

# The Actors Conservatory

## Annual Security Report 2024

Portland Actors Conservatory  
(DBA The Actors Conservatory)

**Physical Address:**

1410 SW Morrison St.  
Portland, OR 97205

**Mailing Address:**

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Portland, OR 97209

**(503) 274-1717**

**[www.pac.edu](http://www.pac.edu)**

## **MISSION STATEMENT**

The Actors Conservatory provides comprehensive actor training taught by professional actors and directors in a creative, supportive, and rigorous environment, where artists discover the truth of the moment through the exploration of theory and technique and the art of performance.

### **Campus Safety and Building Access**

TAC is committed to providing an environment in which structured learning can occur. As a member of the TAC community, it is your responsibility to report a crime, suspicious activity or other emergencies that occur on campus to the Administration. In order to fulfill the educational objectives, each student and employee, as a representative of TAC, shall respect the rights and privileges of the TAC community. Incidents that occur away from the TAC facility, that violate local ordinances, state or federal law, may affect the safety of the TAC community. Alleged violations of the Student Code of Conduct or state/federal laws may result in disciplinary action ranging from a warning letter, to probation, suspension or expulsion from the program.

Building doors at our main campus location (1410 SW Morrison St. Portland, OR 97205) will typically be locked during non-working hours (9AM-5PM on weekdays). Faculty and students will have access during these hours as needed and with prior arrangement. Both studio doors remain locked. Students, faculty, and staff have either keys or a lockbox code to gain access to the studios.

Any issues regarding building security and access should be reported to our Academic Director, Erin Jackson Caron.

### **What is the Clery Act?**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990 is part of the Higher Education Act of 1965. It is a federal law that requires all colleges and universities to disclose accurate information about crimes committed on campus as well as campus security procedures. All public and private post-secondary educational institutions participating in federal student aid programs must comply with it.

The law was initiated by Howard and Connie Clery after their daughter, Jeanne, was tragically raped and murdered at Lehigh University in 1986. The tragedy triggered a backlash, and her parents partnered with advocates from other campuses to come up with a system to make post-secondary institutions safe for students. Consequently, the Jeanne Clery Act was enacted in the belief that crime awareness can prevent campus victimization.

By October 1 of each year, institutions are required to publish and distribute an annual security report to all current students and employees. This report is prepared with the assistance of the local law enforcement agencies who provide statistical data of crimes that occurred on campus as well as adjacent areas. The report contains three years of crime statistics and certain policy statements as well as where students must go to report crimes. An email will be sent on October 1 to all enrolled students, faculty and staff that provides the website to access the report. A copy of this report may also be requested by contacting TAC's Administrative Office.

## Understanding Harassment

<https://www.fcc.gov/owd/anti-harassment-policies-and-procedures>

Note: references to employee may also equal student

Unlawful harassment is a form of discrimination that violates Title VII of the Civil Rights Act of 1964 and other federal authority. Any person unlawfully discriminated against, as described in ORS 345.240, may file a complaint under ORS 659A.820 with the Commissioner of the Bureau of Labor and Industries. Unwelcome verbal or physical conduct based on race, color, religion, sex (whether or not of a sexual nature and including same-gender harassment and gender identity harassment), national origin, age (40 and over), disability (mental or physical), sexual orientation, or retaliation (sometimes collectively referred to as “legally protected characteristics”) constitutes harassment when:

- The conduct is sufficiently severe or pervasive to create a hostile work environment; or
- A supervisor’s harassing conduct results in a tangible change in an employee’s employment status or benefits (for example, demotion, termination, failure to promote, etc.).

Hostile work/learning environment harassment occurs when unwelcome comments or conduct based on sex, race or other legally protected characteristics unreasonably interferes with an individual’s work performance or creates an intimidating, hostile or offensive work/learning environment. Anyone in the workplace might commit this type of harassment— a management official, co-worker, or non-employee, such as a contractor, vendor or guest. The victim can be anyone affected by the conduct, not just the individual at whom the offensive conduct is directed.

Examples of actions that may create sexual hostile environment harassment include:

- Leering, i.e., staring in a sexually suggestive manner
- Making offensive remarks about looks, clothing, body parts
- Touching in a way that may make an employee or student feel uncomfortable, such as patting, pinching or intentional brushing against another’s body
- Telling sexual or lewd jokes, hanging sexual posters, making sexual gestures, etc.
- Sending, forwarding or soliciting sexually suggestive letters, notes, emails, or images

Other actions which may result in hostile environment harassment, but are non-sexual in nature, include:

- Use of racially derogatory words, phrases, epithets
- Demonstrations of a racial or ethnic nature such as a use of gestures, pictures or drawings which would offend a particular racial or ethnic group
- Comments about an individual’s skin color or other racial/ethnic characteristics
- Making disparaging remarks about an individual’s gender that are not sexual in nature
- Negative comments about an individual’s religious beliefs (or lack of religious beliefs)
- Expressing negative stereotypes regarding an individual’s birthplace or ancestry
- Negative comments regarding an individual’s age when referring to individual 40 and over
- Derogatory or intimidating references to an individual’s mental or physical impairment

A claim of harassment generally requires several elements, including:

- The complaining party must be a member of a statutorily protected class;
- The complaining party was subjected to unwelcome verbal or physical conduct related to their membership in that protected class;
- The unwelcome conduct complained of was based on their membership in that protected class;
- The unwelcome conduct affected their performance and/or created an intimidating, hostile or offensive environment.

What is Not Harassment?

The anti-discrimination statutes are not a general civility code. Thus, federal law does not prohibit simple teasing, offhand comments, or isolated incidents that are not extremely serious. Rather, the conduct must be so objectively offensive as to alter the conditions of the individual's employment or enrollment. The conditions of employment or enrollment are altered only if the harassment culminates in a tangible employment or enrollment action or is sufficiently severe or pervasive to create a hostile work/learning environment.

Students who experience harassment or any other misconduct should report the incident or problem to the Administration Office. If an instructional staff or other school personnel have been found to have engaged in discriminatory behavior an official report will be kept in the employee's file and will be required to meet with TAC management. If a second complaint is filed the employee may risk termination.

## **Reporting Crimes and Emergencies**

It is imperative that TAC is informed of all incidents (including accidents and injuries) in a timely manner. You must file an incident report to the office within 12 hours of occurrence. Incident reports can be obtained from TAC's administration.

When making a report of your incident, you will be asked to provide the following key information:

- Date, time, location and detailed description of the incident
- Description of individual(s) involved in the incident
- Any injuries involved
- What actions were taken

Upon receipt of the incident report, TAC will determine the appropriate course of action, which could include disciplinary actions against the offender, notification to the local law enforcement agency, and notification to the campus community. All reports filed with TAC will remain confidential.

All Emergencies – Dial 911

## **Personal Safety Tips**

- Stay alert and tuned in to your surroundings.
- Avoid walking alone and stay away from isolated areas. It is always a good idea to use the buddy system or travel in groups of two or more.

- Avoid wearing headphones or talking on the phone while walking. A distracted individual is the perfect target for an attacker.
- Always walk with confidence, at a steady pace, and have your keys ready in your hand. Making frequent eye contact with people while walking lets others know you are aware of who is around you.
- Carry a purse or wallet close to your body. Avoid carrying your passport, banking information or family details in your handbag, wallet, vehicle, mobile phone or laptop.
- Park in well-lit areas.
- Always check the back seat before getting into a car. Keep doors locked while driving.
- Avoid displaying large amounts of cash or other tempting targets such as jewelry or expensive clothing.
- Do not leave your purse or any valued belongings in the car as it could be an incentive for someone to break into your car. It's best to lock all valuables in the trunk.
- Don't hitchhike or pick up hitchhikers.
- If you think someone is following you, abruptly switch directions and walk toward an open store, restaurant or lighted home.

## **Sexual Assault**

It is a policy of The Actors Conservatory to provide a campus environment in which individuals can interact freely without fear of experiencing sexual assault. Any allegations of sexual assault occurring on campus should be reported immediately to the office and also the local police department.

### **Procedures to follow if you become a victim of a sexual assault:**

- Go to a safe place.
- If the assault occurred on campus, notify the Administrative Office immediately. Also notify the police immediately. Reporting the crime can help you regain a sense of personal power and control.
- Call a friend, a family member, or someone else you trust who can be with you and give you support.
- Preserve all physical evidence of the assault. Do not shower, bathe, douche, eat, drink, wash your hands, or brush your teeth until after you have had a medical examination. Save all of the clothing you were wearing at the time of the assault. Place each item of clothing in a separate paper bag. Do not use plastic bags. Do not clean or disturb anything in the area where the assault occurred.
- Go to the hospital for medical care even if there are no physical injuries involved.
- Seek professional counseling to cope with the psychological effects of the assault.

## **Resources for Sexual Assaults**

Because TAC is a small institution, we do not have professional counselors available to assist with mental trauma caused by a sexual assault. However, there are local area resources available that do offer counseling services. Below is a list of resource centers available in the Portland area:

### **Sexual Assault Resource Center (SARC)**

Supports survivors of sexual assault of all genders with a 24-hour crisis line, support groups, and advocacy services in Washington County.

4900 SW Griffith Drive #129  
Beaverton, OR 97005  
Office: 503-626-9100  
24-Hour Helpline: 503-640-5311

### **The Gateway Center**

Offers legal aid, public assistance, restraining orders, spiritual support, adult/children/youth/teen counseling, child care, and many other resources. Drop-in center for survivors of intimate partner violence in Multnomah County.

10305 East Burnside Street  
Portland, OR 97216  
Phone: 503-988-6400

## **Alcohol and Substance Abuse Policy**

TAC believes that there must be a safe working environment for everyone to succeed. The unlawful manufacture, distribution, dispensing, possession or use of illegal drugs on campus is prohibited. The use of illegal substances or abuse of legal substances, including alcohol, in such a manner that impairs performance if not permitted. Violation of state, federal or other local regulations with respect to illegal drugs or alcohol are subject to both criminal prosecution and campus disciplinary action. TAC expects all members of its community, including students, faculty and staff, to be familiar and abide by the federal, state and local laws governing the use of drugs and alcohol.

## **Crime Definitions**

The crime definitions below are taken from the Federal Bureau of Investigation's Uniform Crime Reporting (UCR) Program.

**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.

**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.

**Burglary (breaking or entering)** —The unlawful entry of a structure to commit a felony or a theft. Attempted forcible entry is included.

**Criminal homicide** —a.) Murder and non-negligent manslaughter: the willful (non-negligent) killing of one human being by another. Deaths caused by negligence, attempts to kill, assaults to kill, suicides, and accidental deaths are excluded. The Program classifies justifiable homicides separately and limits the

definition to: (1) the killing of a felon by a law enforcement officer in the line of duty; or (2) the killing of a felon, during the commission of a felony, by a private citizen. b.) Manslaughter by negligence: the killing of another person through gross negligence. Traffic fatalities are excluded.

**Drug abuse violations** —The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The following drug categories are specified: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics —manufactured narcotics that can cause true addiction (demerol, methadone); and dangerous nonnarcotic drugs (barbiturates, benzedrine).

**Liquor laws** —The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness. Federal violations are excluded.

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

**Robbery** —The taking or attempted taking of 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.

**Weapons; carrying, possessing, etc.** —The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons. Attempts are included.

## Sex Offense Definitions

The following sex offense definitions are taken from the Federal Bureau of Investigation's Uniform Crime Reporting (UCR) Program.

**Sex offenses** (except forcible rape, prostitution, and commercialized vice) —Statutory rape, offenses against chastity, common decency, morals, and the like. Attempts are included.

**Forcible fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her/their youth or because of his/her/their temporary or permanent mental incapacity.

**Forcible rape** —The carnal knowledge of a female forcibly and against her will. Rapes by force and attempts or assaults to rape, regardless of the age of the victim, are included. Statutory offenses (no force used —victim under age of consent) are excluded.

**Forcible sodomy** — Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent

because of his/her/their youth or because of his/her/their temporary or permanent mental or physical incapacity.

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

**Sexual assault with an object** — The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her/their youth or because of his/her/their temporary or permanent mental or physical incapacity.

**Statutory rape**— Non-forcible sexual intercourse with a person who is under the statutory age of consent.

## Hate Crimes

In order for a crime to be categorized as a “hate crime,” there must be evidence that the victim was intentionally selected because of the perpetrator’s bias towards the victim's actual or perceived race, gender, gender identity, religion, sexual orientation, ethnicity, national origin or disability. The definitions below are taken from the Federal Bureau of Investigation’s Uniform Crime Reporting (UCR) Program.

**Larceny-Theft**—The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. (Note: Constructive possession is defined by Black’s Law Dictionary, 6th ed. as “where one does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.”)

**Simple Assault**—An unlawful physical attack by one person upon 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.

**Intimidation**—To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

**Destruction/Damage/Vandalism of Property (Except "Arson")**—To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

## Domestic Violence, Dating Violence and Stalking

The Higher Education Act (HEA) of 1965 defines the new crimes categories of domestic violence, dating violence, and stalking in accordance with section 4002(a) of the Violence Against Women Act of 1994 as follows:



**Domestic Violence** — A felony or misdemeanor crime of violence committed by:

- A current or former spouse or intimate partner of the victim
- A person with whom the victim shares a child in common
- A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner
- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under VAWA], or
- 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.

**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; and
- Where the existence of such a relationship shall be determined based on consideration of the following factors:
  - 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:

- Fear for his, her or their safety of others; or
- Suffer substantial emotional distress

## Crime Statistics

\*\*The crime statistics for 2021 and 2022 are based on our campus location address during those years, 128 NW 11th. Ave. The crime statistics for 2023 are based on our current campus location, 1410 SW Morrison St, Portland, OR 97205 and our mailing address location, 128 NW 11th. Ave\*\*

Crime Offenses	Years		
	2021	2022	2023
Murder and non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Forcible sex offenses	0	0	0
Non-forcible sex offenses	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

<b>Hate Crimes</b>			
Murder and non-negligent manslaughter	0	0	0
Forcible sex offenses	0	0	0
Non-forcible sex offenses	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Larceny-Theft	0	0	0
Simple assault	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism of property	0	0	0
<b>VAWA Offenses</b>			
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	0	0	0
<b>Arrests</b>			
Weapons: Carrying, Possessing, Etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0
<b>Disciplinary Actions/Referrals</b>			
Weapons: Carrying, Possessing, Etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0