

Seattle Film Institute



**Annual Security
Report
2023**

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INTRODUCTION

Seattle Film Institute's policy is to promote a safe campus environment. SFI is committed to maintaining a campus free from violence, threats of violence, harassment, intimidation, and other disruptive behaviors.

HISTORY OF THE JEANNE CLERY ACT

The Clery Act was advocated by Howard and Connie Clery after their 19-year old daughter Jeanne was 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. All public and private institutions of post-secondary education participating in federal student aid programs are subject to it.

ANNUAL SECURITY REPORT

The Technical Office Manager reports crime statistics on a daily and annual basis. These statistics are compiled into a daily crime log and reported annually to the Department of Education to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, as well as state and federal (UCR; Uniform Crime Reports) laws.

The Technical Office Manager makes a good faith effort to obtain crime statistics from the Campus Security Authority which includes:

David Trees
Kelly Blackard
Hummie Mann

Academic Affairs Officer/Registrar (206) 568.4387
Student Services (206) 568.4387
Program Director (206) 568.4387

The report is also prepared in cooperation with the Seattle Police Department.

The annual security report is submitted by October 1st of each year. The report contains three years' worth of campus crime statistics and the required security policy statements including sexual assault policies which assure basic victims' rights, the Campus Security Authority where students should go to report crimes.

The most recent report is made available to students and staff and is located in the Learning Resource Center. The report is e-mailed to all current students and employees annually. Prospective students and employees are provided with materials that contain the website address to the current Annual Security Report. The website address is also posted on the Seattle Film Institute website, <https://www.sfi.edu/> within the Student Consumer Info Guide. Printed copies may be obtained in person or by writing the Technical Office Manager at 3210 16th Ave W. Seattle, WA 98119, or by calling (206) 568.4387.

CAMPUS SAFETY AND SECURITY

Reporting a Crime or Emergency

Security is achieved through the cooperation and participation of all members of SFI. All staff, faculty, students, and visitors are strongly encouraged to report any crime, suspicious circumstance, accident, theft, or safety issue to the Technical Office Manager, or to one of the members of the Campus Security Authority listed below, in a timely manner. Reported incidents will be forwarded to the appropriate personnel or law enforcement agency for immediate resolution.

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Kelly Blackard
Hummie Mann

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SFI does not have a voluntary, confidential reporting system. During the New Student Orientation students are introduced to SFI's Student Complaint Reporting System, which includes the SFI Student Complaint Form. SFI encourages anyone who witnessed or has been a victim of a crime to immediately report the incident by calling 911, or for a non-emergency, 206.625.5011.

Timely Warnings

A timely warning will be issued if a Clery Act crime is reported to a member of the Campus Security Authority, to aid in the prevention of similar crimes. The members of the Campus Security Authority are mandated to immediately report to the Seattle Film Institute administration any Clery Act crime that is reported. **See Appendix A: Clery Act Crime Definitions**

Clery Act crimes include the following:

- ❖ Criminal Homicide
 - Murder and Non-negligent Manslaughter
 - Negligent Manslaughter
- ❖ Sex Offenses
 - Forcible
 - Non-forcible
 - Incest
 - Statutory Rape
- ❖ Robbery
- ❖ Aggravated Assault
- ❖ Burglary
 - ❖ Motor Vehicle Theft
 - ❖ Arson
 - ❖ Arrests for liquor law violations, drug law violations, and illegal weapons possession
 - Include persons who were referred for campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession.
- ❖ Domestic Violence
- ❖ Dating Violence
- ❖ Sexual Assault
- ❖ Stalking
- ❖ Hate Crimes: Evidence that shows the victim was intentionally selected because of the

victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin and disability.

- Including any crime reported above that is considered a hate crime.
- The crimes of larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property.

Seattle Film Institute Administration is responsible for deciding when to issue a timely warning. They will consult with the necessary members of the Campus Security Authority or other individuals to carefully identify the severity of a situation and whether it requires a timely warning. The decision process to issue a timely warning will be made on a case-by-case basis.

A timely warning will be issued as soon as pertinent information is available. The warning will be disseminated through public announcement, e-mail, texts or flyers to ensure that the entire campus is likely to receive the warning. The timely warning will include information that promotes safety and tips to prevent similar crimes, allowing the campus community to take precaution. The timely warning will also include the time, location, and type of crime reported.

Emergency Notification and Response Procedures

Emergencies that pose an immediate threat to the health or safety of any campus community members or its facilities will be communicated to the affected body of the community by a variety of delivery methods appropriate to the specific threat.

The following definitions of emergency are provided as guidelines to assist in determining the appropriate response.

Minor Emergency: Any incident, potential or actual emergency, which will not seriously affect the overall functional capacity of the school.

Major Emergency: Any incident, potential or actual emergency, which affects a large portion of the campus and which will disrupt the overall operations of the school.

Disaster: Any event or occurrence that has taken place and has seriously impaired or halted the operation of the school. In some cases, mass casualties and severe property damage may be sustained. A coordinated effort of all campus and emergency resources is required to effectively help with response to this level of emergency.

After determining the significance of the emergency, SFI will issue an emergency notification including specific information regarding the emergency, allowing the campus community to take precaution.

The following methods of communication will be used during an emergency situation without delay; they may be used individually or in concert with others:

- Bulk Email
- SFI Website, <https://www.sfi.edu>
- Facebook, <https://www.facebook.com/Seattlefilmstitute>
- Twitter, <https://twitter.com/sffilm?lang=en>
- Emergency Phone Tree
- Media Release/Press Conference

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SFI managements the physical property and works with Seattle Fire Department to perform annual confidence testing of all fire suppression, alarm devices and systems. The inspection reports are kept on site at the fire panel and Fire Sprinkler riser.

All drills engage a process that tests our emergency communication pathways. After every quarterly drill, the test is recorded on the emergency event record form located in the emergency procedure folders. These forms are collected annually and kept on file in Seattle Film Institute administration office for three years.

Emergency Procedures are located in every classroom and in every administrative department on the SFI campus. The procedures outline detailed processes for various emergency situations that may arise. New employees review the procedures during their orientation with the Technical Office Manager. New students review the procedures on their first day of class with their instructor. Emergency drills are conducted every six months at SFI. Printed copies may be obtained in person or by writing the Technical Office Manager at 3210 16th Ave. W Seattle, WA 98119, or by calling (206) 568.4387.

Security and Access to the Facilities

Seattle Film Institute is open to the public Monday through Friday from 9:00 am to 6:00 pm. All visitors are required to sign in and out at the front desk. Visitors are required to wear Visitor ID badges and display parking permits in their vehicles at all times while on campus. The Front Lobby, First and Second Floor Hallways, Edit Lab, Music Lab, 15th Ave Door and Equipment Cage are monitored by video surveillance.

Student Housing

SFI does not provide housing for students. Information on housing options may be obtained from SFI's Admissions department. SFI does not have a missing student notification policy. Inquires would be directed to the Seattle Police Department, or the police department in the community the student resides.

Maintenance of Facilities and Grounds

The facilities and grounds are maintained in a manner that minimizes hazardous conditions and improves security through environmental design. SFI's Technical Office Manager provides maintenance services and performs checks on all interior and exterior electrical and lighting components to ensure they are functioning properly.

Campus Security Officer Authority

SFI does not have a security officer on site during school hours.

Prompt Reporting of Crimes

All students, faculty, staff, and visitors are strongly encouraged to report any crime, suspicious activity, accident, theft, or safety issue to The Technical Office Manager or to a member of the Campus Security Authority promptly. If the situation poses an immediate threat or there is a need to file a case, call 911. All crimes should be reported to Technical Office Manager, regardless of severity, to ensure inclusion in the annual crime statistics and to aid in providing a timely warning notice or emergency notification to the campus when appropriate.

Pastoral or Professional Counselors

SFI does not have a pastoral or professional counselor and therefore does not have a policy pertaining to this area. However, assistance is available in the Learning Resource Center for counseling resources.

CAMPUS SAFETY AND SECURITY EDUCATION

Students review the Student Handbook with SFI staff while attending New Student Orientation; this includes reviewing the Emergency Procedures and the student's responsibility to actively support and participate in the school's effort to provide a safe and healthy environment. After reviewing the content, students are given an opportunity to ask questions, and then sign the acknowledgement forms.

New instructor's meet with David Trees, Academic Affairs Officer and Registrar at the beginning of their employment; this includes reviewing the Emergency Procedures and the instructor's responsibility to participate in their security and the security of others. After reviewing the content, instructors are given an opportunity to ask questions, and then sign the orientation acknowledgement form. This information is reviewed on an annual basis, or as soon as significant changes are made to the procedures.

The David Trees, Academic Affairs Officer and Registrar meets with new employee's that are not an "instructor" and reviews all employment paperwork which includes reviewing the Emergency Procedures and the employee's responsibility to participate in their security and the security of others. After reviewing the content, instructors are given an opportunity to ask questions, and then sign the orientation acknowledgement form. This information is reviewed on an annual basis, or as soon as significant changes are made to the procedures.

An "all staff" meeting is held weekly and safety concerns may be an agenda item. Printed copies of the meeting agendas, attendance sheets, and minutes may be obtained in person or by writing David Trees at 3210 16th Ave W., Seattle, WA 98119, or by calling (206) 568.4387.

Crime Prevention Education

SFI takes a proactive approach to crime on campus by offering information to students and staff, such as Crime Prevention and Personal Protection tips provided by the Seattle Police Department, which are located in the Student and Employee Handbooks.

DRUG-FREE AND ALCOHOL-FREE CAMPUS AND WORKPLACE POLICY STATEMENT

Seattle Film Institute prohibits the unlawful manufacture, possession, use, sale, dispensation, or distribution of controlled substances, and the possession or use of alcohol on its property and at any school-related activity.

Seattle Film Institute's Drug and Alcohol policies and procedures can be found in the Student and Employee Handbooks.

The Student and/or Employee Handbook may be obtained on the SFI website <https://www.sfi.edu> in the Student Consumer Info Guide or in person or by writing David Trees, Academic Affairs Officer and Registrar at 3210 16th Ave W., Seattle, WA 98119, or by calling (206) 568.4387.

SEXUAL ASSAULT POLICY STATEMENT

SFI is committed to providing its community members with an environment conducive to the pursuit of knowledge. Admission to SFI carries with it the presumption of SFI that students will conduct themselves as responsible members of the community, refraining from actions that would endanger the health, welfare or safety of others. Conduct constituting a sexual offense, such as rape, sexual assault or sexual harassment, will not be tolerated. Students, staff, or faculty committing sexual offenses in any form can be prosecuted under Washington State criminal statutes. In addition, students can be disciplined under the Student Code of Conduct and employees can be disciplined under the Employee Code of Conduct.

DEFINITION OF CONSENT

"Sexual consent is an agreement to participate in a sexual activity. Both people must agree to sex for it to be consensual."

Education Programs

SFI students, staff, and faculty are trained on an ongoing basis by Title IX committee, Operations/Facilities in an effort to promote the awareness and aid in the prevention of rape, acquaintance rape, and other forcible and non-forcible sex offenses, such as; domestic violence, dating violence, sexual assault, stalking, and sexual harassment. Student training will occur during the first and last month of their program at SFI. Instructors and staff will rotate into the training sessions in order to maintain their annual training requirements.

Bystander Intervention

Bystanders play a critical role in the prevention of sexual and relationship violence. They are individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it. We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to

- If you or someone else is in immediate danger, dial 911.
- Watch out for your friends and fellow students or employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
- Confront people who seclude, hit on, or try to make out with, or have sex with people who are incapacitated.
- Speak up when someone discusses plans to take advantage of another person.
- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
- Refer people to on or off campus resources listed in this document for support.

Sexual Assault Procedures

Anyone who believes he/she has experienced such conduct by anyone should tell the offender that such conduct is unwelcome and unacceptable. If the offensive behavior does not stop, or if he/she are uncomfortable confronting the offender, he/she must immediately report such conduct to their instructor or supervisor.

If you are raped or sexually assaulted on campus, follow these procedures:

- ✓ Get to a safe place.
- ✓ Preserve all physical evidence for the proof of a criminal offense.
- ✓ Do not wash, use the toilet, or change clothing. If you do change clothes, put all clothing you were wearing at the time of the assault in a paper bag, do not use a plastic bag.
- ✓ Report the assault to a member of the Campus Security Authority immediately.

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- ✓ You have the option to notify law enforcement by calling 911. The members of the Campus Security Authority will also assist any victim in notifying law enforcement if requested.
- ✓ Get medical attention as soon as possible to make sure you are physically well and to collect important evidence.

SFI will change academic environments after an alleged sex offense, if requested by the victim and reasonably available.

Where applicable, a victim/protected party may have the right to be notified of protection orders, no contact orders, or similar lawful orders issued by a criminal, civil, or tribal court.

- **An Emergency Protective Order (EPO)** is an order issued by a judicial officer upon request by a peace officer. The purpose of this order is to provide for immediate and short-term protection.

- **Temporary Restraining Orders (TRO's)** may be requested by a victim from the King County Courthouse, 516 3rd Ave, E609, Seattle, WA 98104-2386
- **Criminal Prosecution:** A victim may or may not request criminal prosecution. The police department strongly encourages a victim to prosecute criminal acts; however, they are under no obligation to do so.
- **Civil Prosecution:** A victim may also pursue civil remedies through the civil court system. You may contact the King County Courthouse in Seattle, room C-607, and at the Maleng Regional Justice Center in Kent, Room 2231, phone 206-296-9300.

Available Support Programs

If you are sexually assaulted, resources are available on and off campus to help you. Talking with an advocate or a counselor is crucial to help explain your options, give you information, and provide emotional support. In addition to talking with a member of the Campus Security Authority, other resource options include:

Seattle Counseling Services	206.323.1768
Sound Mental Health	206.302.2200
Rape Crisis and Victim Services - Hotline	817.927.2737
YWCA	206.382.5340 or 800.760.5340
Communities Against Rape and Abuse	206.322.4856

Administrative Procedures

SFI prohibits retaliation against any staff, faculty, or student who complains of sexual harassment or who participates in an investigation. All aspects of the complaint-handling procedure will be dealt with discreetly. However, it may be necessary to include others on a need-to-know basis. The Campus Investigative Team involved will immediately undertake or direct an effective, thorough, and objective investigation of the harassment allegations. The investigation will be completed as soon as practical and a determination regarding the reported harassment will be made. Members of the Campus Investigative Team listed below:

SFI Administration

206.568.4387

The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding; and both the accuser and the accused will be informed in writing of the outcome of any institutional disciplinary proceeding that is brought alleging a sex offense. *(Compliance with this paragraph does not constitute a violation of the Family Educational Rights and Privacy Act (FERPA). For the purpose of this paragraph, the outcome of a disciplinary proceeding means only the institution's final determination with respect to the alleged sex offense and any sanction that is imposed against the accused.)*

Sanctions

If a complaint of prohibited harassment is substantiated, appropriate corrective action, up to

and including dismissal, will be taken. Appropriate action will also be taken to correct the effects of the harassment and to deter any future harassment.

Appeal Procedure

Anyone who wishes to appeal the decision must submit a letter to David Shulman, President within three business days. The letter must describe any and all circumstances deserving of further consideration. David Shulman, President will convene an Appeal Committee consisting of designated representatives of the school in order to review the appeal. The student will be notified within one week of the official appeal decision.

Registered Sex Offenders

Information about registered sex offenders in Seattle/King County can be obtained by accessing this website: www.kingcounty.gov/safety/sheriff/SOsearch.aspx

CRIME STATISTICS

SFI discloses campus crime statistics gathered from a member of the Campus Security Authority, local law enforcement, and other school officials. The statistics are broken down geographically into "on campus", "non-campus", or "public property" such as streets and sidewalks. The report also indicates if any of the reported incidents, or any other crime involving bodily injury, was a "hate crime."

See Appendix B: This is where you would submit your CRIME REPORT citation

In some cases an incident that is reported as a crime may not be included in the Annual Security Report. All of the following five standards must be met for an incident to be included in the annual report.

- 1. Reported to the Proper Authorities:** Incidents must be reported to law enforcement, Campus Security, or a Campus Security Authority. A Campus Security Authority can be any campus employee who a student reasonably believes that he or she can report a crime to and expect that the matter will be addressed directly by contacting law enforcement and Kollin O'Dannel, Technical Office Manager for a response.
- 2. Listed Crimes:** The crime must be one of those listed in the Clery Act as a reportable crime. (See list below)
- 3. Reportable Area:** The crime must have occurred in one of the reportable areas. Every reportable crime occurring within the boundaries of campus is the reportable area. The two remaining areas are more difficult to define. Perimeter streets are described in the following way: "Sidewalk – Street – Sidewalk". This means that a reportable crime occurring on the sidewalk on either side of a perimeter street is reportable, as are incidents occurring in the street. But an incident occurring in a building (a privately owned store) on the distant side of a perimeter street would not be included. With regard to non-campus buildings, crimes occurring in those buildings or on the property of that location are reportable. Incidents occurring on the sidewalk or on the streets in front of that building are not Clery Act reportable.

On Campus: Building/Property that is owned/operated by the institution for school, including any paths necessary to travel to get to building/property.

Non Campus: Building/Property that is owned/controlled by a student organization or the institute, but not within the same contiguous geographical region (i.e., on campus).

Public Property: Thoroughfares, streets, sidewalks and city owned parking facilities within the campus or immediately adjacent to/and accessible from the campus.

See Appendix C: Seattle Film Institute Campus Map

- 4. Made in Good Faith:** For an incident to be included there must be a determination that the report is made in good faith. Supporting evidence makes this determination easy, but such evidence is not always available. In such a case the credibility of the person making the report is considered. When the incident is reported to us through a law enforcement agency, we assume that this determination has already been made.
- 5. Unfounded:** If law enforcement determines that a particular reported incident could not have occurred or did not occur, i.e., a false report, the crime is not included in the Annual Security Report. Only law enforcement can rule a case “unfounded”.

Crimes are reported in the following seven major categories, with significant sub-categories and conditions: **See Appendix A: Clery Act Crime Definitions**

1. Criminal Homicide
 - a. Murder and Non-negligent Manslaughter
 - b. Negligent Manslaughter
2. Sex Offenses
 - a. Forcible
 - b. Non-forcible
3. Robbery
4. Aggravated Assault
5. Burglary, where:
 - a. There is evidence of unlawful entry (trespass), which may be either forcible or not involve force.
 - b. Unlawful entry must be of a structure - having four walls, a roof, and a door.
 - c. There is evidence that the entry was made in order to commit a felony or theft.
6. Motor Vehicle Theft
7. Arson

Schools are also required to report statistics for the following categories of arrests or referrals for campus disciplinary action (if an arrest was not made): **See Appendix A: Clery Act Crime Definitions**

1. Liquor Law Violations
2. Drug Law Violations
3. Illegal Weapons Possession

Schools are also required to report statistics for the following categories: **See Appendix A: Clery Act Crime Definitions**

1. Domestic Violence
2. Dating Violence
3. Sexual Assault
4. Stalking

Hate crimes must be reported by category of prejudice, selected because of the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin and disability. Statistics are also required for the additional crime categories if the crime committed is classified as a hate crime: **See Appendix A: Clery Act Crime Definitions**

1. Larceny/Theft
2. Simple Assault
3. Intimidation
4. Destruction/Damage/Vandalism of Property
5. Any other Crime Involving Bodily Injury

APPENDIX A

CLERY ACT CRIME DEFINITIONS

ACQUAINTANCE RAPE: Assault or attempted assault that is ordinarily committed by a new acquaintance. It involves sexual intercourse without mutual consent. It is also referred to as date rape. The offender need not be the person dating with the victim; it may be his/her acquaintance or a stranger.

AGGRAVATED ASSAULT: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

ARSON: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

BURGLARY: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: Unlawful entry with intent to commit a larceny or a felony; breaking or entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

DATING VIOLENCE: Violence committed by a person:

- a. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- b. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - i. The length of the relationship.
 - ii. The type of relationship.
 - iii. The frequency of interactions between the persons involved in the relationship.

DESTRUCTION / DAMAGE / VANDALISM OF PROPERTY: To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

DOMESTIC VIOLENCE: Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

DRUG LAW VIOLATIONS: The violation of laws prohibiting the production, distribution, and/or use of controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrest for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

FORCIBLE SEX OFFENSE: Any sexual act directed against another person, forcible and/or against that person's will; or not forcibly or against that person's will where the victim is incapable of giving consent (Forcible rape, forcible sodomy, forcible assault with an object, and forcible fondling).

FORCIBLE RAPE: The carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

FORCIBLE SODOMY: Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

FORCIBLE ASSAULT WITH AN OBJECT: The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

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

HATE CRIMES: Crimes involving one or more of the above listed crimes, the crimes of theft, simple assault, intimidation and/or vandalism reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. The categories of bias include the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.

ILLEGAL WEAPONS POSSESSION: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. Include possession of deadly weapons; carrying deadly weapons, concealed or open; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.

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

LARCENY-THEFT: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Constructive possession is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.

LIQUOR LAW VIOLATIONS: The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, furnishing, transportation, possession, or use of alcoholic beverages or intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the above. Not including driving under the influence and drunkenness.

MOTOR VEHICLE THEFT: The theft or attempted theft of a motor vehicle (SUV's, automobiles, trucks, buses, motorcycles, motor scooters, golf carts, motorized wheelchairs, ATV's, and snowmobiles).

MURDER/NON-NEGLIGENT MANSLAUGHTER: The willful (non-negligent) killing of one human being by another.

NEGLIGENT MANSLAUGHTER: The killing of another person through gross negligence.

NON-FORCIBLE SEX OFFENSE: Unlawful, non-forcible sexual intercourse (Incest and statutory rape).

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

STATUTORY RAPE: Non-forcible sexual intercourse with a person who is under the statutory age of consent.

RAPE: Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

ROBBERY: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

SEXUAL ASSAULT: The term sexual assault means any nonconsensual sexual act proscribed by Federal, tribal, or State law, including when the victim lacks the capacity to consent.

SEXUAL HARASSMENT: The term sexual harassment may include, without limitation, such behavior as unwelcome sexual advances, requests for sexual favors and other physical or verbal conduct and expressive behavior of a sexual nature.

SIMPLE ASSAULT: All assault and attempted assaults which are not of an aggravated nature and do not result in serious injury to the victim.

STALKING: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- a. Fear for his or her safety or the safety of others; or
- b. Suffer substantial emotional distress.

TIMELY WARNING: The Clery Act does not define “timely.” Seattle Film Institute will operate under the premise that “24 hours” will be the allotted time for reporting. Any time more could be argued that any significant amount of time that passes between when a crime that could present an ongoing threat occurs and when the public is notified violates the law’s intent. Therefore, any time more than 24 hours would be unreasonable.

August 2015 Additions to Definitions:

AWARENESS PROGRAMS:

Community – wide or audience – specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration.

BYSTANDER INTERVENTION:

Safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

ONGOING PREVENTION AND AWARENESS CAMPAIGNS:

Programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution and including information described in paragraph (j)(1)(i)(A) Federal Register, Violence Against Women Act 10/20/2014.

PRIMARY PREVENTION PROGRAMS:

Programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.

RISK REDUCTION:

Options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

PROCEEDING:

All activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact-finding investigations, formal or informal meetings, and hearings. Proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.

RESULT:

Any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution. The result must include any sanctions imposed by the institution. Notwithstanding section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly referred to as the Family Educational Rights and Privacy Act (FERPA), the result must also include the rationale for the result and the sanctions.

APPENDIX B

2020 – 2022 CAMPUS CRIME STATISTICS

CRIMINAL OFFENSE:	2020			2021			2022		
	Non Campus	On Campus	Public Property	Non Campus	On Campus	Public Property	Non Campus	On Campus	Public Property
MURDER / NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0
SEX OFFENSES, FORCIBLE	0	0	0	0	0	0	0	0	0
SEX OFFENSES, NON-FORCIBLE (TOTAL)	0	0	0	0	0	0	0	0	0
INCEST	0	0	0	0	0	0	0	0	0
STATUTORY RAPE	0	0	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	1	0	0	0
AGGRAVATED ASSAULT	0	0	0	1	0	0	0	0	0
BURGLARY	0	0	2	9	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	3	0	0	0
ARSON	0	0	0	0	0	0	0	0	0
LIQUOR LAW ARRESTS	0	0	0	0	0	0	0	0	0
LIQUOR LAW VIOLATIONS-DISCIPLINARY ACTION	0	0	0	0	0	0	0	0	0
DRUG LAW ARRESTS	0	0	0	0	0	0	0	0	0
DRUG LAW VIOLATIONS- DISCIPLINARY ACTION	0	0	0	0	0	0	0	0	0
ILLEGAL WEAPONS POSSESSION- ARRESTS	0	0	0	0	0	0	0	0	0
ILLEGAL WEAPONS POSSESSION-DISCIPLINARY ACTION	0	0	0	0	0	0	0	0	0
DOMESTIC VIOLENCE	0	0	0	4	0	0	0	0	0
DATING VIOLENCE	0	0	0	0	0	0	0	0	0
SEXUAL ASSAULT	0	0	0	0	0	0	0	0	0
STALKING	0	0	0	0	0	0	0	0	0
❖ LARCENY/THEFT	0	0	0	0	0	0	0	0	0
❖ SIMPLE ASSAULT	0	0	0	0	0	0	0	0	0
❖ INTIMIDATION	0	0	0	0	0	0	0	0	0
❖ DESTRUCTION/DAMAGE/VANDALISM	0	0	0	0	0	0	0	0	0
❖ ANY OTHER CRIME INVOLVING BODILY INJURY	0	0	0	0	0	0	0	0	0

HATE CRIMES:

❖ These crimes are only reported if they are classified as a hate crime.

Public crime statistics for the 2020, 2021 and 2022 calendar years were provided to Seattle Film Institute by the Seattle Police Department.

**** New reporting categories added and effective as of 2013.**

❖ New reporting categories that are only reported if they are classified as a hate crime effective as of 2013.

APPENDIX C

SEATTLE FILM INSTITUTE CAMPUS MAP

ON CAMPUS: All property shown, except for the public sidewalks and streets are considered on campus.

PUBLIC PROPERTY: (Sidewalk – Street – Sidewalk) Includes 16th Ave. W

NON-CAMPUS: SFI does own non-campus property



