of that relationship might hesitate to report the incident to Academy officials. The institution may, at its discretion, offer employee reporting parties amnesty from such policy violations (typically more minor policy violations) related to the incident. Amnesty may also be granted to witnesses on a case-by-case basis.

### NEW YORK CITY SUPPORT SERVICES

#### MIDTOWN SOUTH POLICE PRECINCT

357 West 35th Street  
(212) 239-9811

#### POLICE

##### HEADQUARTERS:

(646) 610-5000  
Division of Community Affairs  
Crime Prevention Unit  
Special Victims Bureau (sexual assault prevention location)

#### POLICE EMERGENCY: 911

#### NYPD SPECIAL VICTIMS REPORT LINE

(646) 610-7272

#### SAFE HORIZONS: SEXUAL ASSAULT HOTLINE

(212) 227-3000