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### **Policy Regarding the Issuance of Timely Warnings**

In the event that a situation arises, either on or off campus, that, in the judgment of the Administration of Digital Film Academy, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the college e-mail system to students, faculty and staff.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Administration of Digital Film Academy may also post a notice on the campus-wide electronic bulletin board on the University Police web site at: [DigitalFilmAcademy.edu](http://DigitalFilmAcademy.edu), providing the university community with more immediate notification.

The electronic bulletin board is immediately accessible via computer by all faculty, staff and students. Anyone with information warranting a timely warning should report the circumstances to the Administration of Digital Film Academy, by phone (212-333-4013) or in person at the Administration Office of Digital Film Academy at 630 9<sup>th</sup> Ave – Suite 901, NY NY 10036.

<b>Partial Crime Statistics Reporting Table</b>					
OFFENSE	YEAR	ON CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY
MURDER/ NON-NEGLIGENT MANSLAUGHTER	2013-2014	0	N/A	N/A	0
NEGLIENT MANSLAUGHTER	2013-2014	0	N/A	N/A	0
SEX OFFENSES, FORCIBLE	2013-2014	0	N/A	N/A	0
SEX OFFENSES, NON-FORCIBLE	2013-2014	0	N/A	N/A	0
ROBBERY	2013-2014	0	N/A	N/A	0
AGGRAVATED ASSAULT	2013-2014	0	N/A	N/A	0
BURGLARY	2013-2014	0	N/A	N/A	0
MOTOR VEHICLE THEFT	2013-2014	0	N/A	N/A	0
ARSON	2013-2014	0	N/A	N/A	0
ARREST:	2013-2014	0	N/A	N/A	0
WEAPONS: CARRYING, POSSESSING, ETC.	2013-2014	0	N/A	N/A	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2013-2014	0	N/A	N/A	0
ARREST: LIQUOR LAW VIOLATIONS	2013-2014	0	N/A	N/A	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2013-2014	0	N/A	N/A	0



## **Policy Statement Addressing Substance Abuse Education**

### PREVENTION PROGRAMS

The DFA has developed a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides dissemination of informational materials, educational programs, counseling services, referrals and college disciplinary actions.

### LOCAL, STATE & FEDERAL LEGAL SANCTIONS

#### Legal Sanctions – Laws Governing Alcohol

The State of New York sets 21 as the minimum age to purchase or possess any alcoholic beverage. Specific ordinances regarding violations of alcohol laws, including driving while intoxicated, are available from the Office of Public Safety. Effective January 1, 1990, a package of state laws was passed regarding alcohol.

They include the following:

1. Persons under age 21 found possessing alcohol may be given a maximum fine of \$50.
2. Anyone convicted of fraudulently using a driver's license to buy or attempt to buy alcohol may have his/her driver's license suspended for up to 90 days.
3. Persons convicted of buying alcohol through fraudulent means face a possible \$100 fine and/or being required to do up to 30 hours of community service work.

A violation of any law regarding alcohol will be treated as a separate disciplinary matter by the DFA.



**Policy Statement Addressing Security Awareness Programs for  
Students and Employees**

During orientation students are informed of services offered by the New York City Police. Students are told about crime on-campus and in surrounding neighborhoods. Similar information is presented to new employees.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

When time is of the essence, information is released to the university community through security alerts posted prominently throughout campus, through computer memos sent over the university's electronic mail system.



### **Policy Statement Addressing Security and Access**

During business hours, the College (excluding certain housing facilities) will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours access to all College facilities is by key, if issued, or by admittance via the Department of Campus Safety or Residence Life staff. In the case of periods of extended closing, the College will admit only those with prior written approval to all facilities.

Emergencies may necessitate changes or alterations to any posted schedules. Examinations are periodically conducted of security issues such as locks, alarms, lighting, and communications. Additionally, during the academic year, the DFA Board of Directors meet to discuss issues of pressing concern.



## **Policy Regarding Preparation of Disclosure of Security and Crime Statistics**

Digital Film Academy prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our web site at [www. Digital Film Academy edu](http://www.DigitalFilmAcademy.edu). You will also be able to connect to our site via the DFA Home page at [www. Digital Film Academy.edu](http://www. Digital Film Academy.edu). This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus

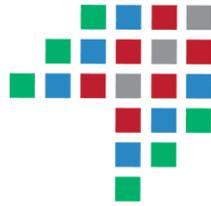
Campus crime, arrest and referral statistics include those reported designated campus officials (including but not limited to directors, deans, department heads), and local law enforcement agencies. These statistics may also include crimes that have occurred in private residences or businesses and is not required by law.

Each year, an e-mail notification is made to all enrolled students that provides the web site to access this report. Faculty and staff receive similar notification with their paycheck. All prospective employees may obtain a copy from Digital Film Academy or by calling (212) 333-4013, and the web site address will be attached to DFA employment applications. A partial version of this report is located in the class schedule.



**Policy Statement Addressing Disclosures to Alleged Victims of  
Crimes of Violence or Non-forcible Sex Offenses**

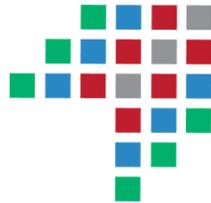
Digital Film Academy will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the college against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, DFA will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.



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### **Policy Statement Addressing Alcoholic Beverages**

The possession, sale or the furnishing of alcohol on the University campus is governed by DFA Alcohol Policy and New York State law. The enforcement of alcohol laws on campus is the primary responsibility of the New York City Police Department. The DFA campus has been designated “Drug free” and only under certain circumstances is the consumption of alcohol permitted. The Possession, sale, Manufacture or distribution of any controlled substance is illegal under both state and federal laws. Violators are subject to University disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of the UCSD Alcohol Policy for anyone to consume or possess alcohol in any public or private area of campus without prior University approval. Organizations or groups violating alcohol/substance policies or laws may be subject to sanctions by the University.



# DIGITAL FILM ACADEMY™

September 28,2014

Research Analyst

New York City Police Department

According to the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, postsecondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned buildings and property. We are required to disclose statistics that are reported to our department as well as to local and state law enforcement agencies.

I am requesting 2010 crime statistics for the following offenses:

Murder/Non-negligent Manslaughter

Negligent Manslaughter

Sex offenses-forcible (i.e., forcible rape, forcible sodomy, sexual assault with an object and forcible fondling)

Sex offenses-non-forcible (i.e., statutory rape and incest)

Robbery

Burglary

Aggravated Assault

Motor Vehicle Theft

Arson

Please specify if any of the above-listed offenses were categorized as hate crimes. In addition, please include statistics for any incidents of larceny-theft, simple assault, intimidation, or destruction/damage/vandalism of property that were classified as hate crimes. I also need the category of bias for each hate crime according to the six categories we are required to report: race, gender, religion, sexual orientation, ethnicity/national origin, and disability.

Please include statistics for arrests only for the following UCR categories:

Liquor Law Violations

Drug Abuse Violations

Weapons: Carrying, Possessing, Etc. Appendix B

The Handbook for Campus Safety and Security Reporting 253

I'm requesting the required crime statistics for the following areas which are considered to be "on campus": 630 9<sup>th</sup> Ave – Suite 901 -New York, NY 10036

I would appreciate it if you would forward this information to me as soon as you get an opportunity. We are in the process of publishing our annual report, and we will need to include these statistics in the final draft.

In addition, if a serious crime that may cause an ongoing threat to our campus community is reported to your department, we would appreciate it if you would notify our Institution immediately. The institution has a responsibility to notify the campus community in a timely manner about any crimes on and immediately around the campus which pose an ongoing threat to the student body.

Thank you for your attention to this matter.

Sincerely,

Patrick DiRenna

President

Digital Film Academy

212-333-4013



**Policy Statement Addressing Criminal Activity Off Campus**  
**(For Institutions Whose Police Do Not Monitor Off-campus Activity)**

Digital Film Academy does not provide law enforcement service to off-campus residences. Criminal activity at recognized fraternity and sororities residences is monitored and recorded by the New York City Police Department. Student Affairs enjoys a close working relationship with the NYPD when violations of federal, state, or local laws surface. This cooperative team approach addresses situations as they arise as well as future concerns.



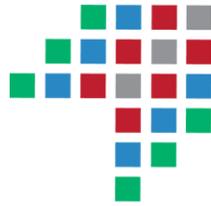
**Policy Statement Addressing Statement for an Institution  
That Does Not Have an MOU**

The Digital Film Academy maintains a close working relationship with the NYC Police Department (NYPD). The Administration of Digital Film Academy and NYPD communicate regularly on the scene of incidents that occur in and around the campus area. The DFA Administration works closely with the investigative staff at NYPD when incidents arise that require joint investigative efforts, resources, crime related reports and exchanges of information, as deemed necessary. There is no written memorandum of understanding (MOU) between DFA and NYPD.



## **Policy Statement Addressing Limited Voluntary Confidential Reporting**

The Digital Film Academy encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, the NYC Police Department cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to other DFA Administration authorities as identified below. Confidential reports of crime may also be made to DFA Administration at 212-333-4013.



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**Policy Statement Addressing How to Report a Crime**

To report a crime:

Contact Digital Film Academy Administration at 212-333-4013 (non-emergencies),  
dial 9-1-1- (emergencies only).

In addition you may report a crime to the following areas:

24hr Building Management: 212-757-6995



### **Policy Statement Addressing Illegal Drug Possession**

The DFA campus has been designated “Drug free” and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the New York City Police Department. Violators are subject to University disciplinary action, criminal prosecution, fine and imprisonment.



**Policy Statement Addressing Crime Prevention Programs for  
Students and Employees**

Digital Film Academy personnel facilitate programs for student, faculty, and new employee orientations, providing a variety of educational strategies and tips on how to protect themselves from sexual assault, theft and other crimes.

Tip: To enhance personal safety, and especially after an evening class, walk with friends or someone from class that you know well.



**Policy Statement Addressing Counselors and Confidential  
Crime Reporting**

**(For Institutions Without Confidential Reporting Procedures)**

All reports will be investigated. The Digital Film Academy does not have procedures for voluntary, confidential reporting of crime statistics. Violations of the law will be referred to law enforcement agencies and when appropriate, to the Digital Film Academy Administration for review. When a potentially dangerous threat to the DFA community arises, timely reports or warnings will be issued through e-mail announcements, the posting of flyers at local campuses, in-class announcements, or other appropriate means.



### **Policy Statement Addressing Voluntary Confidential Reporting**

If you are the victim of a crime and do not want to pursue action within the DFA or the criminal justice system, you may still want to consider making a confidential report. With your permission, DFA Administration can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, DFA can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.



**Policy Statement Addressing Campus Law Enforcement Authority**  
**(For Institutions Whose Police Do Not Have Arrest Authority)**

Digital Film Academy Administrator, Staff and Instructors have the authority to ask persons for identification and to determine whether individuals have lawful business at Digital Film Academy. Digital Film Academy Administrator, Staff and Instructors do not possess arrest power. Criminal incidents are referred to the local police who have jurisdiction on the campus. Digital Film Academy Administration maintains a highly professional working relationship with the New York City Police Department. All crime victims and witnesses are strongly encouraged to immediately report the crime to Digital Film Academy Administration and the appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.



**Policy Statement Addressing the Encouragement of Accurate and Prompt Crime Reporting**

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the New York City Police Department (NYPD) in a timely manner. This publication focuses on NYPD because it patrols the entirety of the Digital Film Academy campus.

To report a crime or an emergency on the DFA campus, call NYPD 9-1-1 To report a non-emergency security or public safety related matter, call NYPD at 3-1-1.

All NYPD incident reports are forwarded to the Digital Film Academy Administration for review and potential action. Digital Film Academy Administration will investigate a report when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to NYPD.