

Your Right to Know Campus Safety

Annual security Report

October 1, 2008

The San Francisco Conservatory of Music is required under Title II of the Student Right-to-Know Act of the Department of Education, to produce an annual Security Report. This report contains information concerning the reporting of crimes and emergencies and access to campus facilities. This Report also contains excerpts from our Drug and Alcohol Policy.

Campus Facility

Campus security is a very important issue in our new facility at 50 Oak Street. Security guards are stationed at the entrance, and no one can enter the building without a badge or being placed on a visitor's list requiring an escort to the desired area of the building.

The Facilities Management Department is responsible for upkeep of the Conservatory building. This department performs regular maintenance to ensure a safe environment. The Facilities Department works closely with Administration and the Safety Committee to detect potential hazards so that repairs can be made in a timely fashion.

Reporting Crimes & Emergencies

Faculty, staff and students are requested to report crimes (murder, sex offense, robbery, aggravated assault, burglary and motor vehicle theft) and misdemeanors (theft) to security, preferably in writing. Security will then forward the information to a member of administration (President, Dean, V.P. of Finance or the Human Resources Manager). Report forms are available at the security and reception desks.

"911" is the emergency telephone number for the San Francisco Police and Fire departments. "911" is also the number to use in the event of a medical emergency. The general telephone number of the local police is 415.553.0123.

Incident reports are confidential and can be released only to victims, their representatives, certain Conservatory officials or by Court order. Certain incidents or crimes may require the notification of outside law enforcement agencies. In these cases, all efforts to maintain victim/reportee confidentiality will be made.

Crime Prevention

Each year, the Administration works with the Student Advisory Committee and the Safety Committee to bring presentations to Conservatory students and staff. These presentations frequently involve experts from public and private organizations.

As part of the crime prevention program, the Administration maintains records of reported crimes occurring on and around campus. When circumstances require notification throughout the Conservatory community, Safety Bulletins are produced and circulated.

Drug and Alcohol Policy

The Conservatory has established a drug prevention program to prevent the unlawful possession, use or distribution of illicit drugs or alcohol by students or employees on the property of the Conservatory or at any Conservatory sponsored activities. As part of the prevention program, the Conservatory annually distributes the following information:

1. Standards of Conduct that clearly prohibit the unlawful use, unlawful distribution, or unlawful possession of illicit drugs or alcohol on Conservatory property or at Conservatory sponsored events;
2. A clear description of the disciplinary sanctions for violations of the Conservatory's standards of conduct;
3. A description of the health risks associated with the use of illicit drugs or alcohol abuse;
4. A description of applicable state and federal legal sanctions pertaining to the unlawful use, possession or distribution of illicit drugs and alcohol.

The Conservatory encourages its students and employees who suspect that they have a substance abuse problem to seek assistance. Please refer to the Conservatory's Drug Prevention Program information for a listing of local counseling and assistance agencies.

Sexual Assault

The Conservatory will not tolerate acts of sexual assault under any circumstances. Any Conservatory student or employee who commits an act of sexual assault will be subject to disciplinary action up to and including expulsion or termination. All reported

sexual assaults will be investigated (with the consent of the victim) and appropriate disciplinary and legal action will be taken including the notification of the S.F. Police Department.

Any faculty, staff or student who becomes aware of a sex offense has an obligation to report that incident to the Administration (President, Dean, V.P. of Finance or Manager of Human Resources). All such reports are confidential. Victims should be encouraged to follow-up with the Rape Crisis Center (415.647.7273) or other public or private services within the City. If you are a victim of a sexual assault and do not wish to report the crime to the Conservatory, you are urged to call 911 (emergency) or the Trauma Recovery Center/Rape Treatment Center (415.401.3000 or 415.821.3222).

Federal Campus Prevention Act

On October 28, 2002 the Federal Campus Sex Crimes Prevention Act took effect. It is a law that provides for the tracking of convicted, registered sex offenders enrolled as students or employed at institutions of higher education. The Act requires sex offenders to provide notice to the appropriate state agency of each institution of higher education in that State at which the person is employed or is a student. In addition, the law requires institutions to issue a statement advising the campus community where they can obtain information provided by the state on registered sex offenders.

In San Francisco, information regarding registered sex offenders may be obtained through the San Francisco Police Department’s Sexual Offenders Unit at 415.553.9203. You must call and make an appointment in order to access the information.

Safety Tips

The Conservatory is located in a dense urban environment; therefore, it is important to be aware of measures you can take to increase your personal safety and guard your personal possessions. Please

consult page 32 of the Student Handbook for safety precautions you can take to protect yourself.

Please report suspicious persons to Chief Facilities Engineer David Mitchell, the Administration office or the Security Guard immediately. When possible, travel in groups, especially at night. Use streets and routes that are heavily traveled and well lit.

Health & Safety

We also want to draw your attention to information in the Student Handbook about health care and psychological counseling (page 37). Emergency procedures are explained starting on page 48. Faculty and staff have all received a copy of the Conservatory's Illness and Injury Prevention Program and its Emergency Preparedness Plan. Everyone should also have received a copy of the Conservatory's Drug Prevention Program, with a listing of abuse prevention resources, referral agencies and treatment programs.

Please watch the Safety bulletin board located on the bulletin board on the Fifth Floor for notices of special interest throughout the year. If you have any information, suggestions or questions about safety, please get in touch with Michael Patterson, Human Resources Manager, who chairs the Conservatory's Safety Committee.

On Campus Annual Crime Statistics

We are happy to report that there were no reportable on-campus criminal offenses (murders/non-negligent manslaughter, sex offenses, robberies, aggravated assaults, burglaries, motor vehicle thefts, arson and negligent manslaughter); and arrests for weapons possession and liquor and drug abuse violations) have been reported to Administration for the past year (January 1-December 31, 2005). There have been occasional thefts of personal belongings.

Public Property (Off Campus)

Annual Crime Statistics

The following table outlines the statistics for public property adjacent to the campus. This data was secured through the use of the S.F. Police Department’s Crime site for crime statistics.

For CY 2005, these statistics encompass a radius of 200 feet around our former campus at 1201 Ortega Street. For CY2006 and 2007, these statistics encompass a radius of 500 feet around our current location at 50 Oak Street. Data for hate crimes is not available. Data for liquor law violations, drug law violations and illegal weapons possessions occurring on public property adjacent to campus is not available.

	Calendar Year 2005 1201 Ortega 200 ft	Calendar Year 2006 50 Oak 500 ft	Calendar Year 2007 50 Oak 500 ft
Murder/Non-negligent manslaughter	0	0	0
Forcible sex offenses (including rape)	0	1	1
Non-forcible sex offenses	Data Not Available	Data Not Available	Data Not Available
Robbery	2	15	13
Aggravated assault	0	0	7
Burglary	0	14	7
Motor vehicle theft	1	25	16
Arson	Data Not Available	1	Data Not Available
Negligent Manslaughter	Data Not Available	0	0