

## **Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act Report**

May 11, 2009

The Art Institute of Seattle (hereafter referred to as The Art Institute of Seattle) is providing the following information to all of its employees and students as part of our commitment to safety and security and pursuant to the requirements of the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act of 1990. Questions about any of the information provided in this report should be referred to the Dean of Student Affairs, The Art Institute of Seattle, 2323 Elliott Avenue, Seattle, Washington 98121, (206) 239-2290.

### **The Art Institute of Seattle's Safety and Security Policies**

#### **A. Reporting Criminal Actions or Other Emergencies**

Each student, faculty and staff member should follow security policies and procedures to ensure the safest possible environment and are encouraged to report all criminal acts or other emergencies promptly and accurately. It is the policy of THE ART INSTITUTE OF SEATTLE that all criminal acts or other emergencies occurring on the school campus be properly documented, and reported to local authorities as required by law. Anyone who is a witness to, informed of, or the victim of a crime (in addition to dialing 9-1-1) can report criminal activity or other emergencies occurring on campus by contacting a security officer. In the South Campus security officers can be reached at (206) 571-2706 on the 6<sup>th</sup> Floor or (206) 571-5880 on the 7<sup>th</sup> Floor; or (206) 571-2458 for the North Campus Alaskan Way entrance or (206) 571-2703 for the North Campus Elliott Ave entrance, or by calling the main number at (206) 448-0900.

The Seattle Police Department can be reached by dialing 9-1-1 for emergencies or (206) 625-5011 for non-emergency reports.

Criminal activity might include, but is not limited to: Arson, Burglary, Motor Vehicle Theft, Aggravated Assault, Robbery, Sexual Offenses: forcible & non-forcible, Criminal Homicide: murder & non-negligent manslaughter and negligent manslaughter.

The Art Institute of Seattle staff with security responsibilities, including the Dean of Student Affairs, Director of Student Housing Operations, Resident Directors, the Dean of Academic Affairs, the Evening Director, the Director of Property Management, Security Staff, or the President, will assist as necessary to ensure proper notification is completed. Law enforcement will be notified when appropriate, although some cases may be handled internally with discipline at the discretion of The Art Institute of Seattle staff. Criminal activity is documented by the completion of an Accident/Injury/Crime Incident Report Form and on the Property Manager's daily log.

All crimes reported to campus staff with security responsibilities will be included in the annual disclosure of crime statistics. Victims/witnesses can report crimes on a voluntary and confidential basis to the school counselor. The school counselor will also report any necessary data without disclosing the victims/witnesses names. Disclosure of an occurrence of a crime to a school counselor will be confidential unless authorized by the person reporting a crime, or if required by the counselor confidentiality laws of Washington State. The details of the crimes are recorded in confidential counselor notes and are not reported to school officials; however, the type and number of incidents will be noted in the security report.

Campus crime statistics are compiled on a yearly basis from daily records maintained by the Director of Property Management, Director of Student Housing Operations, Resident Directors, Dean of Student Affairs and school counselors. All parties are knowledgeable about the reporting categories and locations. Data from local law enforcement is also included when applicable in an effort to ensure that all crimes are reported. The Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act Report is updated annually and incorporates the last three year's statistics. The draft report is reviewed by the Education Management Corporation's legal consultant and finalized prior to distribution to all employees and students. The The Art Institute of Seattle Crime Report is then posted on its internet site at: [www.artinstitutes.edu/seattle/pdf/Crime\\_Report.pdf](http://www.artinstitutes.edu/seattle/pdf/Crime_Report.pdf) Distribution notices of the posted report with an attached direct link to the crime report occurs by mass email to current students

and to employees. New students and employees receive notice of the report in their orientation sessions. Paper copies are also readily available upon request in the Student Affairs Office, 5<sup>th</sup> Floor North Campus.

### **Safety Procedures:**

2323 Elliott Avenue, 2600 Alaskan Way, and 55 Bell Street

A fire alarm will sound on location in the event there is a fire in 2323 Elliott Avenue, 2600 Alaskan Way, or 55 Bell Street. Students should become familiar with the building evacuation plans. For serious emergencies necessitating the immediate notification of students, staff, and faculty The Art Institute of Seattle utilizes the AlertFind emergency notification system. The Art Institute of Seattle students and employees are strongly recommended to sign-in to their AlertFind accounts in order to prioritize and update contact information and select their preferred contact methods. The AlertFind System is tested at least twice per year to ensure its proper functioning. The Art Institute of Seattle students and employees may sign-in to their accounts or gain more information at:  
[www.artinstitutes.edu/seattle/StudentLife/AlertFind.aspx](http://www.artinstitutes.edu/seattle/StudentLife/AlertFind.aspx)

In the event of a fire alarm or other emergency requiring evacuation of the building, it is mandatory that all persons observe these procedures:

1. Stay calm. Stop work immediately. Do not pack up supplies or work in progress.
2. Follow directions from nearest faculty or staff member for exiting your area. Exit building using stairwells only.
3. After exiting, immediately head away from the building and garage.
4. Clear the front entrance to the building by moving at least 100 feet North or South along Elliott Avenue. Do not cross Elliott Avenue.
5. Do not reenter the building or garage until the "All Clear" is given by faculty or staff.

In the case of an earthquake, observe the following procedures:

1. Stay Calm. Immediately move away from windows or glass.

2. Get under a desk or table until shaking stops.
3. DO NOT leave the building until the shaking stops.
4. Follow directions from nearest faculty or staff member for building evacuation.

School Sponsored Housing: The Cornelius and The Lenora

In the event of a fire, emergency evacuation of the building is required. An alarm will sound. Students should become familiar with the building evacuation. It is mandatory that all persons observe the following procedures:

1. Stay Calm.
2. Follow directions from building personnel for exiting your area.
3. Exit the building using stairwells only.
4. After exiting, immediately move away from the building.
5. Clear the front entrance to the building by moving at least 100 feet East (Cornelius) or South towards Stewart Street (Lenora). Do not cross the streets.
6. Do not reenter the building until the "All Clear" is given by building or emergency personnel.

In the case of an earthquake, observe the following procedures:

1. Stay Calm. Immediately move away from windows or glass.
2. Get under a desk or table until the shaking stops.
3. DO NOT leave the building until the shaking stops.
4. Follow directions from building personnel for building evacuation.

### **B. Security and Access to Campus Facility**

It is the policy of The Art Institute of Seattle that access to all campus facilities, including housing facilities, is limited to authorized personnel, students and invited visitors. Visitors are at all times subject to the school policies and conduct codes. Responsibility for the lawful and appropriate behavior of visitors should be shared by their student or employee host.

All students, staff, and faculty are required to visibly wear photo identification badges

when on campus. New badges are issued by the Technology Department on the 1<sup>st</sup> Floor of the North Campus. Visitors on campus are required to sign in at the reception desk to receive a visitor badge. Security officers are authorized to stop and inquire when seeing anyone without a badge and unauthorized individuals may be escorted from the building.

Campus staff with security responsibilities include the Dean of Student Affairs, Director of Student Housing Operations, Resident Directors, the Dean of Academic Affairs, the Evening Director, the Director of Property Management, Security Staff, and the President. In some combination, one or more of these persons are on campus in the South Campus Monday - Thursday from 6:30 a.m. until midnight, Friday from 6:30 a.m. – 5:00 p.m., Saturday from 8:00 a.m. – 4:00 p.m.; in the North Campus Monday – Thursday from 6:00 a.m. – 11:30 p.m., Friday from 6:00 a.m. – 10:00 p.m., Saturday 8:30 a.m. – 7:00 p.m., and Sunday 9:30 a.m. – 7:00 p.m. The The Art Institute of Seattle security desks are located by the Sixth and Seventh floor elevators of the South Campus, and in the North Campus by the First floor elevators of the Elliott Avenue entrance, and near the Technology Center on the Alaskan Way level entrance. Closed circuit security cameras, which monitor portions of the campus, are recorded at these locations. The Institute reception staff and/or Education Administrative Assistant are available at the main entrances of the South Campuse from 7:30 a.m. to 10 p.m. Monday – Thursday and 7:30 a.m. – 5:00 p.m. on Friday and from 7:30 a.m. – 4:30 p.m. Monday – Thursday in the North Campus. Exterior lighting is located around the The Art Institute of Seattle facilities and in the parking garage. Security attendants should be notified of any security concerns.

The school sponsored housing buildings have electronic exterior security access doors. Resident students are assigned keys to the security doors of their apartment building upon move-in to their apartments. The Lenora also has security key access elevators. Students are required to follow all security requirements issued by the building in which they are living, and to become aware of security measures specific to their respective building.

### **C. Campus Law Enforcement**

At least one campus staff member with

security responsibilities is on campus during business hours. Persons contracted as security personnel at The Art Institute of Seattle represent the school and are instructed to enforce campus security policies. Such persons have the authority to evict unauthorized persons from the campus premises but do not have arrest authority. Security personnel maintain a positive working relationship with the Seattle Police Department (SPD) and the State police. The SPD is notified of actual and suspected criminal activities, including trespassing. The Art Institute of Seattle security personnel periodically contact SPD serving The Art Institute of Seattle's jurisdiction and the State Police. The purpose of this working relationship is to ensure that The Art Institute of Seattle is aware of all the criminal offenses and arrests that have occurred on or near the The Art Institute of Seattle campus so that incidents can be properly reported in the criminal statistics and that The Art Institute of Seattle can, when warranted, make timely warning reports on crimes which represent a continuing threat (See section D).

Security staff will assist, as appropriate, with the reporting of incidents. Students/staff should contact the nearest Security Desk officer (located on the sixth and seventh floors of the South Campus, and on the first and ground floors of the North Campus), or Student Affairs or Housing staff member immediately, in the case of an incident. Contacted personnel will inform the appropriate security, staff member or the police. School sponsored housing staff members have security responsibilities and will act accordingly.

### **D. Programs to Inform Students and Employees about Campus Security, Crime Prevention, and Crisis Response**

New students are given information on campus security, crime prevention and crisis response during orientation. Each quarter crime prevention and safety awareness programs are offered and open to both students and employees to attend. Appropriate personnel from The Art Institute of Seattle Student Affairs Office, Security staff and/or local community resources facilitate workshops. All new The Art Institute of Seattle employees are instructed on crime awareness and prevention during their orientation. Both student and employee orientation programs include a description of the campus security policies and

procedures, suggestions on how to avoid becoming a crime victim, and procedures for reporting any criminal activity or emergency. Students and employees are encouraged to be responsible for their own safety and be aware of the security needs of others.

Employees are requested to review The Art Institute of Seattle's Employee Handbook regarding Standards of Conduct and Safety where sections addressing Crime Awareness and Campus Security and Student Conduct Policy can be found. A crisis response plan containing information on the procedures to follow in differing emergency scenarios is available in each campus department and other key locations for access by the campus community.

In addition to the annual campus security report, students and staff are notified of specific security concerns if/when they arise throughout the year and appropriate measures are taken to assure continued safety. When warranted, the campus community is notified via email and /or bulletin board notices or notices read by instructors to the students in their classes. Employees are also notified when appropriate via "The Easel," the bi-weekly employee newsletter.

#### **E. Sexual Assault Programs and Procedures**

New students are provided information on sexual assault awareness, prevention and procedures during orientation. Sexual Assault awareness is also discussed during the crime prevention and safety awareness programs held each quarter (open to students, staff and faculty). Safety workshops include crime prevention strategies and tips, educational information on awareness of rape, acquaintance rape, and other sex offenses and prevention of sexual offenses. In addition, sexual assault awareness brochures are made available outside the Student Affairs Office in the resource area.

Should a sexual offense occur, the procedure is the same as reporting other crimes on campus, for both students and staff. Contact the nearest Security Desk officer (located on the sixth floor of the South Campus, and on the first and ground floors of the North Campus), or Student Affairs or Housing staff member immediately, in the case of an incident. Contacted personnel will inform the

appropriate security, staff member or the police. School sponsored housing staff members also have security responsibilities and will act accordingly. Serious crimes, such as sexual assault, should be reported to the police immediately. Campus Security can assist a student or employee in reporting a crime to authorities at their request. In addition Student Affairs staff members, including school sponsored housing staff, are available to help make appropriate referrals for necessary services such as counseling, emotional support groups, crisis programs, hospitals, or sexual assault services (i.e., Harborview Sexual Assault Center, King County Sexual Assault Resource Center and community counselors).

All evidence should be preserved in the event of a sexual assault; clothing kept, the area of offense unaltered, and the victim should avoid trying to wash or clean prior to any medical examination.

The Art Institute of Seattle will make reasonable arrangements to change a student's academic and/or School Sponsored Housing assignment after an alleged offense if requested by the victim. In cases of an alleged sexual offense, the Dean of Student Affairs will determine whether the situation will be referred to local law enforcement and the degree to which the situation will be handled internally. The Art Institute of Seattle's disciplinary process includes procedures for addressing situations of this nature. Both the accuser and the accused are entitled to have others present during a disciplinary proceeding (at the discretion of the Dean of Student Affairs or his delegate). Both will be informed of the outcome of any campus disciplinary proceeding brought alleging sexual assault. For this purpose, the outcome of a disciplinary proceeding means only The Art Institute of Seattle's final determination with respect to the alleged sexual offense and any sanction that is imposed against the accused. Sanctions which may be imposed following a final determination of a disciplinary proceeding regarding sexual assault, acquaintance rape, or other forcible or non-forcible sex offenses may include suspension or expulsion.

#### **F. Information Regarding Registered Sex Offenders**

The Seattle Police Department, Sexual Assault Unit, Sex and Kidnapping Offender

Details Office maintains records and information on sex and kidnapping offenders. The release of this information is intended to enhance public safety and protection. Information is available to the public by calling 206-684-5332.

### **G. Drug and Alcohol Policies**

In keeping with Section 120(a) through (d) of The Higher Education Act of 1965, as amended, which contains the Drug-Free Schools and Communities Amendments of 1989 (Public Law 101-226), a "Drug-Free Schools and Campuses" publication, Drug Prevention Policy is provided to all The Art Institute of Seattle students and employees annually. This publication includes The Art Institute of Seattle's policy regarding the use, possession, or sale of illegal substances and alcohol, disciplinary action; descriptions of the illegal sanctions and health risks; and availability of counseling and community treatment programs.

In accordance with Federal and State drug laws, The Art Institute of Seattle employees and students are prohibited from the unlawful manufacture, distribution, possession or use of illicit drugs. Possession or use of alcohol by persons under the state legal drinking age is strictly prohibited. This prohibition applies while on the property of the school or when participating in any institutional activity. Students or employees who violate this policy will be subject to disciplinary action up to and including expulsion from school or termination of employment.

The Art Institute of Seattle's counseling services offer short-term treatment programs and assessments, along with maintaining referral information for students, staff or faculty requiring long-term treatment programs.

### **H. Off-Campus Student Organizations**

The Art Institute of Seattle has no off-campus student organizations.

## The Art Institute of Seattle

The following statistics show the **total** criminal offenses, hate crimes and arrests/referrals for campus disciplinary action that occurred on the Institute's campus, non-campus buildings & property and public property.

**CRIME STATISTICS** The following statistics are provided for your information in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Set forth below are statistics available to the Institute concerning the occurrence of criminal offenses in the listed categories which were reported to campus security officials or local police agencies.

Criminal Offenses	Calendar Year								
	2006			2007			2008		
	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**
Robbery	0	1	0	0	0	0	0	0	1
Aggravated Assault	0	0	1	0	0	1	0	1	0
Burglary/Theft	6	7	0	1	5	0	2	4	0
Motor Vehicle Theft	0	0	1	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
<b>Criminal Homicide:</b>									
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
<b>Sex Offenses:</b>									
Forcible	0	1	0	0	3	0	0	1	0
Non-Forcible	0	0	0	0	0	0	0	0	0
<b>Totals</b>	<b>6</b>	<b>9</b>	<b>2</b>	<b>1</b>	<b>8</b>	<b>1</b>	<b>2</b>	<b>6</b>	<b>1</b>

The crimes listed above plus any other crimes involving bodily injury reported to local police agencies or to a campus security authority, that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability are listed below, according to type of criminal offense and category of prejudice.

Should a hate crime be reported, it will be identified by hate crime category (race, gender, religion, etc.).

Hate Crimes	Calendar Year								
	2006			2007			2008		
	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary/Theft	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Larceny-Theft							0	0	0
Simple Assault							0	0	0
Intimidation							0	0	0
Destruction, Damage, Or Vandalism of Property							0	0	0
Bodily Injury							0	0	0
<b>Criminal Homicide:</b>									
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
<b>Sex Offenses:</b>									
Forcible	0	0	0	0	0	0	0	0	0
Non-Forcible	0	0	0	0	0	0	0	0	0
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### Arrests/Persons Referred for Campus Disciplinary Action

	Calendar Year								
	2006			2007			2008		
	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**
<b>Liquor Law Violations:</b>									
Arrests	0	0	0	0	0	0	0	1	0
Disciplinary Action	0	58	0	0	44	0	0	42	0
<b>Drug Abuse Violations:</b>									
Arrests	0	0	1	0	0	0	0	0	0
Disciplinary Action	0	42	0	0	18	0	0	31	0
<b>Weapons Possessions:</b>									
Arrests	0	0	0	0	0	0	0	0	0
Disciplinary Action	0	1	0	0	0	0	0	0	0
<b>Totals</b>	<b>0</b>	<b>101</b>	<b>1</b>	<b>0</b>	<b>62</b>	<b>0</b>	<b>0</b>	<b>74</b>	<b>0</b>

\* Includes school-sponsored housing

\*\* Public property includes the sidewalks that immediately border the campus, and the parking lot facility located below the South Campus and the Lenora Apt Building.