
HawCC Manono is a small campus of 21 acres, with 26 buildings set on approximately 10 acres located at the juncture of E. Kawili, W. Kawili, and Manono Streets in Hilo. Hawai‘i Community College is proud of its low crime statistics. Security staff patrols the buildings and grounds 24 hours a day, 7 days a week and are highly visible to students, staff, and community members. Two HawCC Security staff members oversee the contract security staff and provide additional expertise in handling safety and security concerns. The HawCC Security Office works closely with the Hawai‘i Police Department which has authority and jurisdiction for criminal activity that occurs on the campus.

Safety on the HawCC campus is an important concern for parents, students and college employees. Educating students can take place only in an environment in which each student and employee feels safe and secure. HawCC recognizes this and security staff and employees work hard to maintain a safe and secure campus to protect the members of the campus community.

Crime prevention is a primary goal of the well trained security officers who work at HawCC. Staff and students are provided with prevention information and are asked to share in the responsibility of making the HawCC campus a safe place by reporting suspicious behavior, as well as, areas that may be of safety concerns.

**Security Services**

HawCC’s security operation is directed by the Chief of Safety and Security. The Chief maintains office hours from 8:00 AM to 5:00 PM. He is also on call twenty four hours a day, seven days a week. Manono campus has a full time employee of HawCC who provides security supervision from 6 AM to 2:30 PM, Monday through Friday. There are three contract security officers who report to the HawCC Security staff and work various different eight hours shifts, providing 24/7 security.

Security officers at HawCC are not sworn police officers and therefore do not posses arrest powers. Their primary responsibilities are to investigate all incidents, maintain crime logs and reports, develop and implement safety and security training for staff and students, and patrol of the campus grounds and facilities. The HawCC security staff work closely with the Hawaii County Police Department (HPD) documenting and reporting all incidents that occur on and off campus.
Reporting of Crimes and Emergencies

The College encourages the prompt reporting of all emergencies, violations, and criminal incidents by calling the police (911) or Campus Security (854-1420). For non-emergency situations, questions, or information, call 808-934-2760 to reach the Security Office. When a call is received by Campus Security, an officer will be immediately dispatched. Often a quick report will aid in the apprehension of the suspect and or prevention of a crime. All reported incidents are investigated and recorded.

Silent Witness Program

Hawai‘i Community College is a small campus community. Individuals wishing to provide Campus Security with information but not wishing to be identified as the party providing the information can do so. The College encourages people to report suspicious behavior. People wishing to report incidents anonymously can do so by writing up and anonymously delivering a report to Campus Security. Officers will immediately follow up on the facts and assess whether the reported incident qualifies to be reported as a crime statistic.

Emergency Telephone Numbers

The on-campus emergency number (808-854-1420) directly connects to a Campus Security Officer. 911 should be used when fire, police or medical response is required.

Emergency Blue Light Call Boxes

There are thirteen emergency blue light call boxes (telephone) disbursed throughout the campus for student, faculty, staff and visitor to use in the event of an emergency and/or in the need for assistance.

Utilizing these emergency phones requires pressing the red button on the call box and this will place a call directly to Campus Security. The location of the call will be ascertained and the nature of the emergency or assistance will be dispatched immediately. Security staff is available 24/7, and since the campus is very small, response time is immediate.

Security and Crime Prevention

A successful campus safety program needs the cooperation, involvement and support of College students, faculty, and staff. A new program was implemented utilizing Campus Security Officers who will provide training on crime prevention to students during orientation and to faculty and staff during specific sessions scheduled throughout each year. Tips and education sessions include information related to alcohol/drug awareness and abuse prevention, and sexual assault and prevention. Staff and students are informed to assist Campus Security by exercising common sense precautions that include the following tips:
• Report any suspicious persons or activities; report all incidents no matter how minor; report losses immediately.
• Be sure to lock and secure all windows and doors; lock your cars and bikes; store valuables in the trunk.
• Never loan keys to anyone (they are easily lost, stolen, or duplicated).
• Mark or engrave your belongings; don't leave belongings and valuables unattended for any amount of time (i.e. laptops, electrical equipment, jewelry).
• At night, travel and park in lighted areas; travel in pairs if possible; be aware of your surroundings.

Access to Campus Facilities

Most facilities and programs are open and available to the public during normal hours of operation. Staff are asked to wear HawCC identification tags. To ensure personal safety and facility security, strict key control is maintained. Persons wishing to use facilities after hours need to make prior arrangements with the Vice Chancellor for Administrative Affairs or the Auxiliary Facilities & Services Manager.

Sexual Assault/Domestic Violence/Dating Violence/Stalking Policy

The College has a zero tolerance Sexual Assault/Domestic Violence/Dating Violence/Stalking Policy and will not tolerate those acts on members of our campus community. Efforts at preventing sexual assault, domestic violence, dating violence and stalking are provided by various campus departments including the HawCC Counseling Center and the University of Hawai‘i at Hilo (UHH) Women's Center, which is less than a mile from the HawCC Manono campus and partners with HawCC in regard to women's needs and issues.

Sexual assault is defined as any form of unwanted sexual contact and includes rape, acquaintance rape, and other sexual acts directed against another person. It does not require the use of physical force and can be the result of a threat, expressed or implied that places a person in fear of bodily injury.

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 with whom the victim shares a child in common, 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. Domestic violence is exerted through physical, psychological, and/or economic means, on the victim.

Dating Violence is defined as 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 interaction between the persons involved in the relationship

Stalking is defined as 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.

Reports of all sexual assault, domestic violence, dating violence and stalking are encouraged, and can be made to any Campus Security Authority (CSA), staff from the HawCC Counseling Services, HawCC Student Affairs Office, UHH Women's Center, UHH Student Medical Services, and HawCC Campus Security. HawCC is committed to ensuring that students who are victims/survivors of sexual assault, domestic violence, dating violence and stalking are treated in a respectful, supportive and caring manner, and that his/her safety, privacy and confidentiality is preserved to the greatest extent possible. Team members will ensure that victims/survivors will be able to access advocacy, medical mental health and other support services in a timely manner, will receive information about options for recourse, and will be presented with reasonable academic and other accommodations.

Any College student or employee found responsible for a sexual assault is subject to the provisions of Hawai‘i State Law, College Policy and/or the Student Conduct Code. For more information, request a copy of the HawCC Sexual Assault Policy from Campus Security. The UH System Sexual Assault policy can be reviewed at: http://www.hawaii.edu/apis/ep/e1/e1204.pdf.

Educational Programs to Promote the Awareness of Rape, Dating Violence and other Forcible and Non Forcible Offenses

The College’s catalog includes information on sexual assault, domestic violence, dating violence, stalking and sexual harassment, including who to contact for further information and how to file a complaint. A sexual assault prevention program for students and staff includes information on sexual assault, sexual harassment and dating violence prevention. The information is provided annually.

The HawCC Counseling Center offers referral resources for students who are dealing with issues such as partner violence, dating violence, and drug abuse. During various events at New Student Orientation, educational handouts and brochures on sexual harassment, dating violence and other safety related concerns are distributed.

All employees are mandated by the UH System Human Resources to take sexual harassment course annually. The course is online and requires each employee to take a knowledge test of the law and implications of various behaviors that could be categorized as sexual harassment. A certificate of completion is provided to the employee upon passing the test.
HawCC partners with the University of Hawai‘i at Hilo’s (UHH) Women’s Center, which offers group discussions and disseminates information regarding violence against women at specific times at UHH’s Campus Center Plaza.

The UHH Women’s Center presents a movie to promote women’s positive self-image that includes ways to prevent rape through open discussions of her personal experiences.

HawCC has maintained a map of emergency blue light phones located throughout the campus. The map will be provided to students at orientation and posted online to be available to anyone who wishes to download the document.

**Drug and Alcohol Abuse Education Programs**

All students are provided a copy of the HawCC “Substance Abuse Notice." The notice includes information on College policies on illegal drugs, alcohol and substance abuse; the Student Conduct Code; legal sanctions; highlights of Hawaii laws; health risks associated with substance abuse; and drug and alcohol counseling, treatment and rehabilitation programs.

HawCC offers a certificate program in the discipline of Substance Abuse Counseling. The program is designed to educate students about the physiological and psychological effects of drugs and alcohol, facts on drug and alcohol usage and statistics, personal assessments of drug and alcohol usage, strategies to reduce or eliminate drug and alcohol usage, and resources for assistance. This program information can be found at [http://hawaii.hawaii.edu/hsersacc/](http://hawaii.hawaii.edu/hsersacc/).

The College provides an environment with alcohol-free options. In fact, all academic events, programs and activities sponsored by the College are alcohol-free.

The learning outcomes for Interdisciplinary Studies (IS) 101 and Learning Skills 102 include the ability to identify resources related to and explain the consequences - both short-term and long-term of various decisions on personal wellness and community health, as well as the ability to describe the rights and responsibilities that students have relative to academic integrity and other aspects of the Student Conduct Code.

The HawCC catalog provides information on the restrictions on the use of alcohol on campus and the prohibited use of illicit substances and drug paraphernalia. Counseling services are made available on a Student Affairs website. The Counseling Center provides resources to which to refer individuals for professional counseling.

**Campus Security Escort Program**

HawCC Security offers an Escort service seven days a week. This service is available to ensure the safety of individual students, faculty and staff members. If someone feels uncomfortable about walking across the College Campus for any reason, they may contact the Security Department at (934-2760 or 854-1420) and they will be escorted to their requested on-campus destination.
Student Conduct Code

HawCC has a code of student conduct that specifies types of behavior that are not permissible, as well as the procedures for reporting and handling such behavior and possible disciplinary sanctions. The Student Conduct Code can be found at: http://hawaii.hawaii.edu/ovcadmin/admin-manual/haw7-101.pdf. The Guidelines for Handling a Disruptive Student can be found at: http://hawaii.hawaii.edu/ovcadmin/admin-manual/haw7-102.pdf.

Security Crime Log Information

The College community is kept aware of reported incidents on campus and in the nearby community by viewing the security log at the Campus Security Office on the west side of Building 387. Incidents are documented and entered into the Crime Log within forty eight hours of the event. Campus Security will make the crime log available for the most recent 60 day period open to public inspection during normal business hours, Monday through Friday, except holidays and closure of school. Any portion of the log beyond 60 days, if not immediately available will be made accessible within two business days of a request for public inspection.

Timely Warnings

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the College has established an emergency communications system (HawCC Alert) to alert the entire campus of any immediate safety threat, man-made or natural. An email notification will be sent to all students, faculty and staff. Anyone with information warranting a timely warning should report the circumstances to the Security Office by phone (934-2760 or 854-1420) or in person.

Closed Circuit Security Camera System

Dispersed throughout the HawCC Campus are thirteen security cameras that monitor activity and assist in the safety and security of students, faculty, employees and visitors. The cameras are located in public spaces and do not intrude on anyone's privacy. The security camera system is monitored by security officers via a large screen in the Campus Security Office. Officers have the ability to activate individual cameras and play back archival data.

Sex Offender Registry and Access to Related Information

The federal Campus Sex Crimes Prevention Act was enacted on October 28, 2000. The law requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student.

In the State of Hawaii, any person convicted at any time of a "sexual offense" or "crime against minors," or charged at any time with a “sexual offense” or "crime against minors" and who is found unfit to proceed and is released into the community or who is acquitted due to a
physical or mental disease, disorder, or defect and is released into the community is required to register for life. Further information, including definition of the terms "sexual offense" and "crime against minor," can be found in chapter 846E, Hawaii Revised Statutes (HRS).

Information on sex offenders in the State of Hawaii can be obtained on the State Website: [http://hawaii.gov/ag/hcjdc/main/sex_off_info/](http://hawaii.gov/ag/hcjdc/main/sex_off_info/). This information is provided to staff and students on an annual basis. Hawaii Community College’s website maintain links to both the State of Hawaii Criminal Justice Data Center and the Crime Reports™ Interactive Crime Map to assist the public in better assessing risk.

**Alcohol/Drugs/Weapons Policies**

The possession or use of alcohol by anyone under the age of 21 is strictly prohibited on College premises and all laws regarding alcohol possession and use are enforced in the strictest manner. The use of non-prescription drugs and paraphernalia by anyone and lethal weapons on College premises is strictly prohibited. Drugs include anything defined as a dangerous, harmful and/or a detrimental substance. Lethal weapons include, but are not limited to, firearms, ammunition, spear guns, explosives, and other dangerous items. Any person found in violation is subject to the provisions of Hawaii State and Federal Laws, College policy and/or the Student Conduct Code.

**Workplace Violence Policy**

HawCC has adopted a policy of prohibiting any work related or workplace violence against its students, faculty, staff, and visitors. Prohibited violent acts involve physical attack, property damage, as well as verbal statements that express or suggest the intent to cause physical or mental harm to another person. More specifically, violent behaviors include but are not limited to hitting, pushing and shoving; throwing or breaking objects; theft; shouting or yelling; threatening gestures or remarks; disruptive or hostile actions; abusive or belligerent language; sabotage of equipment; repetitive unwanted phone calls, notes or emails, etc.

All incidents must be reported and will be addressed immediately according to statutes, rules, collective bargaining agreements, or policies. Employees should report all incidents to their supervisors. The decision to report an incident will never be questioned and will always be supported by management. The supervisor is responsible for addressing the complaint immediately in accordance with statutes or College policies.

All administrators, faculty, staff, and students are responsible for maintaining a college campus environment that ensures that all members are treated with civility and respect to fulfill the College’s missions and goals. The College fully supports the efforts of the State of Hawai‘i and is committed to a workplace free of violence. A copy of this policy can be found at [http://hawaii.hawaii.edu/ovcadmin/admin-manual/haw9-730.pdf](http://hawaii.hawaii.edu/ovcadmin/admin-manual/haw9-730.pdf).

**The Jeanne Clery Disclosure of Campus Security Policy and Crimes Statistics Act (Formerly Campus Security Act)**

HawCC complies with the Campus Security Act by publishing, on an annual basis, crimes that happen on-campus and public property adjacent to the College Campus. These crimes include murder, negligent homicide, forcible and non forcible sex offenses, robbery,
burglary, motor vehicle theft and arson. Additionally, hate crimes, weapons offenses, and drug and alcohol use are reported. Crime statistics are compiled in the table below and are available from the Campus Security Office, (808) 934-2760.

**HawCC CRIME STATISTICS (2011 – 2013)**

(Includes Campus Security and local law enforcement data)

View the glossary of terms used in this report. ([http://hawaii.hawaii.edu/security/glossarycrime/terms.php](http://hawaii.hawaii.edu/security/glossarycrime/terms.php))

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| **Criminal Offenses – Public Property** |   |   |   |   |   |   |
| Murder/Non-negligent manslaughter | 0      | 0      | 0      | 0      | 0      | 0      |
| Negligent manslaughter | 0      | 0      | 0      | 0      | 0      | 0      |
| Forcible sex offenses (including forcible rape) | 0      | 1      | 0      | 0      | 0      | 0      |
| Non-forcible sex offenses | 0      | 0      | 0      | 0      | 0      | 0      |
| Robbery | 0      | 0      | 0      | 0      | 0      | 0      |
| Aggravated assault | 0      | 0      | 0      | 0      | 0      | 0      |
| Burglary | 0      | 0      | 0      | 0      | 0      | 0      |
| Motor vehicle theft | 0      | 0      | 0      | 0      | 1      | 1      |
| Arson | 0      | 0      | 0      | 0      | 0      | 0      |
### Hate Offenses – On-Campus

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### Arrests – On-Campus

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**SECURITY POLICIES AND PROCEDURES**

**Availability of Annual Security Report**

The Annual Security Report includes statistics for the previous three years concerning reported crimes that have occurred on campus and on public property within or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. You may obtain a copy of this report by contacting HawCC Campus Security, 808-934-2760, located in the Security Office just west of Building 387 at the Manono Campus, or online at [http://hawaii.hawaii.edu/security](http://hawaii.hawaii.edu/security).

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**Policy Addressing Timely Warnings and Security Alerts**

In the event that a situation arises, either on or off the Hawai‘i Community College (HawCC) campus, that, in the judgment of the Vice Chancellor for Administrative Affairs or the Auxiliary and Facilities Services Officer, as the alternate, constitutes an ongoing
or continuing threat, a campus wide “Timely Warning” or “Security Alert” will be issued. The warning or alert will be issued through the Campus e-mail system to students, faculty, and staff via the campus e-mail alert system, as appropriate, as soon as the threat becomes known.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the HawCC Campus Security Office will advise the Vice Chancellor for Administrative Affairs to issue a Security Alert through the campus e-mail alert system, which is sent to all HawCC faculty, staff, and students.

Anyone with information warranting a timely warning should report the circumstances to HawCC Campus Security, by phone (934-2760) or in person at the HawCC Campus Security cabin on campus on the west side of Building 387.

Individuals may report crimes, criminal activity, and suspected criminal activity anonymously to HawCC Campus Security through Federal mail, inter-campus mail, and by phone.

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**Policy Addressing Emergency Notification and Evacuation Procedures**

Hawai‘i Community College maintains an Emergency Operations Plan. The Emergency Operations Plan (EOP) provides the necessary guidance to organize and direct Hawai‘i Community College’s and University of Hawai‘i at Hilo’s operation in the event of an emergency and/or civil defense action that may be necessary. The Emergency Operations Plan (EOP) can be found online at [http://hawaii.hawaii.edu/security/emergencyoperationsplan.php](http://hawaii.hawaii.edu/security/emergencyoperationsplan.php) and click on the link entitled HawCC Emergency Operations Plan.

For identified Police, Fire and/or Medical Emergencies, call 911 and provide the requested information. You should also contact the Campus Security Office in emergencies at (808) 854-1420.

For all other non-emergencies, contact the College Security Office at (808) 934-2760 and for all incidents provide the following information:

- Your Name
- Your location and telephone extension or number
- Type of emergency
- Special Directions (if any)
Upon determination of one or more specific type of emergency, the chain of command as denoted in the EOP is initiated. In the event of an emergency that requires immediate evacuation of the campus, administrators shall contact all staff designated as building and assistant building responders by phone or via runners. Administrators and building responders shall sweep their respective facilities and grounds to inform everyone of the type of emergency and the required evacuation. Campus security staff shall assist in any evacuation and promote a safe and efficient exodus of all people from the campus or to a safe location. The HPD or State Sheriff Department may be called to assist, depending upon the type of the emergency. Email notifications shall go out to all students and staff advising of the emergency, the action, the length of the action, and any other information required to assist in the safety of the students, staff, and the community.

**Policy Addressing Annual Disclosure of Crime Statistics**

The Hawai'i Community College Security Office prepares the Annual Disclosure of Crime Statistics Report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The crime statistics can be viewed online or can be obtained from the Campus Security Office.

Campus crime, arrest and referral statistics include those reported to the Hawaii County Police Department, the Hawaii State Sheriff's Department, designated College officials, including but not limited to directors, deans, department heads, designated student affairs staff, advisors to students/student organizations, and others, as appropriate. Counseling staff will inform students of the procedures to report crime to College Campus Security on a voluntary or confidential basis, should they feel it is in the best interest of the client.

Each year, prior to October 1st, an e-mail notification is made to all faculty, staff, and enrolled students, that provides the web site to access this report. The e-mail notice will include the statement that copies of the report are available at Campus Security Office or by calling 808-934-2760.

The following statement regarding the availability of the Annual Security Report is incorporated into all catalogs, course schedules, job announcements and applications, specific publications to the public, and specific types of publications used to solicit recruitment of faculty, staff, and students:

> The Hawai'i Community College (HawCC) Annual Campus Security Report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by HawCC; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. You can obtain a copy of this report by contacting HawCC Campus Security, 808-934-2760, located in the Campus Security Office, or by accessing the following web site: [http://hawaii.hawaii.edu/security/](http://hawaii.hawaii.edu/security/).
Policy Addressing the Reporting of Criminal Offenses

To Report a Crime:

Contact the Hawai‘i Community College (HawCC) Campus Security at 854-1420 for all incidents you feel are non-emergencies. In the event of emergencies where bodily harm/injury and property damage are evident, contact the Police at 9-1-1 and then contact Campus Security at the 854-1420 number. You can also contact Security staff by using the Blue Light Emergency Call Stations located in strategic locations around campus.

We encourage you to contact Campus Security first, but in emergency situations you might wish to contact one of the supervising Security Officers listed below:

<table>
<thead>
<tr>
<th>Name, Title</th>
<th>Phone Number</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robert Pickens, Security Officer (6 AM – 12 PM)</td>
<td>808-934-2760 (non-emergency&lt;br&gt; Emergency: 854-1420)</td>
<td>Security Cabin (west side of MC 387)</td>
</tr>
<tr>
<td>Vacant, Security Officer (12 PM – 6 PM)</td>
<td>808-934-2760 (non-emergency&lt;br&gt; Emergency: 854-1420)</td>
<td>Security Cabin (west side of MC 387)</td>
</tr>
</tbody>
</table>

Supervising Security Officers may not be available if they are in the midst of taking a call or calling other emergency services, as well as, in the middle of interviewing a victim or suspect. Again, you are encouraged to contact the Campus Security Office first at 934-2760. The Auxiliary and Facilities Services Officer and the Vice Chancellor for Administrative Affairs are also trained to handle emergency incidents. Their contact information is listed below:

<table>
<thead>
<tr>
<th>Name, Title</th>
<th>Phone Number</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jeff Newsome, Chief Safety and Security Officer</td>
<td>808-934-2759 / cell: 808-333-0440</td>
<td>Security Cabin (west side of MC 387)</td>
</tr>
<tr>
<td>Jim Yoshida, Vice Chancellor for Administrative Affairs</td>
<td>808-934-2508 /</td>
<td>MC 378, Room 12</td>
</tr>
</tbody>
</table>

Hawai‘i Community College has working agreements with the Hawaii State Sheriff’s Department and the Hawaii County Police Department. Each department augments the other within their respective jurisdictions during mutual investigations, arrests, and prosecutions. HawCC Campus Security staff and officers are briefed by the Chief Security Officer when issues have occurred and are pending or have been resolved. When necessary the meetings include local law enforcement agency representatives to exchange ideas and problems which may be of concern to the HawCC community.

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Policy Addressing Voluntary Confidential Reporting

If you are the victim of a crime and do not want to pursue action within the University System or the criminal justice system, you may still want to consider making a confidential report. With your permission, authorized personnel of Hawai‘i Community
College (HawCC) Security Office or an administrator can file a report on the details of the incident without revealing your identity.

The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the University can keep an accurate record of the number of incidents involving students and staff, determine where there is a pattern of crime with regard 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 crimes statistics for the institution.

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**Policy Addressing Security and Access**

Hawai’i Community College (HawCC) campus will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours access to all College facilities is by key, if issued, or by admittance via a Campus Security Officer upon prior approval of the Vice Chancellor for Administrative Affairs, or the Auxiliary and Facilities Services Officer, as the alternate.

Emergencies may necessitate changes or alternatives to any posted schedules. Any areas where there are security issues will be assessed for improvements. These assessments may address such items as landscaping, locks, alarms, lighting, and communications. The objective is to take corrective actions to reduce the likelihood of repeated incidents. Additionally, during the academic year, the Vice Chancellor for Administrative Affairs, the Auxiliary and Facilities Services Officer, Chief Safety and Security Officer, and others as appropriate, regularly meet to discuss safety and security issues and propose actions to continually improve the measures and policies in place.

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**Policy Addressing Campus Security Officer Authority and Jurisdiction**

Hawai’i Community College (HawCC) Campus Security Officers have the authority to ask persons for identification and to determine whether individuals have lawful business at the College. HawCC Security Officers are not sworn police officers and do not have arrest powers. Criminal incidents are referred to the local police or state sheriff department that have jurisdiction on the campus. HawCC Security maintains a highly professional working relationship with the Hawaii County Police Department (HCPD) and the Hawaii State Sheriff Department. HCPD has the authority and jurisdiction to investigate all criminal activity on the HawCC campus. All crime victims and witnesses are strongly encouraged to immediately report the crime to the Campus Security Department and the appropriate law enforcement agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.
Policy Addressing the Encouragement of Accurate and Prompt Crime Reporting

General Procedures for Reporting a Crime or Emergency:

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to Campus Security in a timely manner.

To report a campus related crime or an on-campus emergency, or on off-campus property, call the Hawai‘i Community College (HawCC) Campus Security at 854-1420. In response to a call, Campus Security will take the required action, dispatching an officer or asking the victim to file an incident report.

In some cases, HawCC Campus Security will advise duel reporting, and request that 911 or the Hawaii Police Department’s (HPD) non-emergency number be called. HPD’s non-emergency number is 935-3311. It is recommended to call 911 in the event that the incident is life threatening or requires an ambulance or fire truck. Campus security staff shall facilitate the call for emergency authority assistance.

Individuals may report crimes, criminal activity, and suspected criminal activity anonymously to HawCC Campus Security by sending the information through inter-campus or Federal mail, or by phone.

All HawCC Security Incident Reports (IR’s) involving students are forwarded to the Vice Chancellor for Student Affairs office for review and potential action. Campus Security investigators or an investigator designated by the Vice Chancellor for Student Affairs will investigate when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to Campus Security, the Vice Chancellor for Student Affairs, the Vice Chancellor for Administrative Affairs, and any other areas as deemed appropriate.

All HawCC security incident reports involving employees or the general public are reviewed by the appropriate campus administrators for potential action as deemed necessary by the nature of the incident.

If assistance is required from the Hawaii County Police Department or the Hawaii State Sheriff Department, HawCC Campus Security will contact the appropriate agency.

Information regarding the list of on campus and off campus resources is available in hard copy from the HawCC “Crime Awareness and Campus Security” brochure and on the HawCC web site:
http://hawaii.hawaii.edu/counseling/docs/crime_awareness_brochure.pdf

Reporting crime to HawCC Campus Security is encouraged to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.
Policy Addressing Counselors and Confidential Crime Reporting

Hawaii'i Community College (HawCC) does not employ Professional and Pastoral Counselors and does not have a policy that addresses these types of individuals. Refer to policy addressing voluntary confidential crime reporting above.

Policy Addressing Security Awareness Programs

During the Hawaii'i Community College (HawCC) student orientations each regular semester, presentations and brochures are provided outlining ways to maintain personal safety and security. Students are informed about crime awareness on campus, how they can take personal responsibility for their safety, and they are provided with crime and safety tips. Similar information is presented to new faculty and is available online at http://hawaii.hawaii.edu/counseling/docs/crime_awareness_brochure.pdf.

General information regarding maintenance of personal safety, preventing sexual assault, and resources for students and staff concerned or who have been the victim of a crime are available from the HawCC Campus Security Office, Human Resources Department, and the Counseling Center. Refer to the Sexual Assault policy online at http://www.hawaii.hawaii.edu/ovcadmin/admin-manual/haw1-301.pdf.

A common theme of all awareness and crime prevention programs is the encouragement of students and employees to be aware of their responsibility for their own security and the security of others. In addition to seminars, information is disseminated to students and employees through crime prevention awareness brochures and articles in the student newspapers.

When time is of the essence, information is released to the university community through timely warnings and security alerts via e-mail and other mechanisms. Please refer to the Policy Addressing Timely Warnings and Security Alerts above and online at http://hawaii.hawaii.edu/security/securitypolicies.php.

Policy Addressing Crime Prevention Programs

Crime Prevention Programs on personal safety and theft prevention are sponsored by various campus organizations throughout the year. Hawaii'i Community College (HawCC) facilitate programs for students and staff that provide a variety of educational strategies and tips on how to protect themselves from sexual assault, theft and other crimes.

HawCC has a working agreement with the UH Hilo Women’s Center which sponsors sessions on Rape Awareness for students during each semester, with signs posted throughout the campus and handouts available at the Campus Center. HawCC students are encouraged to attend all workshops offered by the UH Hilo Women’s Center.

**Tip:** To enhance personal safety, and especially after an evening class, walk with friends or someone from class that you know well, or call the HawCC Campus Security Office and request a security escort: 934-2760, or call from one of the many Blue Light Call Boxes on campus.

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**Criminal Activity Off-Campus**

Hawai’i Community College (HawCC) has no fraternity and sorority organizations and no residence halls on or off-campus, nor any off-campus facilities.

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**Policy Addressing Alcoholic Beverages and Illegal Drugs**

Hawai’i Community College (HawCC) campus has been designated as “drug free” and only under certain circumstances is the consumption of alcohol permitted. The University of Hawai’i System has adopted Executive Policy E11.203 that pertains to Illegal Drugs and Alcohol Abuse, and includes the “drug free” workplace statement: [http://www.hawaii.edu/apis/ep/e11/e11203.pdf](http://www.hawaii.edu/apis/ep/e11/e11203.pdf). The Human Resource Department of the University of Hawaii System has posted the “drug free” workplace policy on their website at [http://www.hawaii.edu/ohr/docs/drugfree.htm](http://www.hawaii.edu/ohr/docs/drugfree.htm). The University of Hawai’i System also has an Executive Policy E11.201 that pertains to Illegal Drugs and Substance Abuse ([http://www.hawaii.edu/apis/ep/e11/e11201.pdf](http://www.hawaii.edu/apis/ep/e11/e11201.pdf)).

The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the HawCC Campus Security staff. Violators may be subject to University disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of the University Alcohol Policy for anyone to consume or possess alcohol in any public or private area of campus without prior University approval.

The Student Conduct Code details expected behaviors of students and the disciplinary actions that will occur if a student is caught violating the rules regarding alcoholic beverages on campus. The HawCC Student Conduct Code can be reviewed at: [http://hawaii.hawaii.edu/ovcadmin/admin-manual/haw7-101.pdf](http://hawaii.hawaii.edu/ovcadmin/admin-manual/haw7-101.pdf).
Policy Addressing Alcohol and Substance Abuse Education

Hawai‘i Community College (HawCC) has developed an academic substance abuse program designed to train students to counsel others regarding abuse of illicit drugs and alcohol. The programs call for dissemination of informational materials relating to the prevention of illicit drug use and alcohol abuse. Services and resources are made available to students and employees for counseling services, referrals, and for information regarding HawCC disciplinary actions for both students and employees.

HawCC is designated as a “Drug Free Workplaces.” The drug free workplace policy covers all campuses under the auspices of the University of Hawai‘i System and can be viewed at http://www.hawaii.edu/ohr/docs/drugfree.htm.

Counselors and faculty mentors to students will maintain confidential and compassionate discussions with students who violate the University drug and alcohol policies. Supervisors, authorized human resources personnel, and bargaining unit representatives are obligated to work with employees who violate University drug and alcohol policies. Resources for assistance to students and staff with drug and alcohol problems are available from the following sources:

- Substance Abuse Counseling Program http://hawaii.hawaii.edu/hsersacc/
- HawCC Counseling http://hawaii.hawaii.edu/counseling/
- UH Hilo Nurse/Educator http://hilo.hawaii.edu/studentaffairs/health/
- UH Hilo Women’s Center http://hilo.hawaii.edu/studentaffairs/health/
- Human Resources http://www.hawaii.edu/ohr/docs/drugfree.htm

Referrals to local agencies
- East Hawaii Intergroup of Alcoholics Anonymous http://www.hawaiiaa.org/
- Al-Anon/Alateen http://www.al-anon.alateen.org/how-to-find-a-meeting

The HawCC Student Conduct Code can be reviewed at: http://hawaii.hawaii.edu/ovcadmin/admin-manual/haw7-101.pdf


Policy Addressing Annual Distribution of Drug and Alcohol Abuse Prevention Programs

Hawai‘i Community College (HawCC) has adopted and has implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees. The program complies with Section 120(a)(2) of the Higher Education Act of 1965, as amended by the Higher Education Opportunity Act, Section 107, Title 20, Chapter 28,
Subchapter 1, Part B, Section 1011i. Employees and students will be informed annually via email regarding the availability of prevention services. Information regarding the notification and available programs can be obtained from the UH System Human Resources Department online at: http://www.hawaii.edu/ohr/docs/drugfree.htm.

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**Policy Addressing Disclosures to Alleged Victims of Crimes of Violence or Non-forcible Sex Offenses**

Hawaiʻi Community College (HawCC) will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the college 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, HawCC will provide the results of the disciplinary hearing to the victim’s next of kin, if so requested.

- **Sexual Assault Policy** [http://www.hawaii.hawaii.edu/ovcadmin/admin-manual/haw1-301.pdf](http://www.hawaii.hawaii.edu/ovcadmin/admin-manual/haw1-301.pdf)

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**Policy Addressing Procedures and Programs for Prevention of and Responding to Sex Offenses**

Information and resources regarding sexual assault, domestic violence, dating violence, stalking, sexual harassment and other types of sex offenses are provided to each Hawaii Community College (HawCC) student and employee at the time of orientation and hiring. Newly hired employees must complete an in-depth online sexual harassment training session that very succinctly defines inappropriate behavior. This session can be viewed at [http://training.newmedialearning.com/psh/uhawaii/index.htm](http://training.newmedialearning.com/psh/uhawaii/index.htm).

HawCC’s Sexual Assault Policy is distributed to students and employees. This policy provides in-depth explanations and procedures for interventions, reporting, investigation and education of preservation of evidence, counseling and medical services, as well as, most importantly prevention efforts. ([http://www.hawaii.hawaii.edu/ovcadmin/admin-manual/haw1-301.pdf](http://www.hawaii.hawaii.edu/ovcadmin/admin-manual/haw1-301.pdf))

Refer to the complete text of the HawCC Sexual Assault Policy for detailed information. The basics are reiterated herein:

If you are a victim of a sexual assault on any HawCC managed property, your first priority is to get to a place of safety. You should then obtain necessary medical treatment. HawCC Campus Security strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. Students should report an assault directly to a HawCC Campus
Security Officer and an authorized administrator, as appropriate. Employees should report an assault to HawCC Campus Security, the Vice Chancellor for Administrative Affairs, and one’s direct supervisor, if appropriate.

Filing an incident report with HawCC Campus Security will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing an incident report will

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim,
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam),
- Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

When a sexual assault has occurred on the HawCC campus and the victim is willing to accept assistance, Campus Security will contact the Vice Chancellor for Student Affairs and the Vice Chancellor for Administrative Affairs. The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and through a HawCC Student Code of Conduct hearing. A college representative from the Administration, the Counseling Center, or Campus Security will guide the victim through the available options and support the victim in his or her decision. Various counseling options are available from the college through the Counseling Center, as well as through the UHH Women’s Center and UHH Student Medical Services.

- HawCC Counseling Center [http://hawaii.hawaii.edu/counseling/](http://hawaii.hawaii.edu/counseling/)
- UHH Student Medical Services [http://hilo.hawaii.edu/studentaffairs/health/](http://hilo.hawaii.edu/studentaffairs/health/)

Counseling and support services outside the University system can be obtained through the following sources:

- Sexual Assault Crisis Line – 808-935-0677


The accused and the victim will each be allowed to choose one person who has had no formal legal training to accompany them throughout the hearing. Both the victim and accused will be informed of the outcome of the hearing. A student found guilty of violating the University sexual misconduct policy could be criminally prosecuted in the state course and may be suspended or expelled from the University for the first-offense.
Student victims have the option to change their academic and/or on-campus living situations after an alleged sexual assault, if such changes are reasonably available.

Employees may obtain more information by contacting Human Resources at http://www.hawaii.edu/ohr/.

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Policy Addressing Sex Offender Registration

In accordance with the “Campus Sex Crimes Prevention Act” of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, Hawai‘i Community College (HawCC) Campus Security website (http://hawaii.hawaii.edu/security/) provides a link to the Hawaii State Sex Offender website, which links to the Hawaii State Sex Offender Registry.

The “Campus Sex Crimes Prevention Act” of 2000 requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders mandated to register in the State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student.

The following is the link to the Hawaii State Sex Offender website: http://hawaii.gov/ag/hcjdc/main/sex_off_info/.

Another resource that is not all inclusive but offers pictures of registered sex offenders is: https://www.crimereports.com/.

Copies of this security report can be obtained from the Campus Security Office, by calling (808) 934-2760