

# ANNUAL SECURITY REPORT

**September 28, 2018** - 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.

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 and Substance Abuse Education

**I. Statement of Policy:** It is DigiPen's policy to strictly prohibit the use or distribution of illicit drugs or alcohol on campus. The Institute's policies are patterned after state laws. Possession or use of firearms or other weapons on campus, except by law-enforcement officials, is strictly prohibited.

**II. Applicable Legal Sanctions:** Illicit drug purchase, possession and use is a crime 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.

**III. Health Risks:** Numerous health risks are associated with the use of illicit drugs or the abuse of alcohol. Repeated use of either drugs or alcohol can lead to dependence. Use of illicit drugs and abuse of alcohol causes a substantial number of health problems and can be fatal.

**IV. Substance Abuse Education:** Students and employees 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 at 800.562.1240 or the Student Affairs Director (425-895-4431) for referral information.

**V. Sanctions:** Disciplinary sanctions will be imposed on students and employees for violations of DigiPen policy governing illicit drugs and alcohol. Sanctions may range from referral for rehabilitation to expulsion, termination of employment and referral for prosecution.

**VI. Further information:** For further information about drug and alcohol issues or to receive a more complete description of the health risks associated with drug use and alcohol abuse and the relevant legal sanctions, contact or the Student Affairs Director (425-895-4431).

## 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](#) 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





CRIMINAL OFFENSES	On-Campus			Noncampus Buildings/Property			Public Property		
	2015	2016	2017	2015	2016	2017	2015	2016	2017
UNFOUNDED CRIMES	On-Campus			Noncampus Buildings/Property			Public Property		
	2015	2016	2017	2015	2016	2017	2015	2016	2017
Total unfounded crimes	0	0	0	0	0	0	0	0	0

**Hate Crimes**

2015: One on-campus Intimidation incident characterized by religious bias.  
 There were no hate crimes reported for the years 2016 and 2017.