

## 2019 Annual Security Report (ASR)

**December 22, 2020** - This Annual Security Report is generated to inform the student body, prospective students, faculty, and staff of the DigiPen Institute of Technology about crime prevention and statistics. This report is in compliance with the Jeanne Clery Act. If you would like a PDF copy of the Annual Security Report, you can download it.

The DigiPen Institute of Technology has a campus building located at 9931 Willows Rd. NE, Redmond, Washington 98052.

DigiPen follows all applicable federal, state, and local laws, and supports a safe environment for students, faculty, and staff. It is the immediate responsibility of the campus community to report any criminal activity. Each member of the campus community should exercise precautions to minimize risks to themselves and to others on campus.

### Preparation of Disclosure of Crime Statistics

DigiPen Institute of Technology's distribution of annual crime statistics is in accordance with the definitions used in the Uniform Crime Reporting System of the U.S. Department of Justice and FBI, as modified by the Hate Crimes Statistics Act, DigiPen Institute of Technology will publish annual crime statistics.

DigiPen Institute of Technology has the responsibility of gathering the data used to prepare the annual crime statistics. The data is obtained from reports to the administration office, the Redmond Police Department, and DigiPen's Facilities department. Data is obtained annually from the Redmond Police Department and compared with data gathered at the Institute. The resulting data is used to prepare the annual crime statistics report.

DigiPen Institute of Technology's annual security report includes statistics for the previous three years of reported crimes that have occurred on campus, and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning substance abuse, crime prevention, the reporting of crimes, sexual assault, and other related matters. These statistics will be accessible electronically to all current students and employees.

Upon request, prospective students and employees will be informed of the availability of the annual crime statistics, and will be given an opportunity to request a copy of the report.

The SVP of Facilities Management is responsible for the Safety and Security web page for the students, faculty, and staff. This web page contains all public safety information.

### Timely Warnings

Awareness is essential to effective crime prevention. The institute will inform students, faculty, and staff of incidents involving crimes against persons and property. In the event of a security alert, notification will be sent via email or posted on Regroup.

## HOW TO REPORT CRIMINAL OFFENSES AND ACCURATE AND PROMPT CRIME REPORTING

DigiPen Institute of Technology is located at 9931 Willows Road NE, Redmond, WA, 98052. DigiPen does not have campus police. Emergencies and any suspicious activity or person seen in or around campus should be reported to the local police department **by calling 911 (or 9911 from an on-campus phone)**.

In addition, you are encouraged to report criminal activity **by calling 425-629-5006 (or 5006 from an on-campus phone) OR 425-445-4453**. The caller needs to provide the responder a brief description of the event and follow any instructions that the responder gives. The caller then should fill out an *Incident Report form*. Incident Reports are investigated and kept on file in the Student Affairs Department.

As a matter of policy, professional psychological counselors are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion in the annual crime statistics.

## Emergency Policy and Procedure

For all emergency situations, students, faculty and staff are to remove themselves from personal danger before contacting anyone for assistance.

### LIFE-THREATENING EMERGENCIES

In the event of an emergency on campus that appears to be life threatening or will require municipal services (Fire, Police or Ambulance) to be contacted, all students, faculty and staff are to **call 911 (or 9911 from an on-campus phone)**. Once the information is confirmed by the 911 operator, the student, faculty or staff member needs to **call 425-629-5006 (or 5006 from an on-campus phone) OR 425-445-4453** to report that 911 has been called and to give a brief description of the event. The caller then should fill out an *Incident Report form*. Incident Reports are investigated and kept on file in the Student Affairs Department.

### NON-LIFE-THREATENING EMERGENCIES

For non-life threatening events on campus, all students, faculty, and staff should **call 425-629-5006 (or 5006 from an on-campus phone) OR 425-445-4453**. The caller needs to provide the responder a brief description of the event and follow any instructions that the responder gives. The caller then should fill out an *Incident Report form*. Incident Reports are investigated and kept on file in the Student Affairs Department.

## Voluntary Confidential Reporting

If you are the victim of a crime and do want to pursue action within DigiPen's crime reporting system or the criminal justice system, you may still want to consider making a confidential report. With your permission, Facilities 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, DigiPen can keep

an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regards 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 crime statistics for the institution.

## Campus Law Enforcement Authority

DigiPen's staff members have the authority to determine whether individuals have lawful business at DigiPen Institute of Technology. DigiPen personnel have the authority to issue parking tickets. Staff members do not possess arrest power. Criminal incidents are referred to local police who have jurisdiction on campus.

## Working Relationship with State and Local Law Authorities

Redmond Police are consulted on a regular basis to provide assistance, advice and suggestions to enhance the safety of the campus environment and prevent criminal activities from happening.

## Security and Access

DigiPen is a closed campus facility that requires the use of ID access card technology. The security system enables the administration to set the parameters for student access. With this system the institute is able to access, track, and log the movement of students, faculty, and staff within the building.

The Facilities department regularly examines security issues such as landscaping, locks, alarms, lighting and communications.

## Drug and Alcohol Policy

*(Updated July 2020)*

- I. **Statement of Policy:** DigiPen Institute of Technology forbids the manufacture, possession, distribution, and use of alcohol and illicit drugs on Institute Property or as part of any of the institution's activities. As an institution participating in the federal student aid programs, DigiPen is abided by federal regulations regarding the use of drugs by students and employees, regardless of state approval of drug use.
- II. **Applicable Sanctions:** Illicit drug purchase, possession and use are crimes under state ([RCW 69.50](#)) and federal law. Washington law prohibits a variety of alcohol related conduct, including the purchase or possession of alcohol by anyone under 21 years of age ([RCW 66.44](#)). Violations of law are punishable by fines, imprisonment, or both.

Inability to exercise care for one's own safety or the safety of others, and/or any damage caused to DigiPen property due in whole or in part to being under the influence of alcohol and/or controlled substance is considered a violation of this policy.

Accordingly, under **WAC 478-121-115**, **478-121-127**, and **478-124-020** (2), violations of this policy can result in institutional sanctions, in addition to any criminal sanctions provided by federal, state, and/or local law.

Institutional sanctions for violation of standards of conduct may include referral for rehabilitation, expulsion, termination of employment, and referral for prosecution.

- III. Available Services:** Students seeking additional information about the effects of drug or alcohol use or seeking assistance for alcohol- or drug-related problems should contact the Alcohol and Drug Help Line (<http://www.adhl.org>) at (800) 562-1240 or the Dean of Students at (425) 629-5034 for referral information. Employees that have health coverage under Cigna can find information and available programs on [cigna.com/substanceabuse](http://cigna.com/substanceabuse).

Drug and alcohol counseling, treatment, or rehabilitation or re-entry programs available to students and employees:

- The **Washington Recovery Help Line** at 866-789-1511, which provides 24- hour help for substance abuse.
- The **Crisis Connection** website contains information about recovery resources.
- **Washington State Directory of Certified Mental Health, Substance Use Disorder, and Problem & Pathological Gambling Services**, is published by the state Department of Social and Health Services.
- **Behavioral Health Treatment Services Locator** is a confidential and anonymous source of information for persons seeking treatment facilities in the United States or U.S. Territories for substance use/addiction and/or mental health problems.
- **SAMHSA National Helpline**
- Health Risks of alcohol abuse are published by **Centers for Diseases Control and Prevention**.

- IV. Health Risks & Prevention:** Repeated use of either drugs or alcohol can lead to dependence. Use of illicit drugs and abuse of alcohol cause a substantial number of health problems and can be fatal. The Controlled Substances Act (CSA) places all substances which were in some manner regulated under existing federal law into one of five schedules. The health risks for these substances can be found here at **National Institute on Drug Abuse**. Additional prevention information can be found on the DEA's website: **Campus Drug Prevention**.

## Disclosures to Alleged Victims of Crimes of Violence

DigiPen Institute of Technology 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 institute 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, DigiPen will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

## Campus Sexual Assault Prevention

The institute, in accordance with applicable law, prohibits forcible and non-forcible sex offenses. For further information see the Institute's Regulation of Conduct and Disciplinary Procedures published in the catalog, Student Handbook, and Employee Handbook. The policy defines sexual harassment, reporting procedures, and complaint resolution processes.

A victim of a sexual offense should report the crime immediately to local police by calling 911. The victim may also contact DigiPen staff members. If the victim indicates a need, the Institute will assist in contacting the police department.

For options regarding changes to a victim's academic and living situation, please contact the Student Affairs department.

The Institute's Anti-Harassment Policy outlines the procedure for campus disciplinary action in cases of an alleged sexual offense. The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding. Both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought alleging a sexual assault.

See [\*Counseling Center\*](#) for information about available on and off-campus services for victims.

**Sanction Statement:** Any respondent found responsible for violating the policy on Sexual Misconduct, including dating violence, sexual assault, and stalking, may receive a sanction which includes, but is not limited to: interim suspension from DigiPen and/or DigiPen Housing LLC; permanent expulsion from DigiPen, probation and educational sanctions, depending on the severity of the incident, and taking into account any previous documented conduct issues. If the responding party is an employee, sanctions will be determined by Human Resources in consultation with the Title IX Coordinator.

In any complaint where there is a finding of violation of the sexual misconduct policy, the sanctioning, in addition to standard sanctioning principles, will be guided by the following goals to:

- Ensure that the sexual misconduct is brought to an end;
- Make reasonable efforts to prevent the reoccurrence of the sexual misconduct in the future;
- Restore the victim, as much as possible, to their pre-deprivation status and undo the effects of sexual misconduct upon them. Changes to academic and/or residential living situations may be made.

## Registered Sex Offenders

The King County Sheriff's Department is responsible for maintaining records of registered sex offenders in Redmond.

## Public Crime Statistics for the Past Three Years

Below are statistics for the three previous calendar years. The Redmond Police Department provides the statistics for incidents occurring on streets and sidewalks bordering the campus. The VP of Compliance and Regulatory Affairs compiles statistics for a summary of on-campus crimes, as provided by the Office of Student Affairs and Facilities, and crimes bordering the campus, as provided by the Redmond Police Department.

### CRIMINAL OFFENSES – ON CAMPUS

OFFENSE	2017	2018	2019
Murder/Non-negligent manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	1	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	2	2	0
Motor vehicle theft	0	0	0
Arson	0	0	0

### CRIMINAL OFFENSES – NONCAMPUS

OFFENSE	2017	2018	2019
Murder/Non-negligent manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	1

Motor vehicle theft	0	2	0
Arson	0	0	0

**CRIMINAL OFFENSES – PUBLIC PROPERTY**

OFFENSE	2017	2018	2019
Murder/Non-negligent manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory rape	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

**HATE CRIMES**

There were no hate crimes reported for the years 2017, 2018, and 2019.

**VAWA OFFENSES – ON CAMPUS**

OFFENSE	2017	2018	2019
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	0	0	2

**VAWA OFFENSES – NONCAMPUS**

OFFENSE	2017	2018	2019
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	0	0	0

**VAWA OFFENSES – PUBLIC PROPERTY**

<b>OFFENSE</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	0	0	0

**ARRESTS – ON CAMPUS**

<b>OFFENSE</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

**ARRESTS – NONCAMPUS**

<b>OFFENSE</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

**ARRESTS – PUBLIC PROPERTY**

<b>OFFENSE</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

**DISCIPLINARY ACTIONS – ON CAMPUS**

<b>OFFENSE</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0



**DISCIPLINARY ACTIONS – NONCAMPUS**

OFFENSE	2017	2018	2019
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

**DISCIPLINARY ACTIONS – PUBLIC PROPERTY**

OFFENSE	2017	2018	2019
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

**UNFOUNDED CRIMES**

OFFENSE	2017	2018	2019
Total unfounded crimes	0	0	0

**Emergency Response and Evacuation Procedures**

See [Emergency Procedures](#).