

**Annual Security Report 2024  
Redmond Campus**

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# Introduction

This Annual Security Report is generated to inform the student body, prospective students, faculty, and staff of DigiPen Institute of Technology (“DigiPen”) about crime prevention and statistics.

DigiPen follows applicable federal, state, and local laws, and strives to provide 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.

## History of the Jeanne Clery Act

The Clery Act was advocated by Howard and Connie Clery after their 19-year-old daughter Jeanne was raped and murdered in her dorm room at Lehigh University in 1986. Following her death, her parents lobbied Pennsylvania lawmakers for legislation requiring colleges and universities to publish their crime statistics.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies.

## Annual Security Report

The Annual Security Report is published in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 (the "Clery Act"). The report includes the crime statistics for the previous three years (2021, 2022, and 2023) as well as Crime Reporting Procedures, Emergency Response and Evacuation Procedures, Drug and Alcohol Policy, and Campus Sexual Assault Prevention.

DigiPen Institute of Technology publishes, collects, and reports crime statistics on a daily and annual basis. DigiPen makes a good faith effort to obtain crime statistics from Campus Security Authorities (CSAs). The report also includes applicable crime statistics provided by the Redmond Police Department and Kirkland Police Department.

The Annual Security Report is submitted by October 1 of each year. The Annual Security Report is emailed by DigiPen once annually to all current students and current employees via their assigned DigiPen email address. The Annual Security Report is available to prospective students and employees by a provided Disclosures page on DigiPen’s website, accessible from all webpages.

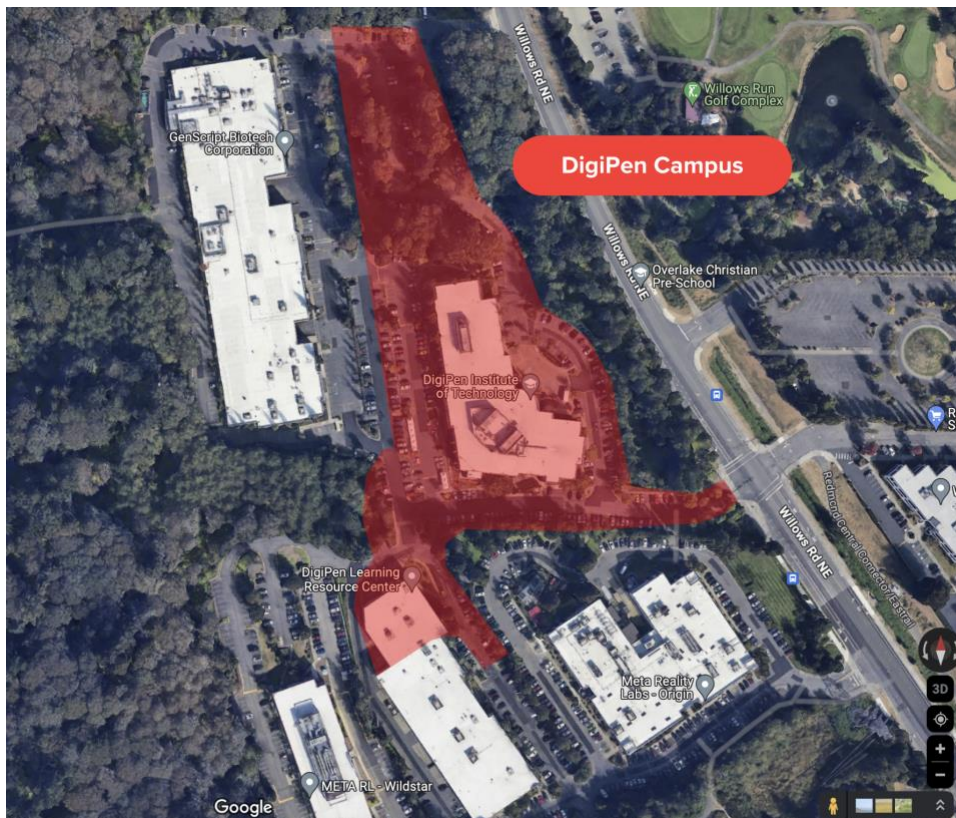
The Annual Security Report website address is <https://www.digipen.edu/student-portal/campus-information/annual-security-report> where may view and download copies of this report.

To request a hard copy of the information or for any questions about the information available in the report, please contact the Front Desk at [frontdesk.us@digipen.edu](mailto:frontdesk.us@digipen.edu).

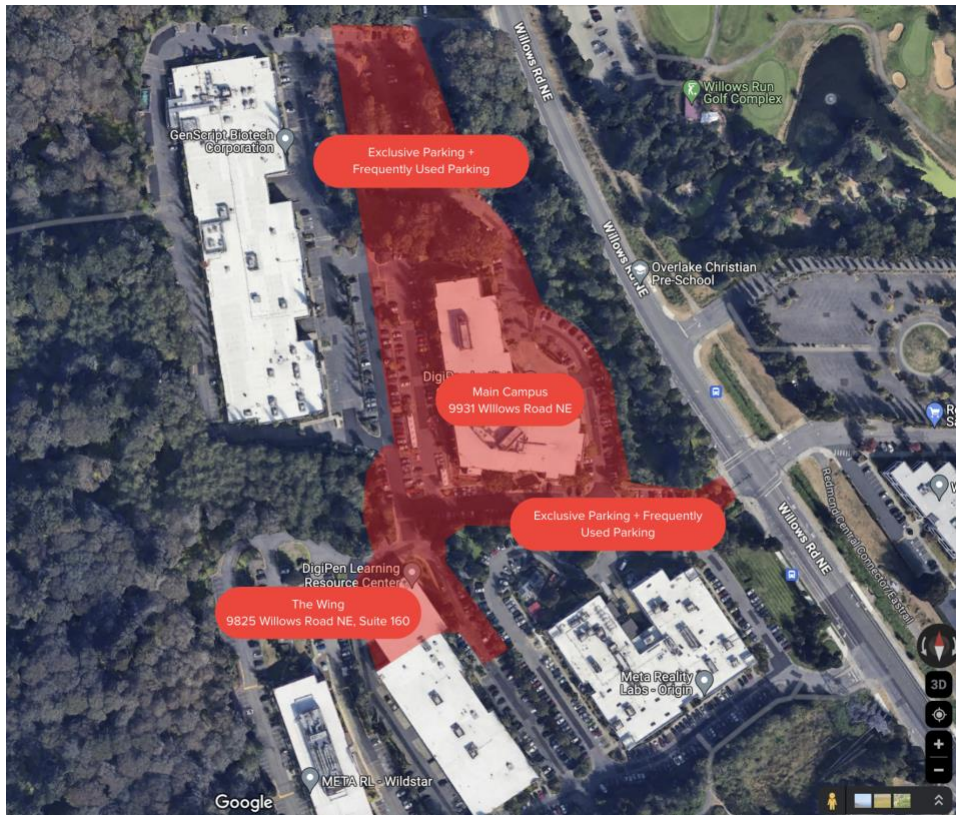
# DigiPen Institute of Technology Redmond Campus Geography

## The Campus

DigiPen Institute of Technology Redmond is located in Redmond, WA on Willows Road. The Main Campus is located at 9931 Willows Road, Redmond, WA 98052 and the secondary building, The Wing, is located at 9825 Willows Road, Suite 160, Redmond, WA 98052. Both locations are located in a private complex named Willows Commerce Park. Main Campus consists of classroom space, labs, common areas, offices, and food services, and is approximately 150,000 square feet. The Wing consists of classroom space, common areas, and a library, and is approximately 15,000 square feet.

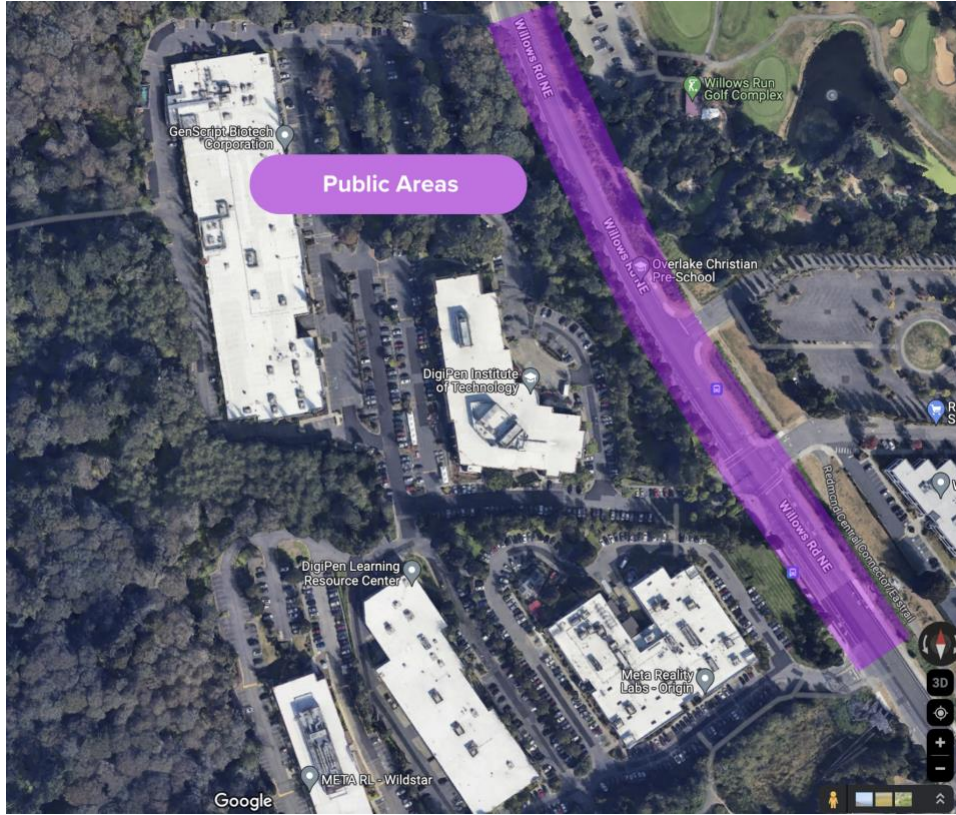


Main Campus and The Wing include surrounding parking areas which are both exclusive to DigiPen as well as shared among DigiPen and other neighboring businesses. Both parking areas that are exclusive to DigiPen as well as parking areas reasonably frequented by our students and employees to be inclusive of the campus. The exterior grounds and building engineering are managed and maintained by CBRE: Global Commercial Real Estate Services. The interior and general operations and upkeep of the campus are managed and maintained by DigiPen Facilities. Campus has onsite security operated by DigiPen, known as DigiPen Security. DigiPen has a multitude of recognized student organizations, however, none have offsite locations.



# Public Areas

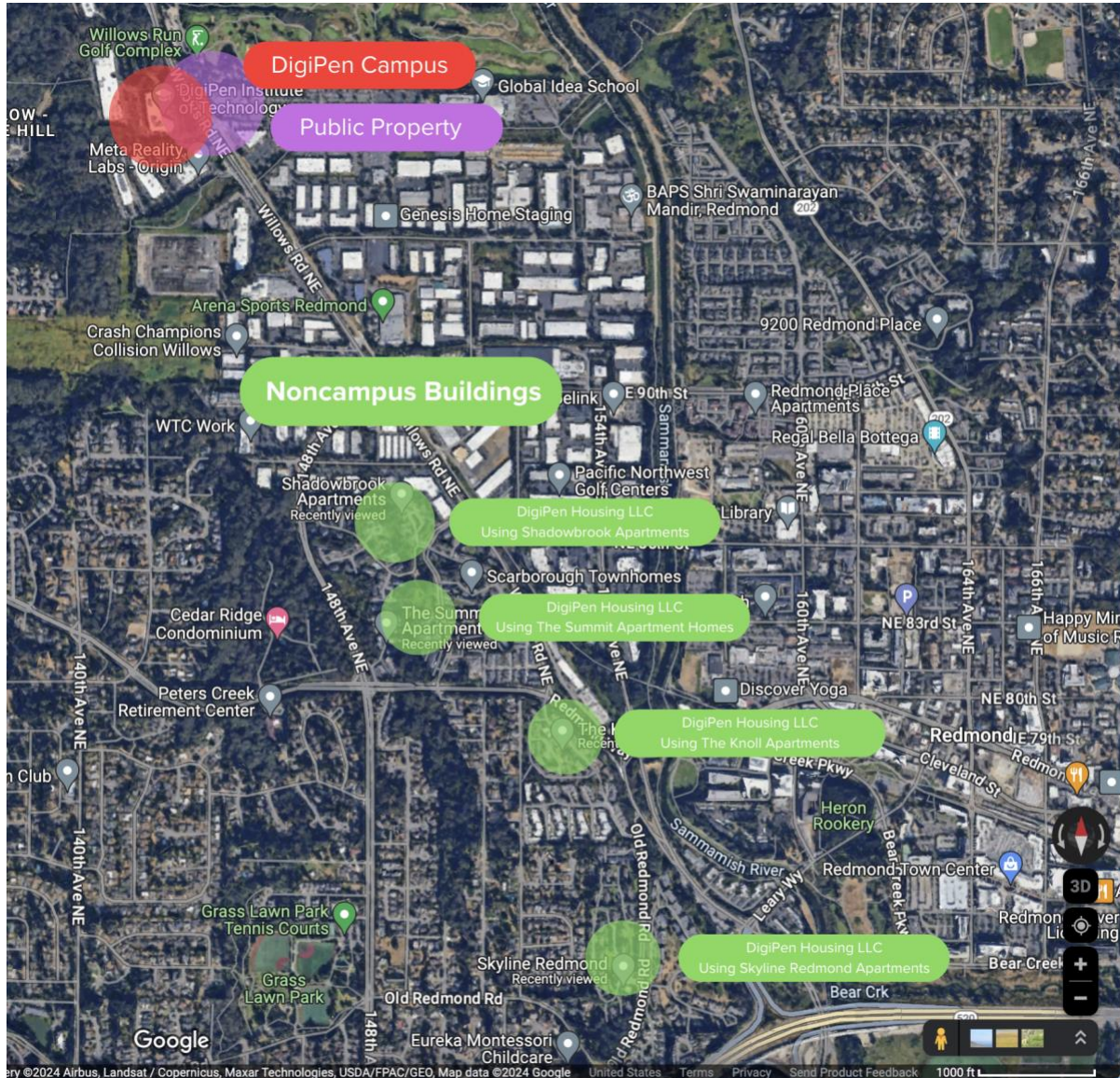
The public area that connects to DigiPen is the segment of Willows Road NE that runs alongside the campus from the northernmost tip of the Main Campus parking facilities to the southernmost tip of The Wing's parking facilities. All other surrounding areas are private areas inclusive of Willows Commerce Park.





# Noncampus Buildings

DigiPen Housing, LLC, (“DigiPen Housing”) utilizes local apartment complexes to offer furnished and staffed apartment-style housing to a limited number of students during the academic year with off-campus living accommodations and supportive living communities. DigiPen Facilities offers shuttle service to and from DigiPen’s campus and DigiPen Housing locations. The areas DigiPen Housing utilized in 2023 are:



## SHADOWBROOK APARTMENTS

8500 148th Ave NE, Redmond, WA

1. The following apartment units:
  - a. Shadowbrook - B-108
  - b. Shadowbrook - B-3006
  - c. Shadowbrook - BB-1096
  - d. Shadowbrook - BB-1098
  - e. Shadowbrook - BB-3097
  - f. Shadowbrook - C-02011
  - g. Shadowbrook - CC-3099
  - h. Shadowbrook - CC-3100
  - i. Shadowbrook - FF-1113
  - j. Shadowbrook - FF-2114
  - k. Shadowbrook - H-1027
  - l. Shadowbrook - J-3031
  - m. Shadowbrook - L-03037
  - n. Shadowbrook - T-3065
2. Common areas including, parking lot, all exterior stairwells, walkways, driveways, pool, amenity areas, and lobbies of the entire apartment complex.

## SUMMIT APARTMENTS

14820 Redmond Way, Redmond, WA 98052

1. The following apartment units:
  - a. The Summit - 1-102
  - b. The Summit - 2-106
  - c. The Summit - 4-115
  - d. The Summit - 6-222
  - e. The Summit - 6-322
  - f. The Summit - 7-228
  - g. The Summit - 7-328
  - h. The Summit - 5-119
  - i. The Summit - 5-317
  - j. The Summit - 8-231
  - k. The Summit - 6-224
  - l. The Summit - 4-213
  - m. The Summit - 4-313
  - n. The Summit- 7-325
2. Common areas including, parking lot, all exterior stairwells, walkways, driveways, pool, amenity areas, and lobbies of the entire apartment complex.

## **THE KNOLL**

15325 Redmond Way, Redmond, WA 98052

1. The following apartment units:
  - a. The Knoll - A-103
  - b. The Knoll - B-207
  - c. The Knoll - C-211
  - d. The Knoll - C-216
  - e. The Knoll - D-218
  - f. The Knoll - E-223
  - g. The Knoll - G-232
  - h. The Knoll - G-235
  - i. The Knoll - H-195
  - j. The Knoll - H-291
  - k. The Knoll - H-295
  - l. The Knoll - L-1103
  - m. The Knoll - L-2104
  - n. The Knoll - L-3103
  - o. The Knoll - M-3107
  - p. The Knoll - N-1111
  - q. The Knoll - N-2112
  - r. The Knoll - N-3111
  - s. The Knoll - N-3112
  - t. The Knoll - P-276
  - u. The Knoll - Q-282
  - v. The Knoll - Q-283
  - w. The Knoll - R-286
2. Common areas including, parking lot, all exterior stairwells, walkways, driveways, pool, amenity areas, and lobbies of the entire apartment complex.

## **SKYLINE APARTMENTS**

7001 Old Redmond Road, Redmond, WA 98052

1. The following apartment units:
  - a. Skyline Redmond - A-103
  - b. Skyline Redmond - A-202
  - c. Skyline Redmond - A-303
  - d. Skyline Redmond - B-305
  - e. Skyline Redmond - C-210
  - f. Skyline Redmond - D-215
  - g. Skyline Redmond - D-314
  - h. Skyline Redmond - E-219
  - i. Skyline Redmond - E-320
  - j. Skyline Redmond - F-322

- k. Skyline Redmond - H-132
  - l. Skyline Redmond - H-230
  - m. Skyline Redmond - H-231
  - n. Skyline Redmond - H-332
  - o. Skyline Redmond - J-339
  - p. Skyline Redmond - K-144
  - q. Skyline Redmond - K-342
  - r. Skyline Redmond - L-347
  - s. Skyline Redmond - N-155
  - t. Skyline Redmond - O-159
  - u. Skyline Redmond - O-260
  - v. Skyline Redmond - P-162
  - w. Skyline Redmond - P-163
2. Common areas including, parking lot, all exterior stairwells, walkways, driveways, pool, amenity areas, and lobbies of the entire apartment complex.

# Campus Safety and Security

## Security and Access

DigiPen maintains an internal security team consisting of full-time security professionals. DigiPen Security maintains responsibly for campus access control, parking enforcement, emergency procedures and response, incident and crime reporting, and addressing suspicious behavior, trespassers, and other safety and security concerns.

DigiPen Security maintains a daily crime log. Crime log information is entered into the Incident Report System. Students and employees also add their incident information into the Incident Report System, which then act as a central repository for incident and crime information.

DigiPen's campus, requires the use of ID access card technology. Both the Main Campus and The Wing follow the same security and access rules, protocols, and hours. The security system enables the administration to set the parameters for student access. With this system, DigiPen Security can access, track, and log the movement of students, faculty, and staff within the building.

Campus access is available to employees 24/7 every day, including holidays. Campus access is available to students from 6am to midnight every day of the year, including holidays. Security is present from 6am-midnight every day of the year, including holidays. Parking overnight is not permitted.

Access, controlled electronically through the security system, is granted as needed. Employees have access to most spaces, including internal office space, whereas students are limited to labs, classrooms, and other public-facing and student-facing spaces. Students who work student jobs on campus are granted access to internal office space as needed during specific work hours.

Lost ID access cards are deactivated immediately after reported missing. ID access cards are also deactivated for employees after employment is completed or at termination. ID access cards are deactivated for students after graduation or when enrollment is ended in any other way.

## Maintenance of Facilities and Grounds

Campus facilities and grounds are maintained in a manner that minimizes hazardous conditions and improves security. DigiPen's property management, CBRE: Global Commercial Real Estate Services provides maintenance services and performs checks on critical building functions and attributes including structural, electrical, plumbing, fire suppression, HVAC, exterior common areas, exterior lighting parking, and landscaping. CBRE staff maintain presence onsite from 9 a.m. to 5 p.m. on weekdays, and DigiPen staff can contact CBRE using an emergency hotline all other hours. DigiPen Facilities has a working relationship with CBRE including a formal ticketing system, regular meetings, phone communications.

DigiPen Facilities maintains interior lighting, finishes, hygiene, equipment, furnishings, and the general campus maintenance. DigiPen Facilities and DigiPen Security regularly examine security systems such as locks, alarms, lighting, and communications systems. DigiPen Security checks exterior doors nightly to ensure proper latching and locking, in addition to checking interior and exterior lighting nightly to ensure exterior visibility.

All members of the campus community, staff, faculty, and students are encouraged to report any safety hazards or maintenance concerns to DigiPen Facilities at [facilities@digipen.edu](mailto:facilities@digipen.edu).

## Campus Law Enforcement Authority

DigiPen does not have campus police. DigiPen Security staff members have the authority to determine whether individuals have legitimate and lawful business at on campus. DigiPen Security personnel have the authority to deny access to campus and issue parking tickets. DigiPen Security members do not possess arrest power. Criminal incidents are referred to the Redmond Police Department who have jurisdiction on campus.

## Campus Security Authorities

DigiPen designates certain members of the campus community as Campus Security Authorities (CSAs). CSAs serve as points of contact for reporting crimes and incidents that occur on or near campus. CSAs have the obligation to report any crimes, potential crimes, or other incidents that are cause for concern.

CSAs include individuals in various roles who have significant responsibility for student and campus activities. CSAs at DigiPen include the following groups:

- DigiPen Security Staff
- Faculty Department Chairs
- Faculty Program Directors
- Faculty Deans
- Staff and Faculty Advisors to Registered Student Organizations
- Staff Resident Directors
- Student Resident Assistants
- Student Affairs Staff
- Front Desk Staff
- Library/Learning Resource Center Staff

## Working Relationship with 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. DigiPen does not have a written memorandum of understanding with local law authorities, and instead maintains regular communication via phone, email, and site visits. Campus security attend training hosted by Redmond Police. Redmond Police also retains knowledge of and access to emergency keys and campus maps in the case of emergency. DigiPen does not have a working relationship with Washington State law enforcement authorities other than communication and cooperation on an as-needed basis. DigiPen will communicate with the federal law enforcement agencies on an as-needed basis. DigiPen receives regular communications from the FBI regarding national concerns.

# How to Report Emergencies

For all emergency situations, students, faculty, and staff are to remove themselves from personal danger and then call **911 (or 9911 from an on-campus phone)**.

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)**. After emergency communications with 911 operators and local authorities has ended, please notify DigiPen Security using the contact info below.

For Non-Life Threatening Emergencies, please notify DigiPen Security.

DigiPen Security

Physical Location: Lobby of the Main Building

Security Desk Main: **(425) 629-5006 (or 5006 from an on-campus phone)**

Back-up Contact: **(425) 445-4453**

# How to Report Crimes

You may report crimes through an Incident Report or by contacting the following departments and staff listed below:

Report criminal offenses or other concerns by submitting an Incident Report:

<https://www.digipen.edu/student-portal/campus-information/incident-report-form>

You may also report criminal offenses or other concerns to:

DigiPen Security

Physical Location: Lobby of the Main Building

Security Desk Main: **425-629-5006 (or 5006 from an on-campus phone)**

Back-up Contact: **425-445-4453**

In-Person Locations:

Any Student Affairs team member in the Dragons Lair, 2nd Floor, Main Campus.

Any Front Desk team member in the Lobby, Main Campus

Any Library Desk team member in the Lobby, The Wing

## Campus Contacts:

Alex Comair

VP of Operations

[acomair@digipen.edu](mailto:acomair@digipen.edu)

(425) 246-9868

Current Students and Employees may also reach out via Microsoft Teams

Patrick Dezort

VP of Student Engagement

[patrick.dezort@digipen.edu](mailto:patrick.dezort@digipen.edu)

Current Students and Employees may also reach out via Microsoft Teams

Kaori Widmer

VP of Student Support

[kwidmer@digipen.edu](mailto:kwidmer@digipen.edu)

Current Students and Employees may also reach out via Microsoft Teams

Angela Kugler

EVP of Administration and Operations

[akugler@digipen.edu](mailto:akugler@digipen.edu)

Current Students and Employees may also reach out via Microsoft Teams



You may also contact any Campus Security Authority including:

- DigiPen Security Staff
- Faculty Department Chairs
- Faculty Program Directors
- Faculty Deans
- Staff and Faculty Advisors to Registered Student Organizations
- Staff Resident Directors
- Student Resident Assistants
- Student Affairs Staff
- Front Desk Staff
- Library/Learning Resource Center Staff

When reporting criminal offenses, provide the responder a description of the event and follow any instructions that the responder gives. The responder will guide the reporter to fill out an Incident Report. DigiPen Security will assist with making reports to police when applicable.

## Confidential & Anonymous Reporting

If you are the victim or witness of a crime and want to pursue action within DigiPen's crime reporting system or the criminal justice system, you may make a confidential and anonymous report. With your permission, DigiPen Security can file a report on the details of the incident without revealing your identity. DigiPen Security can be reached in the lobby of the Main Building or **by calling (425) 629-5006 (or 5006 from an on-campus phone) OR (425) 445-4453**. DigiPen Security will assist with marking reports to police when applicable.

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 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 DigiPen.

## Response to a Reported Crime

Reported incidents will be forwarded to the appropriate personnel to work with individuals reporting a crime to obtain information and evidence, identify potential witnesses, and conduct a thorough investigation to identify the responsible party and come to a resolution. When appropriate, crime suspects will be adjudicated through the student conduct system, employee conduct system, or criminal justice system. Information reported to DigiPen is treated as confidential during the investigation phase, except as required by law. In some cases, the Redmond Police Department or other law enforcement agencies may also respond.

## Disclosures to Alleged Victims of Crimes of Violence

DigiPen 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 DigiPen 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.

# Incident Reports

## *Incident Report Webpage*

The purpose of an Incident Report Form is to gather information on both crimes and events, interactions, and issues of concern related to campus safety, security, student or employee behavior, and health.

There are many situations in which it's appropriate to fill out an Incident Report Form. They may involve the following:

- Crimes
- Any suspected criminal behavior
- Non-Emergency Accident
- Emergency (911 called)
- Safety Incident
- Vandalism
- Maintenance
- Roommate Situation
- Student Conduct
- Faculty Concern
- Staff Concern
- Emotional Concern
- Health Concern
- Discrimination or Harassment based on the following characteristics:
  - Race
  - National Origin
  - Religion
  - Physical or Mental Differences
  - Veteran Status
  - Gender
  - Sexual Orientation
  - Age
  - Staff Concern
- Emotional Concern
- Health Concern
- Facility Safety Concern
- IT Safety Concern

Sexual Misconduct including:

- Dating Violence
- Stalking
- Sexual Harassment

- Sexual Exploitation
- Non-consensual Sexual Intercourse
- Sexual Assault

For general issues related to campus

After receiving a submitted Incident Report you can expect to hear back from the Student Affairs team within 1-2 business days for support, guidance and follow-up.

If your situation is urgent (not emergent) and you need support sooner than one to two business days, we encourage you to call the 24/7 Student Help Line at (425) 785-1608. You will be connected with a trained DigiPen staff member to provide immediate support related to the issue you are experiencing.

In some situations, after verbally reporting a campus-related incident to DigiPen staff, you may be asked to fill out and submit an Incident Report Form. An Incident Report Form can be submitted by any member of the DigiPen community. In certain cases, DigiPen may also communicate incidents submitted through the Incident Report Form to the police.

# Timely Warnings and Emergency Notifications

DigiPen will, without delay, will issue Timely Warnings and Emergency Notifications. DigiPen will consider the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Timely Warnings and Emergency Notifications are issued by DigiPen Security, the VP of Operations, the VP of Student Engagement, and the EVP of Administration and Operations. These parties will work together to:

- Confirm there is a significant threat or emergency
- Determine the appropriate segment of the campus community to receive a notification
- Determine the content of the notification
- Initiate the notification system

## Notification Methods

Timely Warnings and Emergency Notifications are issued to employees and students via email, Microsoft Teams postings, and the emergency text message notification system, Regroup. Employees and students are enrolled in Regroup by default and may opt out. To update cell phone numbers, employees contact Human Resources at [hr.us@digipen.edu](mailto:hr.us@digipen.edu), and students log into Self Service ([selfservice.digipen.edu](http://selfservice.digipen.edu)) and edit their contact information.

### TIMELY WARNINGS

A Timely Warning is a notification to the campus community concerning the occurrence of a Clery Act Crime that poses an ongoing threat on campus, public spaces around campus, and noncampus buildings, which includes DigiPen Housing.

**Scope:** Clery Act Crimes, reported to Campus Security Authorities

**Triggered by:** Crimes that occurred that pose an ongoing threat

**Where event occurs:** Anywhere on campus, public property around campus, and noncampus buildings (DigiPen Housing)

**How soon:** As soon as information is available

Clery Act Crimes:

- Murder
- Rape
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson

- Fondling
- Incest
- Statutory Rape
- All Hate Crimes
- Weapons: Carrying, Possessing, etc
- Drug Abuse Violations
- Liquor Law Violations
- Domestic Violence
- Dating Violence
- Stalking

Each incident is considered on a case-by-case basis, depending on the facts of the case and the information currently available. Some incidents and crimes do not necessarily pose an on-going threat to DigiPen and a Timely Warning message may not be disseminated regarding it. Case-by-case criteria include:

- Nature of the crime
- Continuing threat to the campus community
- Possible risk of compromising law enforcement efforts

If the threat is sudden and serious, a warning will be issued immediately and will be continually updated until the threat is contained or neutralized. If a threat is less immediate, the warning will be fully developed and distributed after that point in time.

Crimes that could constitute a continuing threat include, but are not limited to:

- Serial crimes that target certain campus populations such as sex crimes or race-based crimes in which the perpetrator has not been apprehended.
- Ongoing criminal activity in which there is no apparent connection between perpetrator and victim.

Crimes that would not constitute a continuing threat include, but are not limited to:

- Crimes in which the perpetrator has been apprehended, thereby eliminating the threat.
- Crimes in which an identified perpetrator targets specific individual to the exclusion of others, such as domestic violence.

The timely warning content will contain sufficient information about the nature of the threat to allow members of the campus to take protective action:

- A clear statement of the incident
- Possible connection to previous incident(s) if applicable
- Date, time, and location the incident
- Description and image of the suspect, if available
- Risk reduction and safety tips
- Other relevant and important information

## **EMERGENCY NOTIFICATIONS**

An Emergency Notification is a notification to the campus community upon confirmation of a significant emergency or dangerous situation occurring on campus that involves an immediate threat to the health or safety of students or employees.

**Scope:** Significant emergency or dangerous situation

**Triggered by:** Event that is currently occurring on or imminently threatening campus

**Where event occurs:** Only on campus

**How soon:** Immediately upon confirmation of situation

# Emergency Procedures

For all emergency situations, students, faculty, and staff are to remove themselves from personal danger and then call 911.

**Emergency Closures:** DigiPen may close facilities in the event of an emergency or unsafe conditions. The campus has several methods of informing students, faculty, and staff of these closures, the policies for which are outlined here.

Emergency drills are conducted on an annual basis and coordinated with local property owners and emergency officials.

If physical conditions, or other circumstances, make it difficult to provide a safe or productive work environment, DigiPen may close its facilities. Examples of such circumstances include severe weather or environmental conditions, utility, equipment or systems failures, or other conditions which directly affect DigiPen's facilities or the surrounding community.

**Information Resources:** When there is a building closure, employees and students will be notified via one or more of the following methods:

For information regarding the reopening of the facility following a closure, please call DigiPen Security at (425) 629-5006. DigiPen will provide updated status reports as needed.

**Coordination of Closure:** Any information regarding emergency conditions should be reported to DigiPen Security at (425) 629-5006. DigiPen Security will share this information with DigiPen Administration, who is responsible for coordinating building closures and will act without delay.

DigiPen Administration is responsible for soliciting information from the media, weather services, local law enforcement agencies, utility companies, the Department of Transportation, METRO, and other appropriate sources to assist in determining whether company facilities should be closed.

When DigiPen communicates a building closure, all affected employees and students are expected to vacate the premises as soon as reasonably possible. Employees are asked not promptly leave campus to avoid complications when commuting home or create operational and security issues. Facilities personnel will begin securing facilities as soon as a closure decision has been made.

## Fire

A campus evacuation plan in the event of a fire is detailed here, including route maps for each floor.

### *Evacuation Maps Online*

**Phase 1: Evacuation:** All members of DigiPen's community (faculty, staff, and students) are responsible for being aware of fire evacuation routes and of the locations of fire extinguishers and fire alarms in their work or study areas.

#### **1. Instructors' Procedure - Fire Evacuation**

In the event of a fire alarm, all faculty, staff, and students must evacuate their work or study areas and, as far as possible, shut down any operations that might become a hazard if unattended.



Instructors or personnel who have groups of people under their direction are responsible for ensuring the orderly evacuation of these people in the event of a fire or fire alarm. Please instruct all students to leave the building through the nearest exit(s). Make sure you are the last to leave the room and remember to close the door(s). After clearing the specified areas, all staff members must report to the nearest area of refuge located outside the facility.

Select one or two students to lead the class safely out of the building.

Assign two individuals for each student with disabilities to assist in their safe evacuation from the building.

Be sure that everyone in your area is notified to vacate the building.

Instructors must verify that there is no one missing from their group. If someone is unaccounted for, the authorities on the scene should be advised immediately.

Make sure that all persons remain in their safe zone away from the building.

Emergency vehicle access to all buildings must be kept clear of obstructions at all times.

## 2. Administration and Staff Procedures - Fire Evacuation

In the event of a fire alarm, shut down any operations that might become a hazard if left unattended. Please instruct all students to leave the building through the nearest exit(s). Make sure you are the last to leave the room and remember to close the door(s). After clearing the specified areas all staff members must report to the nearest area of refuge located outside the facility. Remember to keep the road clear for the fire department.

## 3. Individuals with Limited Mobility Fire Evacuation

Students, staff, and visitors who are blind should be assisted through hallways and down stairways along designated evacuation routes.

People who require wheelchairs should follow designated evacuation routes on the ground floor and exit the building. If not on the ground floor, wheel to the nearest fire escape or stairway door. Rescue personnel will search these areas first and help individuals with disabilities evacuate the building.

**Phase 2: Re-entering the Facility:** Once the building has been evacuated, no person will be permitted to re-enter the facility until approval is given by authorized personnel.

# Earthquake

Detailed plan for those finding themselves indoors and outdoors during an earthquake, as well as evacuation routes for each floor after particularly strong earthquakes.

**If You're Inside:** When you feel an earthquake, duck under a sturdy desk, table, or other piece of sturdy furniture or equipment.

Stay away from windows, bookcases, file cabinets, tall furniture, heavy mirrors, paintings, and other objects that could fall. Watch out for falling plaster, lighting fixtures, or ceiling tiles.

Stay under cover until the shaking stops. If no desk or table is available, seek cover against an interior wall and protect your head and neck with your arms. Hold onto the desk or table. If it moves, move with it.

Hold your position until the ground stops shaking and it is safe to move. Do not rush outdoors, since most injuries occur from falling glass, plaster, bricks, debris, and electrical lines as people are leaving buildings.

**If You're Outside:** If you are outside, remain there and move into the open. Move away from overhangs, light poles, and trees. Remain in the open and away from all structures, including buildings.

**After the Earthquake:** Remain calm and take whatever actions necessary to prevent injuries and further damage. Check yourself and people around you for injuries. Do not attempt to move seriously injured people unless they are in immediate danger of further injury. Provide first aid where necessary. Do not panic and do all that is possible to calm others. Move cautiously and observe your surroundings for hazardous situations.

Facilities will provide public safety instructions, information, traffic reports, and any other earthquake-related news. Aftershocks may occur at any moment with nearly the same force as the original quake. Be prepared, and protect yourself first.

**Evacuations:** An evacuation may be initiated after a strong earthquake in which the building may have received structural damage. Facilities personnel will initiate the evacuation by pulling a manual pull station in each building. All employees, visitors, and contractors should report to their designated meeting areas outside; do not use areas of rescue for post-earthquake evacuation.

## ***Evacuation Maps Online***

While many employees may want to leave the site to check on their homes and families, they should remain at DigiPen at least long enough to be accounted for. Those that do depart should drive extremely cautiously. Remaining employees should stay away from the buildings in order to avoid falling debris.

Please do not smoke or wander around, and do not attempt to reenter any building until directed to do so by Facilities personnel. Building re-entrance will occur after an inspection of the facility has been conducted.

Do not attempt to use your telephone except for genuine emergency calls (e.g., injury, fire, or structural damage).

Remember to follow the plan.

# Lockdown

## Evacuate

- Attempt to leave the building immediately if there is a clear and safe escape path.

## Shelter In Place

- If unable to evacuate the building safely then quickly proceed to badge-accessed classrooms/faculty areas or other lockable spaces which could serve as areas of refuge.
  - **Note for the main building:** When Security announces a lockdown over the PA, they will attempt to give 25 seconds of notice before remotely locking all badge access doors to allow occupants to shelter. After 25 seconds, badge access doors will remain locked, even with a badge. This time limit is intended to be announced with a countdown over PA.
- Cover any glass sections
- Stay away from windows
- Barricade the door(s) with any loose tables and chairs if possible
- Close any blinds
- Turn off the lights
- Remain quiet and turn off phones
- Wait for an “all clear” message from DigiPen Security or Law Enforcement

# Serious Injury & Medical Emergencies

**Call 911.** Do not move the injured person unless instructed to by 911 operators or medical professionals. If applicable, after calling 911, use emergency call switch in classroom to notify Security. All classrooms in the main building have this system. An alternative to using the call switch is to send someone to notify Security in-person.

# Power Outage

## Await Announcements, Exit

Please remain in place as much as possible and await announcements from our Security team through our PA system. After about five minutes, Security will ask people to exit the building. Caution, the walkways and stairwells can be dark, please watch your step, move carefully.

# Campus Safety, Security, and Emergency Programs

## INITIAL STUDENT TRAINING

DigiPen Facilities gives incoming students training at New Student Orientation and provides a Campus Safety Cheat Sheet at the event. Those who are not present have access to an updated video presentation with the same contents. Contents of the training include campus evacuation protocols, fire, earthquake, lockdown, injury, medical emergency, power outage, access control, emergency

notifications, transportation tips, incident reporting, Title IX reporting, crime reporting, emergency reporting, and are also given contact information to ask any questions or report any safety concerns, including maintenance or hazard concerns.

DigiPen Security individually briefs each new student regarding access control when issuing new ID access cards.

## **TRANSPORTATION SAFETY**

Transportation safety programming is hosted at the start of each academic year. Free bicycle helmets and high visibility reflective vests are given out at the front office in Main Campus to encourage safe commute practices.

## **SAFETY COMMITTEE**

DigiPen maintains a Safety Committee consisting of multi-departmental members. Safety meetings and safety committee details are documented, with formal minutes for the committee and a notation of subjects discussed for the safety meeting. The Safety Committee performs the following duties:

- Review safety and health inspection reports to help correct safety hazards
- Evaluate the accident investigations conducted since the last meeting to determine if the cause(s) of the unsafe situation was identified and corrected
- Evaluate workplace accidents and illness prevention program and discuss recommendations for improvement, if needed

## **EMERGENCY DRILLS**

Fire, Earthquake, and Lockdown drills are each preformed twice every academic year at a minimum. Emergency drills are conducted on an annual basis and coordinated with local property owners and emergency officials. Emergency drills are timed approximately one month into both the fall semester and the summer semester in order to include highest possible number of participants.

## Missing Students in DigiPen Housing

DigiPen does not have on-campus housing, and instead uses noncampus buildings to operate student housing. Although DigiPen does not have on-campus housing, DigiPen maintains Missing Students policies for students living in DigiPen Housing. This policy, and the procedure that follows, identify the collaborative process by which members of the DigiPen community attempt to locate a student in DigiPen Housing that has been reported missing. A student shall be deemed as missing when they have been reported absent from the DigiPen and DigiPen Housing for more than 24 hours without a known or identified reason. All reports of a missing student shall be reported to the Director of Housing. The Director of Housing will investigate each report and make a determination as to whether the student is missing, in accordance with this policy.

DigiPen Housing, LLC is comprised of off-campus, apartment style living facilities and therefore may not conduct or adhere to prescribed timelines for monitoring students residing in Institute provided housing. Student welfare and safety is paramount at DigiPen; however, DigiPen recognizes and makes known its limitations in obtaining accurate and timely information on the whereabouts of students whether or not they reside in DigiPen housing.

Each student, using Colleague, may identify an external individual as an emergency contact. DigiPen will contact this individual no later than 24 hours after the student has been determined to be missing. Institution process will be followed in the notification of this external party. Students over the age of 18 may choose to not provide a contact person in Colleague. If a missing student is under 18 years of age, and not an emancipated individual, DigiPen is required to notify a custodial parent or guardian no later than 24 hours after the determination has been made by Security.

The Director of Housing will also notify DigiPen Security, the Redmond Police Department, and other appropriate law enforcement agencies no later than 24 hours after the student has been determined to be missing, even if the student has not registered an emergency contact.

The Vice President of Student Engagement shall have the responsibility to make the provisions of this policy and its procedures made available to students.

Procedure:

Notification:

- 1.** Any report of a missing students, from any source, should be immediately directed to The Director of Housing:
- 2.** When a student has been reported as missing to the Director of Housing:
  - a.** initiate an investigation to determine the validity of the missing person report;
  - b.** contact the Vice President for Student Engagement or designee;
  - c.** make a determination as to the status of the missing student;
  - d.** will notify the Redmond Police Department, or other appropriate law enforcement agencies, within 24 hours after determining that the student is missing.

When contacted by the Director of Housing, the Vice President for Student Affairs shall:

- If, following investigation, the Director of Housing determines the student to be missing, the Vice President for Student Engagement will notify the missing student's emergency contact within 24 hours of Security making the determination the student is missing.
- If the missing student is under the age of 18, and not an emancipated individual, the Vice President for Student Engagement will notify the student's custodial parent or guardian as contained in the records of the University within 24 hours of the determination that the student is missing.
- The Vice President of Student Engagement shall initiate whatever action is deemed appropriate and in the best interest of the missing student.

## Professional Counselors

The Counseling Center is located in the Administration Offices area on the second floor for Main Campus. To make an appointment, or for questions about Counseling Center services and policies, contact the Counseling Center at [counseling@digipen.edu](mailto:counseling@digipen.edu) or (425) 629-4859.

The Counseling Center is open during the fall, spring, and summer semesters and closed during breaks. Appointments can be made Monday through Friday. Students are welcome to drop in, as long as their visits do not conflict with previously scheduled appointments.

Note: The Counseling Center is not the best resource for all problems and situations. We provide services in keeping with DigiPen's goals (student academic success), within our business hours, and in keeping with the structure of the Counseling Center. The Counseling Center does not provide services for those needing long-term intensive psychological treatment, substance-abuse treatment, 24-hour-on-call availability, or whose treatment has been mandated by the legal system or an employer. In these instances, we will make appropriate referrals.

- ***Short-Term Individual Counseling***

DigiPen's on-campus Counseling Center offers short-term, one-on-one counseling for all students. You can talk to counselors about a variety of common concerns including stress management, depression, anxiety, homesickness, and many others.

- ***Online Mental Health Screening***

This online mental health screening tool provides a brief self-assessment test for depression, bipolar disorder, generalized anxiety disorder, alcohol use disorder, or post-traumatic stress disorder. Each screening will take four to five minutes to complete. Your screening score is not diagnostic but rather informative. When you click on the link above, you will be transferred to a different website. A core value and objective of this screening is to preserve participants' anonymity. Because DigiPen does not manage the screening website, we cannot identify you through your responses.

- ***ULifeline***

As a DigiPen student, you have free access to ULifeline, an anonymous and confidential resource with information regarding mental health and well-being. Whether you need more information for yourself or to help a friend, ULifeline is available to you 24 hours a day, seven days a week.

- ***Off-Campus Resources***

If you would like to seek advice or resources outside of the Counseling Center, we've put together a short list of local and national off-campus resources to help you start your search for more information.

## Mission of the Counseling Center

The mission of the Counseling Center is to provide services that promote student success in academics, promote engagement in the DigiPen community, and prepare students for their professional careers and life after graduation. In addition, it is to provide intellectual and emotional support to all students, promote healthy and active development and involvement in student life, and welcome and celebrate the diversity

of DigiPen and the larger community. The Counseling Center is committed to providing an environment that ensures students' safety and empowers them to achieve their personal, academic, and career goals.

## Goals of the Counseling Center

- Provide counseling and/or referrals for personal and academic concerns for the campus community.
- Provide crisis intervention/emergency counseling for students as needed.
- Support the learning and retention of students through appropriate treatment and/or referrals.
- Improve areas of prevention through education and communication.

## Codes of Ethics

The American Counseling Association (ACA) serves as the primary guidelines for professional behavior in the Counseling Center. All Counseling Center counselors are expected to be familiar with and adhere to these principles in practice. The code of ethics for the American Counselor Association can be found at: [\*2014 ACA Code of Ethics\*](#)

## Confidentiality

Every client at intake will be presented with the Counseling Center's Consent form and the Counselor Disclosure form. The client's signature will signify that he/she has read the policy. When obtaining informed consent to counseling, the counselor must inform the client in a timely manner about the nature and the anticipated course of counseling, involvement of third parties, the limits of confidentiality, and to provide sufficient opportunity for the client to ask questions and to receive answers.

When the Counseling Center believes that a client poses a clear and present danger to himself/herself and/or to others, the Counseling Center may selectively release information, without the client's consent, to aid in the care and protection of the client or the endangered others.

When the Counseling Center has reasonable cause to suspect that a child (a person under 18 years of age) has been subjected to child abuse, which may involve sexual abuse, neglect, sexual exploitation or abandonment, as defined by RCW (26.44.030), the Counseling Center may selectively release information, without the client's consent. Also, the Counseling Center is required to report elderly and vulnerable adult abuse.

The Family Educational Rights and Privacy Act of 1974 (FERPA) provides that student records maintained by physicians, psychologists, psychiatrists, or other recognized professionals and paraprofessionals are not educational records. Therefore, client files do not become part of any permanent record at DigiPen but are the property of the Counseling Center.

Clients may review their records, in the presence of a Counseling Center staff member, upon written request. The request and the fact that a review occurred will be entered in the client's records. Clients may receive copies of the record. The request and the copy of the records that were given will be documented in the client's records.



The client file of a person who is not a student, including but not limited to, a staff member, faculty member, etc., is not an educational record. The file is accessible to the client.

Should the Counseling Center receive a subpoena for client records, the college legal counsel will be consulted prior to taking any action. Clients will be notified in advance, if possible, of any compliance with a court order, state or federal law that might require disclosure of client records.

The Authorization for Release of Information form will be used when a client requests that counseling information to be shared with a third party. The client's consent must be informed. The Counselor who is expected to release information must discuss the positive and negative consequences, actual and potential, associated with the release of information.

## Program Accessibility

Counseling services and referrals are available to all students who are registered for courses in undergraduate/graduate programs offered by DigiPen. The Counseling Center will not collect charges or fees for the services.

Referrals will be given to all faculty and staff members for outside services. The Counseling Center will not see faculty and staff for counseling sessions.

## Counseling Center's Scope of Practice

The Counseling Center at DigiPen Institute of Technology provides short-term individual counseling free of charge to students who are currently registered for courses in undergraduate/graduate programs offered by DigiPen. The role of the Counseling Center is not necessarily to heal or see students through to recovery from psychological disorders or traumas; it assists students in coping with problems that are interfering with their abilities to meet the demands of being a college student.

## The Services Provided by the Counseling Center

- Crisis intervention
- Short-term counseling services
- Referral services for students who need long-term therapy
- Mental health consultation, education, and outreach programs for students, faculty, and staff

## Limited Service

The Counseling Center does not provide long-term intensive counseling and psychotherapy. It is beyond the Counseling Center's scope of practice to provide ongoing counseling and psychotherapy for students who may be diagnosed with a variety of serious and long-term psychiatric conditions, and individuals who appear to be a recurring high risk to themselves or to the DigiPen community.

The College Counseling Center does not prescribe or monitor psychotropic or any other medications.

# Drug and Alcohol Policy and Prevention

- 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, except alcohol consumption during approved and catered events in accordance with State of Washington liquor license procedures. 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](#), 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](#).

## Alcohol and Substance Abuse Prevention Programs

Alcohol and Substance use/abuse training is available to any student through Student Lingo, an education platform. The training may be used as part of a sanction levied from the Student Conduct process. DigiPen campus and housing are alcohol and substance free environments for students, enforced by scheduled Housing and Residence Life staff Health and Safety checks of each apartment.

All employees must submit to a pre-employment drug screen. To ensure compliance with our drug and alcohol policy, DigiPen may require drug and alcohol testing of employees at its discretion. This includes testing based upon reasonable suspicion, where management personnel reasonably suspect that an employee may be under any influence of drugs or alcohol or is otherwise violating the policy.

DigiPen Human Resources encourages any employee seeking assistance for drug or alcohol related problems to seek assistance. Employees who have health care coverage through DigiPen's benefit plans can seek care through the provider or assistance through the associated employee assistance program (EAP). Additionally, DigiPen encourages employees seeking assistance to reach out to any of the following counseling, treatment, rehabilitation, or re-entry programs, all of which are listed in the employee handbook.

DigiPen Facility employees are trained to report any drug or alcohol substances and paraphernalia on campus to DigiPen Security in order to perform follow up investigations.

DigiPen Student Affairs hosts tabling events during the start of Fall semester for drug and alcohol abuse awareness and prevention. The content includes providing resources drug and alcohol abuse and use disorders as well as providing resources such as BAC calculator cards as a resource for safer consumption for those who still choose to drink alcohol. The tabling also provides as a point of contact for students to ask questions and reach out for any help or advice.

# Dating Violence, Domestic Violence, Sexual Assault, Stalking

DigiPen, in accordance with applicable law, prohibits forcible and non-forcible sex offenses. For further information see DigiPen'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, DigiPen 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.

DigiPen'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.

You May Access the complete Sexual Harassment & Sexual Misconduct Policy here:

<https://www.digipen.edu/sites/default/files/public/docs/digipen-2020-title-ix-regulations.pdf>

## Reporting an Instance of Dating Violence, Domestic Violence, Sexual Assault

A victim of a sexual offense should report the crime immediately to local police by calling 911.

To report an instance of Dating Violence, Domestic Violence, Sexual Assault, or any other instance of sexual misconduct, to the institution, students should contact any responsible employee of DigiPen.

DigiPen encourages the reporting party of sexual misconduct to talk to a responsible employee so that the reporting party can get the support they need and so DigiPen can begin the Title IX investigation procedures.

Individuals can also report an incident to the Title IX Coordinator by completing an Incident Report here:

[\*Incident Report Webpage\*](#)

You may also reach out to the Title IX Coordinator and Deputy Title IX Coordinators using the following contact information:

### TITLE IX COORDINATOR AND DEPUTY COORDINATORS

DigiPen Institute of Technology officer charged with investigating all complaints of violations of the Sexual Misconduct Policy, Anti-Harassment Policy, and the Anti-Discrimination Policy

### **Title IX Coordinator**

Angela Kugler  
[akugler@digipen.edu](mailto:akugler@digipen.edu)  
(425) 895-4438

### **Deputy Title IX Coordinator – Student Cases**

Patrick Dezort  
[patrick.dezort@digipen.edu](mailto:patrick.dezort@digipen.edu)  
(425) 522-5025

### **Deputy Title IX Coordinator – Employee Cases**

Alicia Cappola  
[alicia.cappola@digipen.edu](mailto:alicia.cappola@digipen.edu)  
(425) 629-5068

## **REPORTING TO RESPONSIBLE EMPLOYEES**

The following employees (or categories of employees) are DigiPen's Responsible Employees:

- Student Affairs staff
- Faculty members
- Administration staff
- Student Assistants

A Responsible Employee must report to a Title IX Coordinator all relevant details about the alleged sexual misconduct shared by the reporting party. Responsible Employees are required to report any potential violation of the sexual misconduct policy to a Title IX Coordinator. If the reporting party wants to tell the Responsible Employee what happened but also maintain confidentiality, DigiPen will consider the request, but cannot guarantee that it will be honored. While reporting the details of the incident to a Title IX Coordinator, the Responsible Employee will also inform the Title IX Coordinator of the reporting party's request for confidentiality.

To the extent possible, information reported to a Responsible Employee will be shared only with people responsible for handling DigiPen's response to the report. A Responsible Employee should not share information with law enforcement without the reporting party's consent or unless the reporting party has also reported the incident to law enforcement. When a reporting party tells a Responsible Employee about an incident of sexual misconduct, the reporting party has the right to expect DigiPen to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

The Responsible Employee taking the report of sexual misconduct will fill out an Incident Report and will then submit that Incident Report to the Title IX Coordinator.

## **CONFIDENTIALITY**

Different employees on campus have different abilities to maintain a reporting party's confidentiality.

1. Confidential resources are required to maintain near complete confidentiality; talking to a confidential resource is sometimes called a privileged communication (e.g. counselor).

2. All other employees (excluding those with privileged communication) are considered responsible employees (sometimes also called mandated reporters) and are required to report all the details of an incident (including the identities of both the reporting party and respondent) to the Title IX Coordinator. A report from these employees constitutes a report to DigiPen and obligates DigiPen to commence the Title IX investigative procedures.

## **EXTERNAL AUTHORITIES AND INCIDENTS OF SEXUAL MISCONDUCT**

A person may also file a complaint with the appropriate federal, state, or local agency within the time frame required by law. Depending upon the nature of the complaint, the appropriate agency may be the U.S. Department of Education Office for Civil Rights (OCR), the Department of Justice, the Equal Opportunity Commission, and/or another appropriate federal or state agency.

### **Seattle Office**

Office for Civil Rights U.S. Department of Education 915 Second Avenue Room 3310 Seattle, WA 98174-1099 Telephone: 206-607-1600 FAX: 206-607-1601; TDD: 800-877-8339 Email: ***OCR.Seattle@ed.gov***

### **Assistant Secretary for Civil Rights Office for Civil Rights, National Headquarters**

U.S. Department of Education Lyndon Baines Johnson Dept. of Education Building 400 Maryland Avenue, SW Washington, DC 20202-1100 Telephone: 800-421-3481 Fax: 202-453-6012; TDD: 800-877-8339 Email: ***OCR@ed.gov***

DigiPen Title IX Coordinators or other Student Affairs or Security staff can provide assistance in notifying law enforcement authorities if a person chooses. A person may also decline to notify such authorities.

## **PRESERVATION OF EVIDENCE**

The preservation of evidence is critical to potential criminal prosecution and to obtaining restraining or protective orders, and it is particularly time sensitive. DigiPen will inform the Complainant of the importance of preserving evidence by taking actions such as the following:

### **Sexual Assault**

- Seek forensic medical assistance at the nearest hospital, ideally within 120 hours of the incident (sooner is better).
- Avoid urinating, showering, bathing, washing hands or face, or douching, if possible, but evidence may still be collected even if you do.
- If oral sexual contact took place, refrain from smoking, eating, drinking, or brushing teeth.
- If clothes are changed, place soiled clothes in a paper bag (plastic destroys evidence) or a secure evidence container (if provided one by law enforcement)
- Seeking medical treatment can be essential, even if it is not for the purpose of collecting forensic evidence.

## Stalking/Dating Violence/Domestic Violence/Sex-Based Harassment

- Evidence in the form of text and voice messages will be lost in most cases if the Complainant changes their phone number.
  - Make a secondary recording of any voice messages and/or save the audio files to a cloud server.
  - Take screenshots and/or a video recording of any text messages or other electronic messages (e.g., Instagram, Snapchat, Facebook).
- Save copies of email and social media correspondence, including notifications related to account access alerts.
- Take time-stamped photographs of any physical evidence, including notes, gifts, etc., in place when possible.
- Save copies of any messages, including those showing any request for no further contact.
- Obtain copies of call logs showing the specific phone number being used rather than a saved contact name if possible.

During the initial meeting between the Complainant and Title IX Coordinator (or Designee), the importance of taking these actions will be discussed, if timely.

## **AMNESTY**

DigiPen community encourages the reporting of misconduct and crimes by Complainants and witnesses. Sometimes, Complainants or witnesses are hesitant to give Notice to DigiPen officials or participate in resolution processes because they fear that they themselves may be in violation of certain policies, such as underage drinking or use of illicit drugs at the time of the Incident. Respondents may hesitate to be forthcoming during the process for the same reasons.

It is in the best interests of DigiPen community that Complainants choose to give Notice of misconduct to DigiPen officials, that witnesses come forward to share what they know, and that all Parties be forthcoming during the process.

To encourage reporting and participation in the process, DigiPen offers Parties and witnesses amnesty from minor policy violations, such as underage alcohol consumption or the use of illicit drugs, related to the incident. Granting amnesty is a discretionary decision made by DigiPen, and amnesty does not apply to more serious allegations, such as physical abuse of another or illicit drug distribution.

### **Students**

DigiPen also maintains an amnesty policy for students in addition to witnesses who offer help to others in need.

### **Employees**

Sometimes, employees are hesitant to report discrimination, harassment, or retaliation they have experienced for fear of getting in trouble themselves. DigiPen may, at its discretion, offer employee Complainants amnesty from such policy violations (typically more minor policy violations) related to the incident.

## ACCOMMODATIONS RELATED TO REPORTING

DigiPen will notify victims about available assistance in changing academic, living, and/or employment situations after an alleged incident of discrimination, harassment, retaliation, and/or Other Prohibited Conduct if such changes are reasonably available. No formal report, or investigation, either institutional or criminal, needs to occur for this option to be available. Such actions may include, but are not limited to:

- Relocating a residential student's housing to a different on-campus location
- Assistance from DigiPen staff in completing the relocation
- Changing an employee's work environment (e.g., reporting structure, office/workspace relocation)
- Transportation assistance
- Visa/immigration assistance
- Arranging to dissolve a housing contract and provide a pro-rated refund
- Rescheduling or adjusting an exam, paper, and/or assignment
- Receiving an incomplete in, or a withdrawal from, a class (may be retroactive)
- Transferring class sections
- Temporary withdrawal/leave of absence (may be retroactive)
- Campus safety escorts
- Alternative course completion options

## Resources

### ON-CAMPUS RESOURCES

#### Confidential Resources

Confidential resources are DigiPen employees with whom an individual can have a privileged communication. Privileged communications cannot legally be disclosed to another person without the consent of the individual who originally provided the information, except under very limited circumstances such as allegations involving the physical or sexual abuse of a child or vulnerable adult or an imminent threat to the life of any person. DigiPen's confidential resources are listed as follows:

DigiPen Counseling  
Email: [counseling@digipen.edu](mailto:counseling@digipen.edu)  
Phone: (425) 629-4859

#### Non-Confidential Resources

Responsible Employees (also sometimes known as "Mandated Reporters")

DigiPen's Responsible Employees are required to report all details of an incident (including the identities of both the reporting party and respondent) to DigiPen's Title IX Coordinator. To file a report of an incident of sexual misconduct, please contact a Responsible Employee.



Most members of the DigiPen community are considered Responsible Employees and are therefore obligated to report to DigiPen any information they receive about sexual misconduct. Employees who are categorized as Responsible Employees include (but are not limited to):

- DigiPen's Title IX Coordinator
- Student Affairs staff
- All faculty members
- Members of DigiPen's general administration staff
- Student Assistants
- Students employed in their work-related positions

Talking with any of these individuals constitutes a report to DigiPen. DigiPen commences the Title IX investigative procedures, described later in this chapter, in response to all reports of sexual misconduct.

## OFF-CAMPUS RESOURCES

DigiPen provides this directory as a resource for students in crisis. DigiPen is not officially partnered with any of the following off-campus resources.

### **Redmond Police**

Address: 8701 160th Avenue NE, Redmond, WA 98052

Main Phone: (425) 556-2500

### **Evergreen Health Emergency Dept.**

Address: 8980 161st Avenue NE, Redmond, WA 98052

Main Phone: (425) 899-1111

### **King County Sexual Assault Resource Center 24 Hour Resource Line**

Phone: (888) 998-6423

### **National Sexual Assault Hotline**

Phone: 1 (800) 656-HOPE (4673)

## Resolution Process for Alleged Dating Violence, Domestic Violence, Sexual Assault, Stalking

Procedures for disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, is included in DigiPen's Resolution Process for Alleged Violations of Equal Opportunity, Harassment, and Nondiscrimination Policy which can be accessed here: [\*Equal Opportunity, Harassment, and Nondiscrimination Policy\*](#).

DigiPen will make a good faith effort to complete the Resolution Process within sixty to ninety (60-90) business days, including any appeals, which the Title IX Coordinator (or Designee) can extend as necessary for appropriate cause. The Complainant and Respondent ("Parties") will receive regular updates on the progress of the Resolution Process, as well as notification and a rationale for any extensions or delays, and an estimate of how much additional time will be needed to complete the process.

Investigations are completed expeditiously, normally within sixty (60) business days, though some investigations may take longer, depending on issues such as the nature, extent, and complexity of the allegations, witness availability, law enforcement involvement, and other factors.

If a party or witness chooses not to participate in the Resolution Process or becomes unresponsive, DigiPen reserves the right to continue it without their participation to ensure a prompt resolution. Non participatory or unresponsive Parties retain the rights outlined in this Policy and the opportunity to participate in the Resolution Process. DigiPen may undertake a short delay in its investigation (several days to a few weeks) if circumstances require. Such circumstances include but are not limited to a request from law enforcement to temporarily delay the investigation, the need for language assistance, the absence of Parties and/or witnesses, and/or health conditions. DigiPen will promptly resume its Resolution Process as soon as feasible. During such a delay, DigiPen will implement and maintain supportive measures for the Parties as deemed appropriate. DigiPen action(s) or processes are not typically altered or precluded on the grounds that civil or criminal charges involving the underlying incident(s) have been filed or that criminal charges have been dismissed or reduced. DigiPen will make a good faith effort to complete the Resolution Process as promptly as circumstances permit and will regularly communicate with the Parties to update them on the progress and timing of the process.

## **STANDARD OF PROOF**

DigiPen uses the preponderance of the evidence standard of proof when determining whether a Policy violation occurred. This means that DigiPen will decide whether it is more likely than not, based upon the available information at the time of the decision, that the Respondent is in violation of the alleged Policy violation(s).

## **INVESTIGATION**

All investigations are adequate, thorough, reliable, impartial, prompt, and fair. They involve interviewing all relevant Parties and witnesses, obtaining relevant evidence, and identifying sources of expert information, as necessary.

After an interview, the Parties and witnesses will be asked to verify the accuracy of the recording, transcript, or summary of their interview. They may submit changes, edits, or clarifications. If the Parties or witnesses do not respond within the time period designated for verification, objections to the accuracy of the recording, transcript, or summary will be deemed to have been waived, and no changes will be permitted.

DigiPen may consolidate Complaints against more than one Respondent, or by more than one Complainant against one or more Respondents, when the allegations arise from the same facts or circumstances or implicate a pattern, collusion, and/or other shared or similar actions.

The Investigator(s) typically take(s) the following steps, if not already completed and not necessarily in this order:

- Determine the identity and contact information of the Complainant.
- Identify all offenses implicated by the alleged misconduct and notify the Complainant and Respondent of all specific policies implicated.

- Assist the Title IX Coordinator (or Designee), if needed, with conducting a prompt initial evaluation to determine if the allegations indicate a potential Policy violation.
- Work with the Title IX Coordinator (or Designee), as necessary, to prepare the initial NOIA. The NOIA may be amended with any additional or dismissed allegations.
- Commence a thorough, reliable, and impartial investigation by identifying issues and developing a strategic investigation plan, including a witness list, evidence list, intended investigation timeframe, and order of interviews for the Parties and witnesses.
- When participation of a party is expected, provide that party with written notification of the date, time, and location of the meeting, as well as the expected participants and purpose.
- Make good faith efforts to notify each party of any meeting or interview involving another party, in advance when possible.
- Interview the Complainant and the Respondent and conduct any necessary follow-up interviews with each.
- Interview all available, relevant witnesses and conduct follow-up interviews as necessary.

## **ADMINISTRATIVE RESOLUTION PROCESS**

The Administrative Resolution Process is used for all Complaints of discrimination on the basis of protected characteristics, harassment, retaliation, and Other Prohibited Behaviors (as defined in Policy) or when Informal Resolution is either not elected or is unsuccessful.

The Administrative Resolution Process consists of a hand-off of the investigation report and all relevant evidence to the Decision-maker to make a finding and determine sanctions (if applicable).

At the discretion of Title IX Coordinator (or Designee), the assigned Decision-maker will be an individual or a panel drawn from the Resolution Process Pool, or other trained individuals either internal or external to the institution. Once the Decision-maker receives and reviews the file, they can recommend dismissal to the Title IX Coordinator (or Designee), if they believe the grounds are met.

The Administrative Resolution Process typically takes approximately thirty (30) business days to complete, beginning with the Decision-maker's receipt of the Draft Investigation Report. The Parties will be regularly updated on the timing and any significant deviation from this typical timeline.

### **Investigator-led Questioning Meetings**

- The Title IX Coordinator (or Designee) provides the Draft Investigation Report to the Decision-maker and the Parties simultaneously for review. The Decision-maker can then provide the Investigator with a list of relevant questions to ask the Parties or any witnesses.
  - To the extent credibility is in dispute and relevant to one or more of the allegations, the questions provided by the Decision-maker may also explore credibility.
- The Investigator will also ask each of the Parties to provide a proposed list of questions to ask the other Parties and any witnesses.
  - To the extent credibility is in dispute and relevant to one or more of the allegations, questions proposed by the Parties may also explore credibility.
  - All party questions must be posed during this phase of the process and cannot be posed later unless authorized by the Decision-maker.

- The Investigator will share all party-proposed questions with the Decision-maker, who will finalize the list with the Investigator to ensure all questions are both relevant and permissible.
- The Investigator will then hold individual meetings with the Parties and witnesses to ask the questions posed by the Decision-maker, as well as the questions proposed by the Parties that have been deemed relevant and not duplicative, including questions intended to assess credibility. These meetings will be recorded and transcribed.
  - For any question deemed not relevant or duplicative, the Investigator will provide a rationale for not asking the question, either during the recorded meeting, or in writing (typically as an appendix to the Final Investigation Report).
- Typically, within three (3) business days of the last of these meetings, the recordings or transcripts of them will be provided to the Parties for their review. The Parties will then have five (5) business days to review these recordings or transcripts and propose any follow-up questions for the Investigator to ask.
- The Investigator will review the proposed questions with the Decision-maker to determine relevance and permissibility. If deemed necessary, the Investigator will then meet individually with the Parties or witnesses for whom there are relevant, and not duplicative, follow-up questions. These follow-up meetings will also be recorded, and the Parties will receive the recordings or transcripts of these meetings. This final round of questioning is the last round permitted, unless permission is granted to extend by the Decision-maker.
- The Investigator will then incorporate any new, relevant evidence and information obtained through the Parties' review of the Draft Investigation Report, the questioning, and follow-up meetings into a Final Investigation Report.
- The Investigator will also respond in writing (typically within the Final Investigation Report) to the relevant elements of the Parties' responses to the Draft Investigation Report and incorporate relevant elements of the Parties' written responses, additional relevant evidence, and any necessary revisions into the Final Investigation Report.
- The Investigator will then share the Final Investigation Report with the Title IX Coordinator (or Designee) and/or legal counsel for their review and feedback.
- The Investigator will then provide the Title IX Coordinator (or Designee) with the Final Investigation Report and investigation file.

### **The Decision-maker's Determination**

- The Title IX Coordinator (or Designee) will provide the Decision-maker, the Parties, and their Advisors with the Final Investigation Report (FIR) and investigation file, including the evidence and information obtained through the Investigator-led Questioning meetings.
- The Decision-maker will review the FIR, all appendices, and the investigation file.
- If the record is incomplete, the Decision-maker may direct a re-opening of the investigation, or may direct or conduct any additional inquiry necessary, including informal meetings with the Parties or any witnesses, if needed.
- Upon reviewing the relevant evidence, the Decision-maker may also choose to pose additional questions:

- To the extent credibility is in dispute and relevant to one or more of the allegations, the Decision-maker may meet individually with the Parties and witnesses to question them in order to assess their credibility. These meetings will be recorded, and the recording or transcript will be shared with the Parties.
- At their discretion, the Decision-maker may also meet with any party or witness to ask additional relevant questions that will aid the Decision-maker in making their findings. These meetings will be recorded, and the recording or transcript will be shared with the Parties.
- The Decision-maker will then apply the preponderance of the evidence standard to make a determination on each of the allegations and, if applicable, any associated sanctions.
- **Timeline.** The Decision-maker's determination process typically takes approximately ten (10) business days, but this timeframe can vary based on a number of factors and variables. The Parties will be notified of any delays.
- **Impact Statements.** Prior to a determination, the Title IX Coordinator (or Designee) will also provide the Parties with an opportunity to submit a written impact and/or mitigation statement. The Title IX Coordinator (or Designee) will review these statements upon receipt to determine whether there are any immediate needs, issues, or concerns, but will otherwise hold them until after the Decision-maker has made determinations on the allegations. If there are any findings of a Policy violation, the Decision-maker will request the Impact Statements from the Title IX Coordinator (or Designee) and review them prior to determining sanctions. They will also be exchanged between the Parties at that time.
- If it is later determined that a party or witness intentionally provided false or misleading information, that action could be grounds for re-opening a Resolution Process at any time, and/or referring that information to another process for resolution.

## SANCTIONS

The following is a description of possible sanctions related to a dating violence, domestic violence, sexual assault, or stalking violation.

- Factors determining sanctions and responsive actions include, but are not limited to:
  - The nature, severity of, and circumstances surrounding the violation(s)
  - The Respondent's disciplinary history
  - The need for sanctions/responsive actions to bring an end to the discrimination, harassment, and/or retaliation
  - The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment, and/or retaliation
  - The need to remedy the effects of the discrimination, harassment, and/or retaliation on the Complainant and the community
  - The impact on the Parties
  - The Respondent's acceptance of responsibility
  - Any other information deemed relevant by the Decision-maker(s)

The sanctions will be implemented as soon as it is feasible once a determination is final, either upon the outcome of any appeal or the expiration of the window to appeal, without an appeal being requested.

The sanctions described in this Policy are not exclusive of, and may be in addition to, other actions taken, or sanctions imposed, by external authorities.

## A. Student Sanctions

The following are the common sanctions that may be imposed upon students singly or in combination:

- *Reprimand*: A formal statement that the conduct was unacceptable and a warning that further violation of any DigiPen policy, procedure, or directive will result in more severe sanctions/responsive actions.
- *Required Counseling*: A mandate to meet with and engage in either DigiPen sponsored or external counseling to better comprehend the misconduct and its effects.
- *Restrictions*: A student may be restricted in their activities, including, but not limited to, being restricted from locations, programs, participation in certain activities or extracurriculars, study abroad, or holding leadership roles in student organizations.
- *Probation*: An official sanction for violation of institutional policy, providing for more severe disciplinary sanctions in the event that the student is found in violation of any institutional policy, procedure, or directive within a specified period of time. Terms of the probation will be articulated and may include denial of specified social privileges, exclusion from extra-curricular activities, exclusion from designated areas of campus, no-contact orders, and/or other measures deemed appropriate.
- *Suspension*: Separation from the institution, or one or more of its facilities, for a defined period of time, typically not to exceed two (2) years, after which the student is eligible to return. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension, on successfully applying for readmission, or upon a general condition that the student is eligible to return if the institution determines it is appropriate to re-enroll/readmit the student. The student is typically required to vacate institutional property within 24 hours of notification of the action, though this deadline may be extended at the discretion of the Title IX Coordinator (or Designee) or other appropriate official. During an institution-wide suspension, the student is banned from institutional property, functions, events, and activities unless they receive prior written approval from an appropriate institutional official. This sanction may be enforced with a trespass action, as necessary. This sanction may be noted as a Disciplinary Suspension on the student's official academic transcript, per institutional policy and/or state law.
- *Expulsion*: Permanent separation from the institution. The student is banned from institutional property, and the student's presence at any institution-sponsored activity or event is prohibited. This action may be enforced with a trespass action, as necessary. This sanction may be noted as Disciplinary Expulsion on the student's official academic transcript, per institutional policy and/or state law.
- *Withholding Diploma*: DigiPen may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities as a sanction if the student is found responsible for violating Policy.
- *Revocation of Degree*: While very rarely exercised, DigiPen reserves the right to revoke a degree previously awarded from DigiPen for fraud, misrepresentation, and/or other violation of DigiPen

policies, procedures, or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation.

- *Other Actions:* In addition to, or in place of, the above sanctions, DigiPen may assign any other sanctions as deemed appropriate.

## **B. Student Group and Organization Sanctions**

The following are the common sanctions that may be imposed upon student groups or organizations singly or in combination:

- *Warning:* A formal statement that the conduct was unacceptable and a warning that further violation of any DigiPen policy, procedure, or directive will result in more severe sanctions/responsive actions.
- *Probation:* An official sanction for violation of institutional policy, providing for more severe disciplinary sanctions in the event that the group or organization is found in violation of any institutional policy, procedure, or directive within a specified period of time. Terms of the probation will be articulated and may include denial of specified social and event privileges, denial of DigiPen funds, ineligibility for honors and awards, restrictions on new member recruitment, no contact orders, and/or other measures deemed appropriate.
- *Suspension:* Termination of student group or organization recognition and/or institutional support for a defined period of time not to exceed two (2) years and/or until specific criteria are met. During the suspension period, a student group or organization may not conduct any formal or informal business or participate in DigiPen-related activities, whether they occur on- or off-campus. Re-recognition is possible but not guaranteed and will only be considered after the end of the suspension period and based on meeting all re-recognition criteria and obtaining clearance from DigiPen.
- *Expulsion:* Permanent termination of student group organization recognition and revocation of the privilege to congregate and conduct business on campus as an organization for any reason.
- *Loss of Privileges:* Restricted from accessing specific DigiPen privileges for a specified period of time.
- *Other Actions:* In addition to or in place of the above sanctions, DigiPen may assign any other sanctions as deemed appropriate.

## **C. Employee Sanctions/Responsive/Corrective Actions**

Responsive actions for an employee who has engaged in, discrimination, harassment, and/or retaliation include:

- *Verbal or Written Warning*
- *Performance Improvement Plan/Management Process*
- *Enhanced Supervision, Observation, or Review*
- *Required Counseling*
- *Required Training or Education*
- *Probation*
- *Denial of Pay Increase/Pay Grade*
- *Loss of Oversight or Supervisory Responsibility*

- *Demotion*
- *Transfer*
- *Shift or schedule adjustments*
- *Reassignment*
- *Assignment to a New Supervisor*
- *Restriction of Stipends, Research, and/or Professional Development Resources*
- *Suspension/Administrative Leave with Pay*
- *Suspension/Administrative Leave without Pay*
- *Termination*
- *Other Actions:* In addition to or in place of the above sanctions/responsive actions, DigiPen may assign any other responsive actions as deemed appropriate

## **SUPPORTIVE AND PROTECTIVE MEASURES**

DigiPen will offer and implement appropriate and reasonable supportive and protective measures to the Parties upon Notice of alleged discrimination, harassment, and/or retaliation. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate and reasonably available. They are offered, without fee or charge to the Parties, to restore or preserve access to DigiPen's education program or activity, including measures designed to protect the safety of all Parties and/or DigiPen's educational environment and/or to deter discrimination, harassment, and/or retaliation.

The Title IX Coordinator (or Designee) promptly makes supportive measures available to the Parties upon receiving Notice/Knowledge or a Complaint. At the time that supportive measures are offered, if a Complaint has not been filed, DigiPen will inform the Complainant, in writing, that they may file a Complaint with DigiPen either at that time or in the future. The Title IX Coordinator (or Designee) will work with a party to ensure that their wishes are considered with respect to any planned and implemented supportive measures.

DigiPen will maintain the confidentiality of the supportive measures, provided that confidentiality does not impair DigiPen's ability to provide those supportive measures. DigiPen will act to ensure as minimal an academic/occupational impact on the Parties as possible. DigiPen will implement measures in a way that does not unreasonably burden any party.

These actions may include, but are not limited to:

- Referral to counseling, medical, and/or other healthcare services
- Referral to the Employee Assistance Program
- Referral to community-based service providers
- Visa and immigration assistance
- Student financial aid counseling
- Education to the institutional community or community subgroup(s)
- Altering campus housing assignment(s)
- Altering work arrangements for employees or student-employees
- Safety planning



- Providing campus safety escorts
- Providing transportation assistance
- 'Implementing contact restrictions (no contact orders) between the Parties
- Academic support, extensions of deadlines, or other course/program-related adjustments
- Trespass, Persona Non Grata (PNG), or Be-On-the-Lookout (BOLO) orders
- Timely warnings
- Class schedule modifications, withdrawals, or leaves of absence
- Increased security and monitoring of certain areas of the campus
- Any other actions deemed appropriate by the Title IX Coordinator]

Violations of no contact orders or other restrictions may be referred to appropriate student or employee conduct processes for enforcement or added as collateral misconduct allegations to an ongoing Complaint under this Policy.

The Parties are provided with a timely opportunity to seek modification or reversal of DigiPen's decision to provide, deny, modify, or terminate supportive measures applicable to them. A request to do so should be made in writing to the Title IX Coordinator (or Designee). An impartial employee other than the employee who implemented the supportive measures, who has authority to modify or reverse the decision, will determine whether to provide, deny, modify, or terminate the supportive measures if they are inconsistent with the Title IX regulatory definition of supportive measures. DigiPen will also provide the Parties with the opportunity to seek additional modification or termination of supportive measures applicable to them if circumstances materially change. DigiPen typically renders decisions on supportive measures within seven (7) business days of receiving a request and provides a written determination to the impacted party(ies) and the Title IX Coordinator (or Designee).

## **RESOLUTION TIMELINE**

DigiPen will make a good faith effort to complete the Resolution Process within sixty to ninety (60-90) business days, including any appeals, which the Title IX Coordinator (or Designee) can extend as necessary for appropriate cause. The Parties will receive regular updates on the progress of the Resolution Process, as well as notification and a rationale for any extensions or delays, and an estimate of how much additional time will be needed to complete the process.

Investigations are completed expeditiously, normally within sixty (60) business days, though some investigations may take longer, depending on issues such as the nature, extent, and complexity of the allegations, witness availability, law enforcement involvement, and other factors.

If a party or witness chooses not to participate in the Resolution Process or becomes unresponsive, DigiPen reserves the right to continue it without their participation to ensure a prompt resolution. Non participatory or unresponsive Parties retain the rights outlined in this Policy and the opportunity to participate in the Resolution Process

DigiPen may undertake a short delay in its investigation (several days to a few weeks) if circumstances require. Such circumstances include but are not limited to a request from law enforcement to temporarily delay the investigation, the need for language assistance, the absence of Parties and/or witnesses, and/or health conditions. DigiPen will promptly resume its Resolution Process as soon as feasible. During

such a delay, DigiPen will implement and maintain supportive measures for the Parties as deemed appropriate.

DigiPen action(s) or processes are not typically altered or precluded on the grounds that civil or criminal charges involving the underlying incident(s) have been filed or that criminal charges have been dismissed or reduced.

DigiPen will make a good faith effort to complete the Resolution Process as promptly as circumstances permit and will regularly

## **ENSURING IMPARTIALITY**

Any individual materially involved in the administration of the Resolution Process, including the Title IX Coordinator (or Designee), Investigator(s), and Decision-maker(s), may neither have nor demonstrate a conflict of interest or bias for a party generally, or for a specific Complainant or Respondent.

The Title IX Coordinator (or Designee) will vet the assigned Investigator(s), Decision-maker(s), and Appeal Decision-makers for impartiality by ensuring there are no actual or apparent conflicts of interest or disqualifying biases. At any time during the Resolution Process, the Parties may raise a concern regarding bias or conflict of interest, and the Title IX Coordinator (or Designee) will determine whether the concern is reasonable and supportable. If so, another Pool member will be assigned, and the impact of the bias or conflict, if any, will be remedied. If the source of the conflict of interest or bias is the Title IX Coordinator (or Designee), concerns should be raised with COO of Redmond (or Designee).

The Resolution Process involves an objective evaluation of all available relevant and not otherwise impermissible evidence, including evidence that supports that the Respondent engaged in a Policy violation and evidence that supports that the Respondent did not engage in a Policy violation. Credibility determinations may not be based solely on an individual's status or participation as a Complainant, Respondent, or witness. All Parties have a full and fair opportunity, through the investigation process, to suggest witnesses and questions, to provide evidence, and *to receive a written investigation report that accurately summarizes this evidence.*

## **ADVISORS AND OTHER SUPPORT**

The Parties have equal rights and opportunities to each have an Advisor (friend, mentor, family member, attorney, or any other individual a party chooses) present with them for all meetings and interviews within the Resolution Process, including intake. The Parties may select whomever they wish to serve as their Advisor as long as the Advisor is eligible and available.

DigiPen will also address reasonable requests for support for the Parties and witnesses present in any disciplinary-related meeting, including:

- Language services/Interpreters
- Access and training regarding use of technology throughout the Resolution Process
- Other support as deemed reasonable and necessary to facilitate participation in the Resolution Process

## NOTICE OF OUTCOME

Within ten (10) business days of the conclusion of the Resolution Process, the Title IX Coordinator (or Designee) provides the Parties with a written outcome notification. The outcome notification will specify the finding for each alleged Policy violation, all applicable sanctions that DigiPen is permitted to share pursuant to state or federal law, and a detailed rationale, written by the Decision-maker, supporting the findings to the extent DigiPen is permitted to share under federal or state law.

The notification will also detail the Parties' equal rights to appeal, the grounds for appeal, the steps to request an appeal, and when the determination is considered final if no party appeals.

The Title IX Coordinator (or Designee) will provide the Parties with the outcome notification simultaneously, or without significant time delay between notifications. The written outcome notification may be delivered by one or more of the following methods: in person, mailed to the Parties' local or permanent address as indicated in official DigiPen records, or emailed to the Parties' DigiPen-issued or designated email account. Once mailed, emailed, and/or received in person, the outcome notification is presumptively delivered.

## Sexual Misconduct Prevention Programs

DigiPen mandates the completion of Title IX training for all incoming students for each academic year. Education surrounding the topic is provided as part of the online New Student Orientation program, through Student Lingo, and covered in the on-ground training for incoming students.

The Vice President for Student Engagement presents to all faculty at their annual Faculty Orientation program about Title IX regulations, the mandatory reporting standard and the process students would experience during common reported incidents, Title IX and standard conduct.

DigiPen Human Resources requires employees to complete Title IX training upon hire and will also receive a refresher in their first three months of employment through DigiPen's new employee orientation. Additionally, included in the new employee orientation is training on sexual harassment and discrimination. DigiPen has an anti-harassment policy in the employee handbook that specifically addresses sexual harassment to include sexual assault.

DigiPen's Anti-Harassment Policy outlines the procedure for reporting, and the disciplinary action in cases of an alleged sexual offense. Employees are strongly encouraged to report concerns about discrimination or harassment before behaviors become severe or pervasive, as DigiPen prefers to stop sexual misconduct and harassment before it rises to the level of a violation of the anti-discrimination laws. Supervisors and managers who know or receive reports or complaints of offending behavior must promptly notify any member of the Human Resources staff so that appropriate action can be taken or be subject to disciplinary action.

## Registered Sex Offenders

The King County Sheriff's Department is responsible for maintaining records of registered sex offenders in Redmond. The list can be found here: <https://kingcounty.gov/depts/sheriff/sex-offender-search.aspx>

## Preparation of Disclosure of Crime Statistics

DigiPen Institute of Technology distributions 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, National Incident-Based Reporting System, and the Violence Against Women Act of 1994.

DigiPen has the responsibility of gathering the data used to prepare the annual crime statistics. Crime data is gathered from local police departments in addition to internal records. DigiPen Security maintains a daily crime log, and incidents are logged and inputted into the Incident Report system. Students and employees may also input information into the Incident Report system. Student Affairs collects data on Discrimination & Harassment Incident Report system. The resulting data is reviewed by the Director of Operations and used to prepare the annual crime statistics report.

DigiPen's Annual Security Report includes statistics for the previous three years of reported crimes that have occurred on Campus, Public Property, and Noncampus Buildings using the campus geography in the section above titled "DigiPen Institute of Technology Campus Geography."

# DigiPen Institute of Technology Redmond Campus Crime Statistics

## On Campus

### CRIMINAL OFFENSES – ON CAMPUS

OFFENSE	2021	2022	2023
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

### VAWA OFFENSES – ON CAMPUS

OFFENSE	2021	2022	2023
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	1	0	0

### ARRESTS – ON CAMPUS

OFFENSE	2021	2022	2023
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

## DISCIPLINARY ACTIONS – ON CAMPUS

OFFENSE	2020	2021	2022
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

## HATE CRIMES – ON CAMPUS

HATE CRIMES	2021	2022	2023
Total	0	0	0

## UNFOUNDED CRIMES – ON CAMPUS

UNFOUNDED CRIMES	2021	2022	2023
Total	0	0	0

## Public Property

### CRIMINAL OFFENSES – PUBLIC PROPERTY

OFFENSE	2021	2022	2023
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

## VAWA OFFENSES – PUBLIC PROPERTY

OFFENSE	2021	2022	2023
Domestic violence	0	0	0
Dating violence	0	0	0
Stalking	0	0	0

## ARRESTS – PUBLIC PROPERTY

OFFENSE	2021	2022	2023
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

## DISCIPLINARY ACTIONS – PUBLIC PROPERTY

OFFENSE	2021	2022	2023
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

## HATE CRIMES – PUBLIC PROPERTY

HATE CRIMES	2021	2022	2023
Total	0	0	0

## UNFOUNDED CRIMES – PUBLIC PROPERTY

UNFOUNDED CRIMES	2021	2022	2023
Total	0	0	0



# Noncampus Buildings

## CRIMINAL OFFENSES – NONCAMPUS BUILDINGS

OFFENSE	2021	2022	2023
Murder/Non-negligent manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	1
Fondling	0	0	1
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	2	0
Burglary	0	4	0
Motor vehicle theft	0	6	13
Arson	0	1	0

## VAWA OFFENSES – NONCAMPUS BUILDINGS

OFFENSE	2021	2022	2023
Domestic violence	0	6	0
Dating violence	0	0	0
Stalking	0	0	0

## ARRESTS – NONCAMPUS BUILDINGS

OFFENSE	2021	2022	2023
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

**DISCIPLINARY ACTIONS – NONCAMPUS BUILDINGS**

<b>OFFENSE</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	1
Liquor law violations	0	0	0

**HATE CRIMES – NONCAMPUS BUILDINGS**

<b>HATE CRIMES</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
Total	0	0	0

**UNFOUNDED CRIMES– NONCAMPUS BUILDINGS**

<b>UNFOUNDED CRIMES</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
Total	0	0	0

# Campus Resources

## DigiPen Counseling Center

Email: [counseling@digipen.edu](mailto:counseling@digipen.edu)

Phone: (425) 629-5015

- ***Short-Term Individual Counseling***  
Counseling DigiPen's on-campus Counseling Center offers short-term, one-on-one counseling for all students. You can talk to counselors about a variety of common concerns including stress management, depression, anxiety, homesickness, and many others.
- ***Online Mental Health Screening***  
This online mental health screening tool provides a brief self-assessment test for depression, bipolar disorder, generalized anxiety disorder, alcohol use disorder, or post-traumatic stress disorder. Each screening will take four to five minutes to complete. Your screening score is not diagnostic but rather informative. When you click on the link above, you will be transferred to a different website. A core value and objective of this screening is to preserve participants' anonymity. Because DigiPen does not manage the screening website, we cannot identify you through your responses.
- ***Off-Campus Resources***  
If you would like to seek advice or resources outside of the Counseling Center, we've put together a short list of local and national off-campus resources to help you start your search for more information.

# Off-campus Resources

## Immediate Crises

If you have an immediate crisis, please call 911 or go to the nearest emergency room. You can also contact the Crisis Line (Crisis Clinic of Seattle) toll free 24 hours a day at (866) 4-CRISIS or (866) 427-4747.

If you are experiencing an emotional crisis or suicidal thoughts, text or dial 988 to contact a crisis worker at any hour on any day. More information can be found at the 988 Suicide & Crisis Lifeline page.

## General Mental Health Issues

- **ULifeline:** An anonymous, confidential, Internet-based resource created by the Jed Foundation where college students can search for information regarding mental health, suicide prevention, and emotional well-being. In addition, students can take a mental health screening, ask questions, find answers, and seek help for themselves or for someone else.
- **Go Ask Alice!:** Columbia University's Health Q&A Internet Service
- **National Alliance on Mental Illness:** The nation's largest grassroots mental health organization dedicated to building better lives for the millions of Americans affected by mental illness.
- **Anxiety and Depression Association of America:** The Anxiety and Depression Association of America (ADAA) is the leader in education, training, and research for anxiety, depression and stress-related disorders.
- **King County Mental Health Services:** Publicly funded mental health services to low-income people in need.
- **Samaritan Center of Puget Sound:** Provides counseling and mental health services for those with extremely limited incomes and offers supervision and training for therapists who have completed their academic training and are working toward state licensure.

## Alcohol/Drugs

- **Alcohol/Drug Helpline:** Provides 24/7 treatment helpline - (206) 722-3700
- **National Helpline for Substance Abuse:** A free, confidential, 24/7, 365-day-a-year treatment referral and information service (in English and Spanish) for individuals and families facing mental and/or substance use disorders.
- **AA Meetings:** Directory that lists all Alcoholics Anonymous meetings held in the Greater Seattle Area.
- **ADAI Clearinghouse:** Resource center for Washington state residents with print and online resources about drugs and alcohol abuse information and prevention.
- **Washington Recovery Help Line:** 24-Hour help line for substance abuse - (866) 789-1511.
- **Crisis Connections of King County:** King County organization providing information about substance abuse recovery resources.

- **Washington State Directory of Behavioral Health Agencies (PDF):** Contact information for Washington services related to mental health, substance use disorders, and problem/pathological gambling.
- **Behavioral Health Treatment Services Locator:** Confidential and anonymous source of information for persons seeking treatment facilities in the United States or U.S. Territories for substance use/addiction or mental health problems.
- **CDC Alcohol Use and Your Health:** Understanding alcohol use, its affects, steps to lower risk of alcohol-related harms, and an interactive tool by the Centers for Disease Control and Prevention.

## Loss and Grief

- **GriefNet:** Internet community of people dealing with grief, death, and major loss.
- **The Compassionate Friends:** Provides highly personal comfort, hope, and support to every family experiencing the death of a son or a daughter, a brother or a sister, or a grandchild, and helps others better assist the grieving family.
- **Grief: Coping with the loss of your loved one:** An article with tips to deal with grief from the American Psychological Association.

## Suicidal Thoughts/Crises

- **Crisis Connections of King County:** 24/7 suicide prevention hotline - (206) 461-3222
- **King County Crisis Services:** Offers services for people who are in a behavioral health crisis - (206) 461-3222; Toll-free: (866) 4-CRISIS / (866) 427-4747; TDD: (206) 461-3219
- **National Suicide Prevention Lifeline:** A national network of local crisis centers that provides free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week - 1-800-273-8255
- **Lifeline Crisis Chat:** Available within the United States and territories from 2 p.m. to 2 a.m. Eastern Time seven days a week.

## Violence and Abuse

- **King County Sexual Assault Resource Center:** Alleviates, as much as possible, the trauma of sexual assault for victims and their families.
- **LifeWire:** Advocates for domestic violence survivors thorough 24-hour helpline, support groups, legal advocacy, and mental health therapy.
- **Washington State Coalition Against Domestic Violence:** Works across the state to help survivors towards safety and freedom.