



Honolulu Community College 2016 Annual Security Report



This report reflects current safety, security, and emergency management policies and procedures in addition to the statistics for certain reportable crimes and other incidents as defined by federal law for the period beginning January 1, 2015 through December 31, 2015.



Honolulu Community College 2016 Annual Security Report

Office of the Vice Chancellor for Administrative Services
Honolulu Community College
874 Dillingham Boulevard
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Phone: (808) 845-9123



September 15, 2016

To The Campus Community:

The Office of the Vice Chancellor of Administrative Services (VCAS) is responsible for overseeing safety, security, and emergency management matters for Honolulu Community College. Additionally, the VCAS is responsible for ensuring compliance with the federal Clery Act. One of the areas for annual compliance is the development and publication of our institution's Annual Security Report.

This publication will provide you with safety and security information and policy statements that are applicable to all of the Honolulu Community College campuses, which includes the main campus and three off-campus training sites. The publication also provides crime statistics specific to each location.

The Honolulu Community College administration is committed to ensuring a positive learning and working environment for all. I encourage you to read the content of this publication thoroughly, and, consider how you can use the information to help you make better decisions about you own personal safety and security.

If you have any questions or comments regarding the information contained in this Annual Security Report, please contact the Vice Chancellor for Administrative Services.

Sincerely,

A handwritten signature in black ink, appearing to read "Erika Lacro".

Erika Lacro
Chancellor

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An Equal Opportunity/Affirmative Action Institution

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INTRODUCTION

About the Institution

The University of Hawai'i System (UH System) is currently comprised of three 4-year institutions and seven 2-year institutions (community colleges), one of which is Honolulu Community College (Honolulu CC).

Honolulu CC was originally established in 1920 as the "Territorial Trade School" in the Kāpalama district of the city of Honolulu. Subsequently, it became part of the, then, growing UH System as a result of the Community College Act of 1964. In 1966, the University of Hawai'i's Board of Regents approved the name "Honolulu Community College" and authorized the school to grant Associate in Arts and Associate in Science degrees.

The Honolulu CC institution is comprised of a main campus and three satellite campuses, which are utilized for specific training programs. The main campus at 874 Dillingham Boulevard is situated on approximately 22 acres of land with 24 academic and administrative facilities. The satellite campuses are situated at:

- 10 Sand Island Road;
2.88 acres with 1 academic facility for the Marine Education and Training Program
- 140 Iako Place;
4.77 acres with 1 academic facility for the Aeronautics Maintenance Technology Training Program
- 91-1259 Midway Street
4.5 acres with 1 academic facility for the Aviation Flight Training Program

Each academic semester, Honolulu CC enjoys a population of approximately 8,000 students (credit and noncredit), faculty, and staff. At any given time, the campus community can also include guests, contractors, and vendors.

Honolulu CC is fully committed to providing the campus community with a safe and secure learning and work environment. The campus community is encouraged to practice good judgment in personal safety matters and to utilize this publication to assist in making informed decisions when determining appropriate precautions or actions to take to minimize exposure to crime or danger.



*Honolulu Community College – Main Campus
(Carpentry Program)*



Marine Education and Training Program



Aeronautics Maintenance Technology Training Program



Aviation Flight Training Program

Specific Federal Laws Requiring Safety- and Security-Related Disclosures

In 1990, Congress enacted the Crime Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542) that was later amended and renamed the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (also known as the Clery Act).

The Clery Act requires all postsecondary institutions that participate in the Higher Education Act (HEA) Title IV student financial assistance programs, to meet annual performance measures related to safety, security, and emergency management. One such measure is to publicly disclose specific crime statistics and safety- and security-related information by way of an Annual Security Report (ASR) which must be published and disseminated (or provide notice of its availability) by October 1 of each year.

In 2008, the Higher Education Opportunity Act (HEOA; Public Law 110-315) was reauthorized and expanded the elements of the HEOA. The HEOA further amended the Clery Act, and created additional safety and security performance and disclosure requirements for postsecondary institutions.

The Violence Against Women Reauthorization Act of 2013 (Public Law 113-4) amended the Violence Against Women Act of 1994 (VAWA), which also added safety- and security-related performance and disclosure requirements. This Honolulu Community College 2015 Annual Security Report has been published in accordance with the disclosure and information requirements of the current amended versions of the Clery Act, the HEOA, and the VAWA.

Required Policy Statements and Information

In addition to the disclosure of crime/incident statistics, another major component of this annual security report is the disclosure of campus policy statements.

The Clery Act requires inclusion of clear and accurate statements of institutional policies, procedures, and information related to safety, security, and emergency management.

Scope of ASR Statistics

This ASR contains statistical data and information for the main campus and the three satellite campuses. For more information on HPD crime statistics please visit <http://www.honolulu.hawaii.edu/HPD>. The following lists the campuses whose crime/incident statistics are included in this publication:

- Honolulu Community College, 874 Dillingham Boulevard, Honolulu, Hawaii 96817
- Marine Education and Training Program, 10 Sand Island Road, Honolulu, Hawaii 96819
- Aeronautics Maintenance Technology Training Program, 140 Iako Place, Honolulu, Hawaii 96819
- Aviation Flight Training Program, 91-1259 Midway Street, Kapolei, Hawaii 96707

Clery Act Geographical Boundaries

The Clery Act requires each campus to identify specific geographical boundaries that, in certain instances, extend past conventional property ownership boundaries and can include certain areas of public property.

The statistical data represented in this Annual Security Report (ASR) reflect the number of crimes/ incidents that occurred within each of the campus' geographical boundaries. Campus maps reflecting the respective geographical boundaries for each campus can be found in the appendix section of this document. Maps depicting the geographical boundaries can also be accessed on the Internet at www.honolulu.hawaii.edu/security.

Preparation for the Annual Disclosure of Crime Statistics

The Vice Chancellor for Administrative Services (VCAS) coordinates activities related to the collection of annual crime statistics for the institution's Annual Security Report (ASR). The primary source of statistical data comes from the Campus Security Department to whom crimes and incidents are generally reported.

But, because not all incidents are reported to Campus Security, other sources are sought for statistical data. These sources include the following:

- Designated Campus Security Authorities (other than Campus Security Department personnel)
- Honolulu Police Department (local police for the City and County of Honolulu) <http://www.honolulu.org>
- Department of Public Safety-Sheriffs Division (State of Hawaii)
- Department of Transportation, Airports Division-Oahu District; Honolulu International Airport (State of Hawaii)
- Department of Land and Natural Resources, Division of Conservation and Resource Enforcement (State of Hawaii)

NOTE: Only the statistics are collected. No identifiable information on the victim or subject/suspect is disclosed.

Notification of ASR Publication and Distribution

The Safety and Security Manager (SSM) also coordinates the dissemination of the publication. Upon completion of the ASR, the SSM notifies the entire campus community by mass-email which provides details on the availability of the ASR and where to obtain either an electronic copy or hardcopy.

New students and new employees are informed about the availability of the ASR during orientation sessions; and, upon request, current and prospective students and employees (in addition to the general public) may obtain a hard copy of the ASR from the office of the SSM. Information on the current ASR is included in general correspondence for external inquiries about Honolulu Community College programs.

The following are other methods of distribution:

- Posting on the campus website; a public link to download the entire document; <http://www.honolulu.hawaii.edu/security>
- Hardcopy (for review only) from the Safety and Security Manager's Office; request for a take-away hardcopy must be made in writing with 1 business-day notice; contact (874 Dillingham Blvd., Honolulu, HI 96817; phone (808) 845-9459)
- Hardcopy (for review only) in the library during normal hours of operation
- Hardcopy (for review only) in the Campus Security Department office in Building 72B, Room 101 from 8:00 am to 5:00 pm, Monday through Friday; please call ahead to schedule viewing as officers may be on field duty at any given time; phone (808) 845-9273)

Crime Statistics Disclosure Requirements

The Clery Act requires a campus to publicly disclose ITS annual crime statistics. The crime statistics in this Report reflect data for the years 2015, 2014, and 2013 (from January 1 to December 31 of each year). The three sources of crime statistics for this Annual Security Report come from the Campus Security Department, from Campus Security Authorities, and from local law enforcement agencies.

Crime Statistics from Law Enforcement Agencies

The Safety and Security Manager is responsible for coordinating activities related to the collection of annual crime statistics. Although the primary source of statistical data comes from the Campus Security Department, some crimes are reported directly to law enforcement. To ensure accurate crime statistics, good-faith effort is made to obtain data from the:

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- Honolulu Police Department-City and County of Honolulu (designated first responder for all state and local jurisdictions)
- Department of Public Safety-Sheriffs Division-State of Hawaii (designated support responder to police; lead agency for outreach programs for state jurisdictions)
- Department of Land and Natural Resources, Division of Conservation and Resource Enforcement-State of Hawaii (designated support responder to police; lead agency for outreach programs for certain protected state jurisdictions)

NOTE: Only the statistics are collected. No identifiable information on the victim or subject/suspect is disclosed.

Campus Security Authorities

In addition to security or campus police personnel, the Clery Act requires an institution to identify individuals or offices with significant responsibility for student and campus activities. These people/offices are referred to as Campus Security Authorities (CSAs).

Twice a year, before each semester, the campus list of CSAs is reviewed and updated. All CSAs receive initial training on their roles and responsibilities; and, as a part of their training, they are provided with a crime reporting form. The Safety and Security Manager is responsible for collecting crime reports from CSAs—whether in person or delivered via Campus Security Officers.

A printed list of Honolulu Community College's CSAs is available at the Campus Security Department at the Campus Security Department in Building 72B Room 101. We ask that you call the Campus Security Department in advance at (808) 845-9459, as all personnel may be out of office conducting tasks.

Review of Crime Statistics

Crime statistics, from all available sources are regularly reviewed for indicators of crime patterns and crime trends. These statistics are useful in the development of new crime prevention programs or systems (or, to enhance existing programs and systems).

ASR Point of Contact Information

All communication related to this ASR is to be addressed in writing to the following office:

Honolulu Community College, Attention: Safety and Security Manager
Building 72B, Room 101
874 Dillingham Boulevard Honolulu, Hawaii 96817

NOTE: Should there be any amendment to this ASR, an email notice will be sent to the campus community. The cover page will reflect: "Revised as of: [Date]". The revised version will also be posted on the campus website for public download.

ABOUT CAMPUS SECURITY

Campus Security Administration

Each Campus Security Department at each of the institutions in the University of Hawai'i System is independently administered. At Honolulu Community College (Honolulu CC), the Office of the Vice Chancellor for Administrative Services is responsible for the executive oversight of Campus Security Department functions.

HCC Campus Security Department Authority

In accordance with the provision of the Board of Regents, Policies and Bylaws, Chapter 11, Section 11-5; Public Health, Safety and Security the department is empowered to enforce federal, state, and local laws as well as university rules, regulations, and procedures. The primary jurisdiction of the campus Security Officers is all property that is currently owned, leased, rented or under conduct of Honolulu Community College.

Security Services

Security services vary among the four Honolulu Community College sites. The main campus at 874 Dillingham Boulevard offers comprehensive security services on a 24-hour, 7-day-a-week, year-round basis. Major service areas include, but, are not limited to: general campus information and guidance; initial campus response to emergencies and crisis situations, or other incidents and issues requiring security personnel assistance; preventive patrols (on foot or by motorized vehicle); safety escorts from/to main campus locations.

For the satellite training program sites, there are no posted security personnel during hours of operation. However, there are designated site personnel to whom emergencies can be reported. The Campus Security Department (at the main campus) can still be called upon at any time; and, a coordinated emergency response with site personnel will be initiated.

The Security Workforce

The Campus Security Department consists of uniformed, state-employed University Campus Security Officers (UCSO's) who are non-sworn/ unarmed personnel. UCSO's are authorized to enforce safety-, security-, and emergency management-related policies and procedures of the Honolulu Community College, the University of Hawaii Community Colleges System, and the University of Hawai'i System. UCSO's are also authorized to take appropriate actions in support of federal/ state/local laws, ordinances, and executive orders/ directives. The Honolulu CC Security Department is supervised by the Safety and Security Manager who oversees daily security operations, emergency situations, and various training programs for the security force. When responding to a call, Honolulu CC Campus Security Department will take the required/appropriate action, such as dispatching an officer or asking the victim to report to the Honolulu CC Campus Security Department office to file an incident report. All Honolulu CC Campus Security Department reports involving students are forwarded to the Vice Chancellor of Student Affairs for review or potential action. Honolulu CC Campus Security Department officers will investigate a report when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to the Vice Chancellor of Student Affairs.

In order to maintain safety as well as maintain order until the arrival of law enforcement, emergency medical services, or other appropriate response professionals, UCSO's are authorized to (as examples) identify any person on campus, conduct field interviews, maintain the custodial integrity of property that could be classified as evidence, or detain persons until the arrival of law enforcement who will make the final determination for subsequent, formal arrest or disciplinary referral.

Contract security services (separately uniformed and also non-sworn/unarmed) are utilized on a limited basis to supplement the workforce and to provide additional security coverage during special functions and events. Contract security services are also utilized from time-to-time for periodic, after-hour checks of the satellite campuses.

Security Workforce Training

State-Employed UCSO's

UCSOs are licensed professionals with the State of Hawai'i, Department of Commerce and Consumer Affairs, in accordance with the Hawaii Revised Statute (HRS) Chapter 463-10.

In addition to completing the training requirements for licensure, UCSOs must also complete initial certification and, thereafter, regular recertification/ refresher training on cardiopulmonary resuscitation/ first aid/automated external defibrillator; defensive tactics training; safe operation of motorized vehicles; safety measures to mitigate against blood borne pathogen exposure; and, safety measures in response to fire/chemical hazards.

UCSO's also are trained on their responsibilities under the Clery Act; and, they are required to complete courses in the National Incident Management System (NIMS) and the Incident Command System (ICS), which are the operational and command/control protocols utilized by all first responder agencies throughout the nation.

Contract Security Personnel

Contract security personnel are subject to the same DCCA licensing requirements as the UCSOs. Contract personnel assigned to any University of Hawai'i Community College are also expected to meet all the initial certifications and recertification/refresher training requirements as UCSOs (with the exception of the defensive tactics training). Additionally, contract security personnel must also complete NIMS/ICS training.

Crime Prevention

Honolulu CC's crime prevention programs are based on the dual concept of eliminating or minimizing opportunities for crime by: 1) Instituting crime prevention programs and security systems; and 2) Instituting outreach and educational programs that encouraging students, faculty, and staff to take logical precautions for their own safety and the safety of others by taking emergency notifications seriously, acting promptly, reporting crimes promptly, and providing as much accurate information as possible.

The following describes Honolulu CC's crime prevention programs and security systems:

- **Campus Security** – The main campus provides security 24 hours a day, 7 days a week for the safety of students, faculty, and staff and for property control. Security personnel conduct regular (but random- route) preventive patrols either on foot or in motorized vehicles. Upon receiving a report of a suspicious person or witness to suspicious or criminal activities, Honolulu CC's standard procedures are to respond and investigate.
- **Silent Alarm System** – Alarm systems at the main campus (at 874 Dillingham Boulevard) and at the Marine Education and Training Program facilities (at 10 Sand Island Road) are monitored by a third-party company during non-operational hours to prevent unauthorized access and for fire control.
- **Fire Detection System** – Required by law, all campuses have systems installed. Upon activation of the system, an operator will initiate notification to designated Honolulu CC personnel on a call-down list.
- **Facilities and Grounds Survey** – Safety issues and security concerns observed by Campus Security personnel are promptly reported to the proper campus department for corrective action. Students, faculty, staff, and guests are encouraged to report any discoveries of such issues to Campus Security personnel.
- **Escort Services** – Campus Security personnel will provide escort service for anyone on campus who is traveling to or from a campus facility or a vehicle parked on campus. Security can be reached at (808) 284-1270 to arrange an escort. This service is available 7 days a week during regularly scheduled instructional hours (day and evening). If possible, please provide advance notice of an escort request if it is to take place during non-instructional hours as security personnel may be attending to other required, after-hour tasks.

- UH Alert System – The UH Alert System (UH Alert) is managed by the University of Hawaii System’s Information Technology Services Department. UH Alert has the capability to send timely emergency information in the form of text messages and/or email directly to subscribers whose accounts are on the most recently updated University of Hawaii System’s “UH Username” list. To sign up, go to: <https://www.hawaii.edu/alert/>. Please note that your UH Alert subscription will be terminated when your account is unsubscribed from the UH Alert System upon termination of your relationship with the University. Students, faculty, and staff are encouraged to sign up for the UH Alert System (at no charge) to receive text or email notification of security issues.
- The Health & Safety Executive Committee consists of the Vice Chancellor of Administrative Services, the Health Nurse, the Health & Safety Coordinator, Safety and Security Manager, Facilities Manager and a representative from Tech I. The Executive Committee meets regularly to assess hazards, to prioritize safety activities, and to deal with safety issues needing immediate attention.

Relationships with Law Enforcement Agencies for Crime Prevention

Honolulu Community College has education and training programs that include courses in the law enforcement profession taught by law enforcement professionals. Additionally, training program sites are multi-jurisdictional facilities. That being said, administrators and Campus Security personnel have active, established working relationships with the City and County of Honolulu-Honolulu Police Department, the State of Hawaii-Sheriffs and Corrections Divisions, as well as the State of Hawaii- Department of Land and Natural Resources. The visibility of law enforcement personnel on the various campuses assists in crime prevention.

Though no formal agreements exist between the agencies, Honolulu Community College (Honolulu CC), as a state-level agency, is recognized in local-, state- and federal-level emergency management plans. The law enforcement agencies are also identified in those plans as members of the State Law Enforcement Coalition (SLEC). Certain federal- and state sponsored training for SLEC personnel are often opened to include Honolulu CC personnel.

The opportunities for combined training further strengthens the institution’s relationship with its law enforcement partners upon whom Honolulu CC depends for both on-campus and non-campus intelligence crime/criminal trends and other adverse activities that may affect the campus community and campus operations.

Access to Campus Facilities

Honolulu Community College’s instructional and service facilities are open to students, faculty, staff, and the general public during the day and certain evening hours when classes are in session. During the times when Honolulu Community College (Honolulu CC) is officially closed, buildings are secured and access must be authorized by the Vice Chancellor for Administrative Services (VCAS) certain administrative areas remain secured at all times and access is restricted to designated personnel.

For after-hour facilities use, a Honolulu CC “Facilities Use Form” must be submitted to the VCAS for approval. The approved form must be produced before access is granted by Campus Security personnel. If circumstances arise that cause question as to the validity of the “Facilities Use Form,” Campus Security Department personnel will restrict access until the VCAS is contacted for verification. “Facilities Use Form” must be submitted to the VCAS for approval. The approved form must be produced before access is granted by Campus Security personnel. If circumstances arise that cause question as to the validity of the “Facilities Use Form,” Campus Security Department personnel will restrict access until the VCAS is contacted for verification.

References to the UH Student Code of Conduct

In order to preserve a positive learning environment for all, Honolulu CC Campus Security personnel may require students to produce personal identity information at on- and off-campus properties, as well as requiring acceptance of guidance and direction.

Executive Policy E7.208 University of Hawai'i System-wide Student Conduct Code (UH Student Conduct Code) addresses student interaction with campus officials and law enforcement. Section IV.B: Conduct - Rules and Regulations, item #8 describes the following violation which may result in student disciplinary proceedings: "Failure to comply with any directions of UH officials or law enforcement officers acting in performance of their duties and/or failure to provide identification to these persons when requested to do so."

Additionally, Section IV.A: Jurisdiction of the UH Student Conduct Code states that the UH Student Conduct Code also applies to UH sponsored activities, distance/on-line courses and events, and to off-campus conduct that affects the campus community and/or the pursuit of its objectives. It further states that conduct applies from the time of application for admission through the actual awarding of a degree, before classes begin or after classes end, and during periods between terms of actual enrollment (and even if his/her conduct is not discovered until after a degree is awarded).

Students are encouraged to review the extent of the UH Student Conduct Code to avoid any possibility of compromising their and others' educational opportunities.

Note: Faculty, staff, and contractors are guided by their respective provisions of conduct as identified by their employers/Bargaining Unit Agreements.

Important Policies to Note

UH Policy on Illegal Drugs and Alcohol Abuse

A. University Policy on Illegal Drugs and Alcohol Abuse

The University expects its employees and students to carry out their responsibilities free of intoxication by any illegal drugs or alcohol. Employees and students are not permitted to manufacture, distribute, possess, use, dispense or be under the influence of illegal drugs as prohibited by state and federal law, at University-sponsored or approved events or on University property or in buildings used by the University for education, research and recreational programs. The University expects lawful behavior by employees and students, during their presence on University premises and at University events. Within the constraints of its mission, the University encourages cooperation with law enforcement agencies in enforcing statutes regarding the use of illegal drugs.

The UH Executive Policy EP 11.201 recognizes that substance abuse is a complex problem that is not easily resolved solely by personal effort and may require professional assistance and/or treatment. Employees and students with substance abuse problems are encouraged to take advantage of available diagnostic, referral, counseling and prevention services. The University has the Employee Assistance Program (EAP) where employees may receive confidential, short-term professional counseling services in accordance with the EAP plan. The University will not excuse misconduct by employees and students whose judgment is impaired due to substance abuse.

Additional Requirements for Employees Engaged in Federal Contracts and Grants:

The Drug-Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D) requires that University employees directly engaged in the performance of work on a federal contract or grant shall abide by this policy as a condition of employment. In addition, such employees shall notify the University within five (5) days of any conviction for a criminal drug statute offense occurring in the workplace. The University is required to notify the federal agency within 10 days of receiving notice of such conviction. In accordance with EP 11.201, the University shall take appropriate corrective action or require the employees to satisfactorily participate in a drug abuse or rehabilitation program.

B. The UH System Wide Student Conduct Code

Sanctions which may be imposed on violators of the alcohol and drug-related sections of the UH Student Conduct Code include disciplinary warning, probation, suspension, expulsion or rescission of grades or degree. The UH Student

Conduct Code may be found in the UH Executive Policy, EP 7.208. Individual UH campuses have detailed procedures on the implementation of the UH Student Conduct Code.

The code includes the following prohibitions:

"Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law." UH Executive Policy EP 7.208, Part III(C)(2)(1)

"Public intoxication is expressly prohibited. Use, possession, manufacturing or distribution of alcoholic beverages by any person under 21 years of age is expressly prohibited." UH Executive Policy EP 7.208, Part III(C)(2)(m)

C. Legal Sanctions

There are numerous federal, state, and local statutes and ordinances relating to the manufacture, distribution, dispensation, possession or use of a controlled substance or alcohol. These statutes impose legal sanctions for both felony and misdemeanor convictions related to violations of applicable laws and ordinances. Refer to Appendix A for federal trafficking penalties relating to marijuana and other drugs.

Highlights of Hawai'i's Laws

Under the Hawai'i Penal Code, crimes are of 3 grades according to their seriousness: felonies, misdemeanors and petty misdemeanors.

- Class A felony: fine not exceeding \$50,000 and/or an indeterminate term of imprisonment of 20 years without possibility of suspension of sentence or probation.
- Class B felony: fine not exceeding \$25,000 and/or imprisonment of not more than 10 years.
- Class C felony: fine not exceeding \$10,000 and/or imprisonment of not more than 5 years.
- Misdemeanor: fine not exceeding \$2,000 and/or imprisonment of not more than 1 year.
- Petty misdemeanor: fine not exceeding \$1,000 and/or imprisonment of not more than 30 days. §706-640,659,660,663, H.R.S.

In addition, promoting (possessing, distributing and manufacturing) drugs (including marijuana) and intoxicating compounds can result in a Class A, B or C felony, misdemeanor or petty misdemeanor. §712-1241-1250, H.R.S.

Consuming or possessing intoxicating liquor while operating a motor vehicle or moped is fined not more than \$2,000 or imprisonment of not more than 30 days, or both. §291-3.1, H.R.S.

Consuming or possessing intoxicating liquor while a passenger in a motor vehicle is a petty misdemeanor. §291-3.2, H.R.S.

A person commits the offense of promoting intoxicating compounds if the person knowingly breathes, inhales or drinks any intoxicating compound or any other substance for the purpose of inducing a condition of intoxication, stupefaction, depression, giddiness, paralysis or irrational behavior, or in any manner changing, distorting or disturbing the auditory, visual or mental processes; or sells, offers, delivers or gives to any person under 18 years of age, unless upon written order of such person's parent or guardian, any intoxicating compound or any substance which will induce an intoxicated condition when the seller or deliverer knows or has reason to know that such compound is intended for use to induce such condition. This offense is a misdemeanor. §712-1250, H.R.S.

A person commits the offense of promoting intoxicating liquor to a person under the age of 21 if the person recklessly sells, offers, influences the sale, serves, delivers or gives a person under the age of 21 intoxicating liquor; or permits a person under the age of 21 to possess intoxicating liquor while on property under his control. This offense is a misdemeanor. §712-1250.5, H.R.S.

D. Health Risks Associated with Substance Abuse

The University encourages employees and students to be aware of the health risks associated with substance abuse. In general, the health risks related to the abuse of alcohol and other drugs are both direct and indirect. The direct pharmacological effects of substances on the body influence every organ, particularly the brain, liver and cardiovascular system. Death and injury from drug-related accidents, suicide and homicide are some of the indirect health effects. It is estimated by the National Institute of Alcohol Abuse and Alcoholism that annually 88,000 people in the U.S. die from alcohol-related problems alone. Physical effects may be immediate and acute, as in drug overdose, or long-term and chronic, as in alcohol-related liver disease or neurological impairment. Refer to Appendix B for possible effects associated with controlled substances.

E. Drug and Alcohol Counseling, Treatment and Rehabilitation Programs

The University of Hawai'i encourages employees and students to seek assistance in overcoming drug or alcohol abuse. Early recognition and treatment are important for successful rehabilitation.

Students may contact their campus Vice Chancellor for Students for assistance regarding counseling and treatment referral services. Employees may contact their supervisors for assistance and referral services. The State Department of Health has contacts with numerous private agencies to provide a range of counseling and treatment services. Refer to Appendix C for a sample listing of assistance and treatment services.

The purchase, possession, or consumption of alcoholic beverages is regulated by Hawai'i State law, no one under the age of 21 may purchase, possess, or consume alcoholic beverages on campus.

Consumption of alcoholic beverages is forbidden at each of the Honolulu CC on- and off-campus properties. This policy includes all buildings/ facilities and all public and common areas within the properties. An exception to the restriction is the issuance of a special permit for consumption of alcoholic beverages on campus (permitted issued by the campus Chancellor).

Students, employees, and others found in violation of this policy are subject to criminal prosecution and/ or institutional disciplinary procedures.

Violence Against Women Reauthorization Act

On March 7, 2013, President Obama signed a bill that strengthened and reauthorized the Violence Against Women Act (VAWA). Included in the bill was the Campus Sexual Violence Elimination Act (Campus SaVE), which amends the Jeanne Clery Act and affords additional rights to campus victims of sexual violence, dating violence, domestic violence, and stalking.

Sexual Assault & Domestic Violence Policy

The University of Hawai'i is committed to maintaining and promoting safe and respectful campus environments that are free from sex discrimination, and gender-based violence. To that end, the University prohibits the following:

- Sex discrimination;
- Sexual harassment;
- Gender-based harassment, including harassment based on actual or perceived sex, gender, sexual orientation, gender identity, or gender expression;
- Sexual exploitation;

- Sexual assault;
- Domestic violence; Dating violence; and Stalking.

The above policy statement is taken from Executive Policy 1.204 - Interim Policy and Procedure on Sex Discrimination and Gender-Based Violence. The full policy can be found here: <http://www.hawaii.edu/policy/docs/temp/ep1.204.pdf>.

Policy Definitions

Prohibited Behavior

1. Sex Discrimination

Sex discrimination is any unlawful distinction, preference, or detriment to an individual as compared to others that is based on an individual's sex or gender and is sufficiently serious to unreasonably interfere with or limit:

- a. A student's or admission applicant's ability to participate in, access, or benefit from educational programs, services, or activities (e.g. admission, academic standing, grades, assignment, campus housing);
- b. An employee's or applicant for employment's access to employment or conditions and benefits of employment (e.g. hiring, advancement, assignment);
- c. An authorized volunteer's ability to participate in a volunteer activity; or
- d. A guest's or visitor's ability to participate in, access, or benefit from the University's programs.

2. Sexual Harassment

Sexual Harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- a. Submission to or rejection of the conduct is either an explicit or implicit term or condition of an individual's employment, education, or participation in a University program, activity, or service;
- b. Submission to or rejection of the conduct by an individual is used as a basis in decisions affecting that individual's employment, education, or participation in a University program, activity, or service; or
- c. When such conduct is unwelcome to the person to whom it is directed or to others directly aware of it, and when such conduct is:
 - i. Severe or pervasive; and
 - ii. Has the purpose or effect of either:
 - (1) Unreasonably interfering with the employee's work performance or student's academic performance; or
 - (2) Creating an intimidating, hostile, or offensive work or educational environment.

The conduct must be both objectively and subjectively perceived as offensive. That is, the reporting party must view the conduct as offensive, and a reasonable person with the same fundamental characteristics as the reporting party (e.g., actual or perceived sex, age, race, gender, sexual orientation, gender identity, or gender expression) must also view the conduct as offensive.

The following are examples of behavior that may constitute hostile environment sexual harassment if unwelcome and persistent, pervasive, or severe:

- Sexually offensive jokes or ridicule of a person's sexuality, sexual orientation or gender identity
- Remarks of a sexual nature about a person's clothing or body
- Remarks about sexual activity or speculations about previous sexual experiences
- Unnecessary and unwanted touching, patting, hugging, or brushing against a person's clothing or body
- Pressure for sexual activity, an element of which may be nonverbal conduct, such as repeated and unwanted staring or sexually suggestive gestures
- Displays of offensive objects or pictures, including the use of electronic technology to send derogatory, demeaning, threatening, or hostile materials based on sex
- Requests for sexual favors accompanied by direct or implied rewards or threats
- Taking, sending, or sharing photos, videos, or audio recordings of sexual activity without the person's consent, regardless of whether the sexual activity itself was consensual
- Intimidation, threats of harm, or actual assaults against a person based on their actual or perceived sex, gender, sexual orientation, gender identity, or gender expression

The above list of examples is not all-inclusive; in addition, each situation must be considered in light of the specific facts and circumstances to determine if there has been a violation of this Policy. The determination as to whether behavior is sexual harassment will take into account the totality of the circumstances, including the nature of the behavior and the context in which it occurred. Harassing conduct often involves a pattern of offensive behavior. However, a serious incident, such as sexual assault, even if isolated, can be sufficient to establish a hostile environment and a violation of this Policy. Factors considered include the severity or pervasiveness of the conduct; the degree to which the conduct affected the student's education or the employee's work environment; the type and duration of the conduct; and the identity of and relationship between the respondent and the student or employee.

3. Gender-Based Harassment

Gender-based harassment is a form of sex-based harassment and refers to unwelcome conduct based on an individual's actual or perceived sex. Gender-based harassment involves verbal, physical, or electronic conduct based on sex, gender, sexual orientation, or sex-stereotyping that creates a hostile, intimidating or abusive environment, even if those acts do not involve conduct of a sexual nature. Gender-based harassment also includes harassment for exhibiting what is perceived as a stereotypical characteristic for one's sex or for failing to conform to stereotypical notions of masculinity and femininity, regardless of the actual or perceived sex, gender, sexual orientation, gender identity, or gender expression of the individuals involved.

4. Sexual Exploitation

Sexual Exploitation is violating the sexual privacy of another, or taking unjust or abusive sexual advantage of another, without Consent (as defined in Section II.C.2. below), and when such behavior does not otherwise constitute Sexual Assault.

Sexual Exploitation includes but is not limited to:

- Photographing or taping someone involved in sexual activity, sexual intercourse/penetration, or in a state of undress, without their knowledge or Consent
- Sharing photographs or video/audio of someone involved in sexual activity, intercourse/penetration, or in a state of undress, without their knowledge or Consent
- Watching someone currently involved in sexual activity without their knowledge or Consent
- Allowing others to watch sexual activity without knowledge or Consent from all parties involved
- Exposing one's intimate parts, such as genitalia, groin, breast and/or buttocks to someone without their Consent.
- Engaging in sexual activity in public and being witnessed by a non-consenting person.
- Tampering with a drink, intending to impair a person's ability to withhold Consent or knowingly Consent to sexual activity, regardless of whether sexual activity actually takes place

5. Sexual Assault

Sexual Assault is the act of committing unwanted physical contact of a sexual nature, whether by an acquaintance or by a stranger. Such contact is unwanted when it occurs:

- a. Without the Consent (as defined in Section II.C.2.) of at least one of the individuals; or
- b. When at least one of the individuals is incapacitated or otherwise incapable of giving Consent (as defined in Section II.C.2. below)

6. Domestic Violence

Domestic Violence is physical, sexual, emotional, financial, or psychological abuse or threats of abuse against another person who is a family or household member.

7. Dating Violence

Dating violence is physical, sexual, emotional, financial, or psychological abuse or threats of abuse against another person who is or has been in a social relationship of a romantic or intimate nature with the alleged abuser; and where the existence of such a relationship shall be determined based on a consideration of the following factors:

- a. The length of the relationship;
- b. The type of relationship; and
- c. The frequency of interaction between the persons involved in the relationship.

Domestic Violence or Dating Violence, as defined above, may include but is not limited to:

- Physical or emotional abuse;
- Controlling/possessive behavior;
- Changing your normal behavior, like making you have to call your friends in secret;
- Preventing you from hanging out with your family.

8. Stalking

Stalking is two or more acts of unwanted and harassing behavior, directed at a specific person that is sufficiently serious to cause physical, emotional, or psychological fear or to create a hostile, intimidating or abusive environment. The conduct must be both objectively and subjectively perceived as hostile, intimidating or abusive. That is, the reporting party must view the conduct as hostile, intimidating or abusive, and a reasonable person with the same fundamental characteristics as the reporting party (e.g., actual or perceived sex, age, race, gender, sexual orientation, gender identity, or gender expression) must also view the conduct as hostile, intimidating or abusive if they were in similar circumstances.

Stalking may occur:

- In person or through mail, electronic mail, text messaging, instant messaging, telephone, facsimile, social websites (Facebook, Twitter, Myspace, Tumblr, Instagram, Snapchat, etc.), or other internet communications.
- For several days or for many years.

Related Definitions

1. Sexual Contact

Sexual contact is intentional touching or penetration of another person's clothed or unclothed body, including, but not limited to, the mouth, neck, buttocks, anus, genitalia, or breast, by another with any part of the body or any object in a

sexual manner. Sexual contact also includes causing another person to touch their own or another body in the manner described above.

2. Consent

Consent is affirmative, conscious, and voluntary agreement to engage in agreed upon forms of sexual contact.

A person cannot give Consent if the person is under the age of eighteen (18), the person is developmentally or intellectually disabled, or the person is mentally incapacitated or physically helpless.

Lack of protest or resistance cannot be interpreted as Consent. Silence cannot be interpreted as Consent. Consent must be ongoing throughout any sexual contact and can be revoked at any time.

The existence of a dating relationship, domestic partnership or marriage between the persons involved, or the existence of past sexual relations between the persons involved, is never by itself an indicator of Consent.

3. Incapacitation or Incapacitated

Incapacitation is a mental or physical state in which a person lacks the ability to understand the consequences of their actions and, therefore, cannot make a rational, reasonable decision. An individual who is incapacitated is unable to give Consent to sexual contact. States of incapacitation includes sleep, unconsciousness, intermittent consciousness, or any other state where the individual is unaware that sexual contact is occurring. Incapacitation may also exist because of a mental or developmental disability that impairs the ability to Consent to sexual contact.

Alcohol or drug use is one of the prime causes of incapacitation. Because the impact of alcohol or other drugs varies from person to person, evaluating whether an individual is incapacitated, and therefore unable to give Consent, requires an assessment of whether the consumption of alcohol or other drugs has rendered the individual physically helpless or substantially incapable of:

- a. Making decisions about the potential consequences of sexual contact;
- b. Apprising the nature of one's own conduct;
- c. Communicating consent to sexual contact; or
- d. Communicating unwillingness to engage in sexual contact.

An individual's intoxication is never an excuse for or a defense to committing sexual or gender-based harassment, sexual assault, sexual exploitation, or sexual violence

Honolulu Community College Response Procedures for Victims

After an incident of sexual assault, dating violence or domestic violence, the victim should consider seeking medical attention as soon as possible at the nearest hospital or the Campus Wellness Center. In Hawaii, evidence may be collected even if you choose not to make a report to law enforcement. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted infections. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to College investigators or law enforcement.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim

chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with the Campus Public Safety Department or law enforcement to preserve evidence in the event that the victim decides to report the incident to law enforcement or the College at a later date to assist in proving that the alleged criminal offense occurred or that may be helpful in obtaining a protection order.

Honolulu Community College's Commitment

If you or someone you know has experienced interpersonal violence, we want you to know:

1. Your safety is the College's primary concern
2. Telling someone your story does not mean you have to report what happened to you.
3. Honolulu CC security or the VCAS will meet with you privately, at a time and place of your choice to take a report.
4. Honolulu CC cannot and will not notify your parents without your consent
5. You will not be judged and you will not be blamed for what occurred.
6. You will be treated with professionalism, courtesy, sensitivity and dignity.
7. The VCAS will assist you in arraigning any necessary hospital treatment, or other medical needs.
8. If you feel comfortable talking with a friend or advocate of your choice present at the time of reporting, you will be accommodated at your request.
9. It is your choice to contact the Honolulu Police Department. You will have full support of the college whether or not you choose to report to HPD.
10. You can privately contact the Sex Abuse Treatment Center, Counseling and other available service needed.
11. You can contact any member of the Sex Assault Task Force to answer any of your questions, to explain the system and process involved, and for a listening ear.
12. Your case will be considered seriously, regardless of your gender and background or the gender or status of the person that harmed you.
13. Your experience may disrupt your academic work. You will be provided academic advocacy at your request.

Involvement of Law Enforcement and Campus Authorities

Although the College strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether or not to make such a report. Furthermore, victims have the right to decline to notify law enforcement. However, the College's Title IX Coordinator will assist any victim with notifying law enforcement if the victim so desires. The Honolulu Police Department may also be reached directly by calling (808)529-3111, or in person at 801 South Beretania Street Honolulu, HI 96813

Reporting Incidents of Domestic Violence, Dating Violence, Sexual Assault, and Stalking

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, Honolulu CC encourages prompt and accurate reporting, in advocate may also report an incident when the victim of a crime elects to or is unable (physically/mentally) to make such as report. Reports of all domestic violence, dating violence, sexual assault and stalking made to Campus Public Safety will automatically be referred to the Title IX Coordinator for investigation regardless of if the complainant chooses to pursue criminal charges.

Title IX Coordinator: Derek Inafuku, Vice Chancellor of Administrative Services
 Administrative Bldg. 6
 (808) 845-9211
 dinafuku@hawaii.edu

Title IX

Title IX Brochure

<http://uhcc.hawaii.edu/titleIX/docs/TitleIXBrochure.pdf>

Title IX is a comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity.

On June 23, 1972, the President signed Title IX of the Education Amendments of 1972, 20 U.S.C. Â§1681 et seq., into law. Title IX is a comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity. The principal objective of Title IX is to avoid the use of federal money to support sex discrimination in education programs and to provide individual citizens effective protection against those practices. Title IX applies, with a few specific exceptions, to all aspects of federally funded education programs or activities. In addition to traditional educational institutions such as colleges, universities, and elementary and secondary schools, Title IX also applies to any education or training program operated by a recipient of federal financial assistance. The Department of Education has issued regulations on the requirements of Title IX, 34 C.F.R. § 106.1 et seq. The Title IX common rule published on August 30, 2000 covers education program providers/recipients that are funded by other federal agencies.

Campus Response Procedures

The College has procedures in place that serve to be sensitive to victims who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance and other services on and/or off campus as well as additional remedies to prevent contact between a complainant and an accused party, such as housing, academic, transportation and working accommodations, if reasonably available. The Title IX Coordinator will make such accommodations, if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to local law enforcement. Students and employees should contact the Title IX Coordinator for more information about or to request these kinds of accommodations.

If a report of domestic violence, dating violence, sexual assault or stalking is reported to the College, below are the procedures that the Title IX coordinator will follow:

Incident Being Reported	Procedure College Will Follow
<p>Sexual Assault</p>	<ol style="list-style-type: none"> 1. Depending on when reported (immediate vs delayed report), College will provide reporting party with access to medical care 2. College will assess immediate safety needs of reporting party and the rest of the campus 3. College will assist reporting party with contacting local police if reporting party requests AND provide the reporting party with contact information for local police department 4. College will provide reporting party with referrals to on and off campus mental health providers 5. College will assess need to implement interim or long-term protective measures, if appropriate. 6. College will provide the victim with a written explanation of the victim’s rights and options 7. College will provide a “No trespass” directive to responding party if deemed appropriate 8. College will provide written instructions on how to apply for Protective Order 9. College will provide a copy of the policy applicable to Sexual Assault to the reporting party and inform the reporting party regarding timeframes for inquiry, investigation and resolution 10. College will inform the reporting party of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is 11. College will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation

<p>Stalking</p>	<ol style="list-style-type: none"> 1. College will assess immediate safety needs of reporting party and the rest of the campus 2. College will assist reporting party with contacting local police if reporting party requests AND provide the reporting party with contact information for local police department 3. College will provide written instructions on how to apply for Protective Order 4. College will provide written information to reporting party on how to preserve evidence 5. College will assess need to implement interim or long-term protective measures to protect the reporting party, if appropriate 6. College will provide the victim with a written explanation of the victim’s rights and options 7. College will provide a “No trespass” directive to accused party if deemed appropriate
<p>Dating Violence</p>	<ol style="list-style-type: none"> 1. College will assess immediate safety needs of reporting party and the rest of the campus 2. College will assist reporting party with contacting local police if reporting party requests AND provide the reporting party with contact information for local police department 3. College will provide written instructions on how to apply for Protective Order 4. College will provide written information to reporting party on how to preserve evidence 5. College will assess need to implement interim or long-term protective measures to protect the reporting party, if appropriate 6. College will provide the victim with a written explanation of the victim’s rights and options 7. College will provide a “No trespass” directive to accused party if deemed appropriate
<p>Domestic Violence</p>	<ol style="list-style-type: none"> 1. College will assess immediate safety needs of reporting party and the rest of the campus 2. College will assist reporting party with contacting local police if reporting party requests AND reporting party provided with contact information for local police department 3. College will provide written instructions on how to apply for Protective Order 4. College will provide written information to reporting party on how to preserve evidence 5. College will assess need to implement interim or long-term protective measures to protect the reporting party, if appropriate 6. College will provide the victim with a written explanation of the victim’s rights and options 7. College will provide a “No trespass” directive to accused party if deemed appropriate

Assistance for Victims: Rights and Options

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the university will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options. Such written information will include:

- the procedures victims should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred;
- information about how the College will protect the confidentiality of victims and other necessary parties;
- a listing of victim services within the College and in the community;
- information regarding the College's options for, available assistance in, and how to request accommodations and protective measures; and
- an explanation of the formal and informal resolution process;

Temporary Restraining Orders and Protective Orders

You have a right to live in a safe environment, free from the threat of harm from a family member or acquaintance. If someone you know is engaging in a pattern of harassment (including physical or sexual violence, verbal threats, property damage or stalking), you can seek protection by obtaining a temporary restraining order (TRO) against the perpetrator. If

you need to extend your protection for up to three years, you can obtain a Protective Order, which sets guidelines aimed at protecting you. This can include prohibiting the defendant from calling or visiting you.

The College cannot apply for a TRO or Protective Order on behalf of a victim. The victim must apply for these orders through the State Judiciary system as follows:

- File through Family Court if the defendant, is or was married to you, had a child with you, lives or lived with you, has or had a dating relationship with you, or is related to you by blood.
- Kapolei Judiciary Complex
4675 Kapolei Parkway
Kapolei, HI 96707-3272
808-954-8000
- File through District Court if the defendant was never married to you, did not have a child with you, has never lived with you, never had a dating relationship with you, or is not related to you by blood.
- Kauikeaouli Hale
1111 Alakea Street
Honolulu, HI 96813

Any victim who obtains a TRO or Protective Order from the State should provide a copy to the Campus Public Safety Department. The CPSD will then meet with the victim to develop a safety plan to reduce the victim's risk of harm while on campus. This plan may include security escorts and other arrangements.

Interim Measures

Interim Measures are services, accommodations, or other assistance that the College puts in place on a temporary basis after receiving notice of a complaint and before any outcomes - investigatory, disciplinary, or remedial - have been determined. These measures may be instituted to preserve the victim's educational or work experience, ensure the safety of all parties and the broader campus community, maintain the integrity of the investigative and resolution process, and deter retaliation. Failure to comply with the terms of Interim Measures may be considered a separate policy violation and may result in separate disciplinary action.

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, the Title IX Coordinator will meet with the victim to conduct a safety assessment, provide a written explanation of the Interim Measures available, and work with the victim to implement appropriate Interim Measures. Some examples of Interim Measures are:

- Transfer to a different section of a class,
- Withdraw and take a class at another time if there is no option for moving to a different section,
- Completing class or work assignments from home,
- Changing working hours,
- Special parking arrangements, and providing a security escort.

Victim Assistance

Victims of domestic violence, dating violence, sexual assault or stalking may seek the following resources:

On Campus Resources

- Campus Wellness Center – 808-845-9180
- Health Office – 808-845-9282

Community Resources

- State of Hawaii 24-hour ACCESS Line – 808-832-3100 (Oahu) or 800-753-6879 (Neighbor Islands)
- YWCA Hawaii 24-hour Crisis Hotline – 808-935-0677
- For a listing of additional resources visit <http://www.hawaii.edu/titleix/community>

Other Resources

- <http://www.rainn.org> – Rape, Abuse and Incest National Network
- <http://www.ovw.usdoj.gov/sexassault.htm> – Department of Justice
- <http://www2.ed.gov/about/offices/list/ocr/index.html> – Department of Education, Office of Civil Rights

Confidentiality

While the College recognizes the importance of privacy and confidentiality in these matters, only the Confidential Resources identified above can maintain confidentiality. All other College personnel and programs will uphold the privacy of all parties to the extent practicable, but must take appropriate action once it receives a complaint. This means that personally identifiable information about the victim and other necessary parties will only be shared with persons who have a specific need-to-know, i.e., those who are investigating the complaint or those involved in providing support services to the victim, including accommodations and protective measures.

The College does not publish the name of crime victims or other identifiable information regarding victims in the Daily Crime Log or in the annual crime statistics that are disclosed in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Furthermore, if a Timely Warning Notice is issued on the basis of a report of domestic violence, dating violence, sexual assault or stalking, the name of the victim and other personally identifiable information about the victim will be withheld.

Complaint Resolution Process

The College's disciplinary process includes a prompt, fair, and impartial investigation and resolution process. In all instances, the process will be conducted in a manner that is consistent with University policy and that is transparent to the accuser and the accused. Usually, the resolution of domestic violence, dating violence, sexual assault and stalking complaints are completed within 60 days of the report. However, each proceeding allows for extensions of timeframes for good cause with written notice to the accuser and the accused of the delay and the reason for the delay.

University officials involved in the investigation or resolution of domestic violence, dating violence, sexual assault and stalking complaints are trained on the issues related to domestic violence, dating violence, sexual assault, and stalking as well as how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability.

Executive Policy 1.204 - Interim Policy and Procedure on Sex Discrimination and Gender-Based Violence governs the resolution process for both student and employee complaints of domestic violence, dating violence, sexual assault and stalking. Whether or not criminal charges are filed, a victim may file a complaint under this Policy and the complaint may be resolved either informally or formally.

Informal Resolution

The Title IX Coordinator shall attempt to resolve any Complaint at the earliest stage possible with the cooperation of all parties involved. “Informal Resolution” may include an inquiry into the facts, but typically does not include a formal investigation. Means for resolution shall be flexible and encompass a full range of possible appropriate outcomes. Informal Resolution can include options such as discussions with the parties, making recommendations for resolution, and conducting follow-up after a period of time to assure that the resolution has been implemented effectively. Informal Resolution may be appropriate for responding to anonymous reports and/or third party reports. Steps taken to encourage

resolution and agreements reached through Informal Resolution efforts shall be documented and all Informal Resolutions shall be affirmed in writing by both parties, as appropriate.

Formal Investigation and Resolution

1. Notice of Charge

- a. A Notice of Charge shall be issued by a Title IX Coordinator when:
 - i. An Informal Resolution has not been accomplished;
 - ii. The Reporting Party requests a Formal Investigation or files a written complaint; or
 - iii. Because of the frequency or severity of the allegations, the Title IX Coordinator determines a University-initiated investigation is warranted.

2. A Notice of Charge shall be provided to all parties to the Complaint and provide:

- a. A summary of the allegations;
- b. A copy of the complaint procedures;
- c. A confidentiality statement;
- d. A non-retaliation statement;
- e. A request that the Respondent respond in writing to the allegations by a specified response deadline; and
- f. The named parties to the Complaint, unless the Reporting Party requests to remain anonymous for University initiated investigations.

3. Voluntary Agreement

At any time during the course of this Formal Investigation and Resolution process, the parties may voluntarily agree to resolve any allegations of prohibited behavior, in lieu of findings and sanctions under this Policy.

4. Fact-Finding Investigation

The Title IX Coordinator shall transmit the Notice of Charge to the Investigating Officer(s) to conduct a Fact-Finding Investigation. In matters involving claims by a University employee against another University employee, the appropriate University EEO/AA Office shall conduct the Fact-Finding Investigation.

The Investigating Officer(s) will:

- a) Interview the Reporting Party, Responding Party, relevant witnesses, and individuals with unique knowledge pertinent to the Notice of Charge in order to gather and ascertain case facts and circumstances; and
- b) Collect all documents, notes and photographs of the incident sites, and materials relevant to the case, to include consultation and research notes and the resulting analysis and organization will be considered confidential.

Each party may have a union agent or an advisor of their choice accompany them to any meeting or related proceeding to advise them. The University's administrative investigatory process is dictated by the University, and therefore:

- a) The union agent or advisor cannot speak for the Reporting or Responding party nor dictate the line or rationale of questioning;
- b) Involved parties, e.g., the Reporting Party, Responding Party, or witnesses, will not be allowed to be present during the interviews of others; and

- c) Involved parties cannot question or cross-examine others during the investigatory interviews.

The Title IX Coordinator, and the EEO/AA Office, has the discretion to consolidate multiple complaints into a single investigation if evidence relevant to one incident may also be relevant to others.

5. Fact-Finding Investigation

Upon completion of the Fact-Finding Investigation, a Fact-Finding Report shall be submitted to the designated Decision Maker and must contain, at a minimum:

- a) The Investigating Officer's statement on the alleged violations of this Policy;
- b) Definitions of the relevant standards set forth in this Policy;
- c) The Investigating Officer's summary of statements of the interviewed parties;
- d) The Investigating Officer's summary and inventory of all evidence gathered during the investigation;
- e) A presentation of all evidence gathered;
- f) Any mitigating circumstances, unique considerations, identified discrepancies or conflict, and/or issues of credibility; and
- g) Any other relevant information as appropriate.

6. Decision Maker

In consultation with the Title IX Coordinator for each campus, the Chancellor shall designate a Decision Maker for the purposes of implementing Findings and Sanctions under this Policy. In the event of a Complaint regarding a System employee, in consultation with the EEO/AA Office, the President or designee shall designate a Decision Maker for the purposes of implementing Findings and Sanctions under this Policy. For incidents that directly involve multiple campuses, a single Decision Maker shall be assigned by the President or designee, in consultation with the Director of the Office of Institutional Equity, based on the facts and circumstances.

Based on the Fact-Finding Report submitted, the Decision Maker shall:

- a) Determine whether, based on the Preponderance of the Evidence Standard, a violation of this Policy occurred; and
- b) Impose any sanctions as deemed appropriate.

7. Outcome Report and Notification Requirements

Upon reviewing the Fact-Finding Report, the Decision Maker may request more information from the Investigator. Once the Decision Maker determines that there is sufficient evidence and information to make a decision, they shall issue an Outcome Report. The Outcome Report shall contain:

- a) The Decision Maker's determination of whether this Policy was violated;
- b) Sanctions imposed, if any;
- c) Any accommodations the University will provide to the Reporting Party or safety measure(s) for the University community, if applicable;

- d) Whether any systemic remedies are being considered or implemented;
- e) If appropriate, a recommendation that the matter be referred for additional disciplinary review; and
- f) The appropriate method for filing an appeal.

The Reporting and Responding parties to a Formal Investigation shall receive the Outcome Report, redacted of any personally identifiable information, as appropriate. While federal privacy laws limit disclosure of certain information in disciplinary proceedings, the following notifications are required by law:

a) Title IX Requirement

Both the Reporting and Responding Party shall be informed in writing of the outcome of a Formal Investigation. This includes sanctions imposed that directly relate to the Reporting Party.

b) Clery Act Requirement

In any Formal Investigation involving sexual violence, both parties shall be informed of the outcome and the sanctions imposed. Accordingly, the University shall not require the Reporting Party to abide by a nondisclosure agreement, in writing or otherwise.

- c) Upon written request, Honolulu CC will disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by Honolulu CC against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for the purposes mentioned above.

8. Sanctions

a) Employees

Sanctions or appropriate administrative actions may be imposed in accordance with the applicable collective bargaining agreements. Possible sanctions may include disciplinary action up to and including termination.

b) Students

If the Decision Maker determines, based on the Preponderance of the Evidence Standard, that a student violated this Policy, then Sanctions shall be imposed based on the severity of the prohibited behavior, as well as the Responding Party's past record.

For violations of this Policy, students are subject to several kinds of sanctions, as listed:

i. Warning

A Warning is a formal written admonition.

Relevant information remains on a student's permanent record at the University and may be disclosed in response to requests for which the student has given permission or as otherwise legally required.

ii. Disciplinary Probation

Disciplinary Probation is a more serious admonition assigned for a definite amount of time. It implies that any future violation, of whatever kind, during that time, may be grounds for suspension, suspension with conditions, or in especially serious cases, expulsion from the University. Disciplinary probation will be taken into account in judging the seriousness of any subsequent infraction even if the probationary period has expired.

Relevant information remains on a student's permanent record at the University and may be disclosed in response to requests for which the student has given permission or as otherwise legally required.

iii. Suspension

Suspension is removal from membership in, or employment by, the University for a specified period of time. Relevant information remains on a student's permanent record at the University and may be disclosed in response to requests for which the student has given permission or as otherwise legally required.

iv. Suspension with Conditions

Suspension with Conditions is removal from membership in, or employment by, the University for at least the period of time specified by the suspension, with the suspension to continue until certain conditions, stipulated by the appropriate body applying this sanction, have been fulfilled.

These conditions may include, but are not limited to, restitution of damages, formal apology, or counseling.

Relevant information remains on a student's permanent record at the University and may be disclosed in response to requests for which the student has given permission or as otherwise legally required.

v. Withholding of Degree

In cases involving seniors or graduate students, the University may withhold a student's degree for a specified period of time. This penalty is imposed instead of suspension at the end of senior year where all other degree requirements have been met.

Relevant information remains on a student's permanent record at the University and may be disclosed in response to requests for which the student has given permission or as otherwise legally required.

vi. Expulsion/Discharge

Expulsion/Discharge is permanent removal from membership in, or employment by, the University.

Relevant information remains on a student's permanent record at the University and may be disclosed in response to requests for which the student has given permission or as otherwise legally required.

vii. Censure

Censure can be added to any of the other sanctions listed above, except warning. Censure indicates the University's desire to underscore the seriousness of the violation and the absence of mitigating circumstances and to convey that seriousness in response to future authorized inquiries about the given individual's conduct.

viii. University Housing Restrictions

In addition to any of the sanctions listed above, a person may be removed from University housing or relocated within University housing.

Relevant information remains on a student's permanent record at the University and may be disclosed in response to requests for which the student has given permission or as otherwise legally required.

ix. Restrictions of Access to Space, Resources, and Activities

In addition to any of the sanctions listed above, restrictions may be placed on access to space and/or resources or on participation in activities so as to limit opportunities for contact among the parties. Relevant information remains on a student's permanent record at the University and may be disclosed in response to requests for which the student has given permission or as otherwise legally required.

x. Other Sanctions

The Decision Maker may also impose other sanctions, such as work assignments, essays, and/or service to a University campus; counseling; participation in alcohol or other drug education programs; restorative justice activities; or other assignments that the Decision Maker deems appropriate.

9. Educational Refresher Programs

When appropriate, an employee or student may be required to participate in educational refresher programs. While ordinarily considered as training and not considered as a Sanction, Educational Refresher Programs may be required as part of the University's goal to prevent the recurrence of inappropriate conduct. Relevant information remains on an employee's personnel records in accordance with the applicable collective bargaining agreement.

10. Right to Appeal

a) Student

Both parties have equal rights to an impartial appeal under the Reporting and Investigation Procedures. During the appeal process, all imposed restrictions and interim measures and disciplinary sanctions will remain in place pending the outcome of the appeal.

The appropriate method for filing an appeal will be contained in the Outcome Report. If either party files an appeal, the University will notify the other party in writing.

If an appeal is properly filed, the appropriate Appeal Officer will examine the information presented. The Appeal Officer may then decide within 7 calendar days to:

- i. Uphold the original decision;
- ii. Grant the appeal if the clear weight of the evidence shows the determination was erroneous;
- iii. Remand the case because of substantial relevant information that was not presented, and reasonably could not have been presented during the investigation; or
- iv. Remand the case because of procedural unfairness.

The decision upon appeal rendered under this section of the policy shall be final and binding within the college/University.

b) Employee

Employees who are Reporting Parties have rights to appeal equivalent to students' rights to appeal, as stated above. For all included Responding Parties covered by collective bargaining, appeals of disciplinary actions shall be filed in accordance with the applicable collective bargaining agreement. For all excluded Responding Parties, appeals of disciplinary actions shall be filed in accordance with the University's Administrative Procedure A9.110. During the appeal process, all imposed restrictions, interim measures, and disciplinary actions will

remain in place pending the outcome of the appeal, and subject to the provisions of any applicable collective bargaining agreement.

Timing

The University will seek to complete the investigation and any resulting disciplinary process within sixty (60) calendar days from the date of receipt of the Complaint. There may be circumstances that require the extension of timeframes for good cause. Timeframes may be extended to ensure the integrity and completeness of the investigation, comply with a request by external law enforcement, accommodate the availability of witnesses, or accommodate delays by the parties; or for other legitimate reasons, including the complexity of the investigation and the severity and extent of the alleged prohibited behavior. The University will notify the Reporting and Responding parties in writing of any extension of the timeframes for good cause, and the reason for the extension.

Participation

Participation in the investigatory process is entirely voluntary and the University recognizes that an individual may be reluctant to participate in the process. However, if an individual chooses to limit their participation, certain circumstances may require the University to continue with an investigation.

If a Responding Party delays or fails to acknowledge requests from University officials for information, delays or fails to provide availability for meetings with University officials, or chooses not to answer any or all questions in an investigation for any reason, the University's administrative investigatory process will continue, findings will be reached with respect to the alleged prohibited behavior, and the University will issue any sanctions deemed appropriate. The University will not, however, draw adverse inference purely on the basis of a Responding Party's silence, non-participation, refusal or lack of acknowledgement.

Victim's Bill of Rights

Honolulu Community College (Honolulu CC) is committed to ensuring a safe and secure college environment for all students and employees and will not tolerate acts of sexual assault. The State of Hawaii, Hawai'i Revised Statute Section 707- 741 "Hawai'i Penal Code" defines sexual offenses which, for Clery Act statistical reporting purposes are categorized as follows: rape, forcible fondling, statutory rape and incest.

Any member of the Honolulu CC community who commits a sexual offense is subject to criminal prosecution and subject to University of Hawai'i Community College (College) disciplinary procedures through which a variety of sanctions may be imposed. For students, the Dean of Student Services or designee will be responsible for any campus administrative action by the College against a student assailant in accordance with the Honolulu Community College (Honolulu CC) Student Conduct Code (Code). The Code provides sanctions ranging from warning, probation, restitution, temporary suspension, suspension, and expulsion. Employee assailants are subject to sanctions in accordance with State of Hawai'i and University of Hawai'i Rules and Regulations, and provisions of collective bargaining agreements. Appropriate sanctions may be taken up to and including termination of employment. College disciplinary procedures provide due process protection for the accuser and the accused. Both are entitled to have others present during a discipline hearing, and both shall be informed of the outcomes of any institutional disciplinary proceeding brought alleging a sex offense, pursuant to provisions of collective bargaining agreements, the State Uniform Information Practices Act, and the Federal Campus Assault Victim's Bill of Rights. Employees may use on-campus procedures and file complaints with the EEO/AA (Equal Employment Opportunity and Affirmative Action) Officer or designee who is responsible for investigating the complaint.

Under federal law, Honolulu CC is required to have procedures that appropriately address complaints regarding sexual misconduct when reported to the institution.

Time is a critical factor for evidence collection and preservation. HCC encourages assault victims to timely report sexual assault to either a Campus Security Authority or HCC Campus Security Department.

Filing a report with a HCC Campus Security Officer will not obligate a student to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a report will:

- Ensure that a victim of sexual assault receives the necessary medical treatment and test;
- 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 is provided information regarding free confidential counseling from community or campus counselors specifically trained in the area of sexual assault crisis intervention

When a sexual assault victim contacts HCC Campus Security Department, other College officials (Title IX Coordinator) may be contacted to ensure compliance with federal law, when appropriate, to assist the victim and/or provide information regarding HCC's sexual assault procedures.

The victim of a sexual assault has the right to determine which type of investigation they wish to pursue (criminal or administrative or both). An advocate/representative can be provided or chose by the victim to guide them through the available options and the support the victim in his or her decision. HCC provides Counseling Services office located in Building 6, Rm.

The "Campus Sexual Assault Victims' Bill of Rights" (Victim's Bill of Rights) was signed into law by President George Bush in July of 1992. This law requires that all colleges and universities (both public and private) participating in federal student aid programs afford sexual assault victims certain basic rights. The Victims' Bill of Rights exists as a part of the campus security reporting requirements of the Clery Act that requires all colleges and universities (both public and private; and, participating in federal student aid programs) to afford sexual assault victims certain basic rights as follows:

- Survivors shall be notified of their options to notify law enforcement.
- Accuser and accused must have the same opportunity to have others present.
- Both parties shall be informed of the outcome of any disciplinary proceeding.
- Survivors shall be notified of counseling services.
- Survivors shall be notified of options for
- Change in academic and living situations.

To promote campus safety, information regarding the prevention of sexual offenses such as rape, date/ acquaintance rape, and other forcible and non- forcible sexual offenses are shared with students at new student orientation sessions. In addition, other educational programming related to these topics may be offered at other times during the academic year. Also, an Annual Security Report is disseminated to current students and employees, and available to prospective students and employees upon request.

When a sexual offense occurs, the victim should immediately contact any of the Campus Security Authorities listed in the next section on "Reporting an Emergency Incident." The victim has the option of notifying proper law enforcement authorities both on campus (with Campus Security) and off campus (Honolulu Police Department).

The appropriate on-campus support staff that may include the Honolulu CC Health Nurse, Mental Health Counselor, the Dean of Student Services and the Vice Chancellor of Administrative Services may be contacted for further assistance. Note the importance of preserving evidence for the proof of a criminal offense. Off-campus counseling and services for victims of sexual offenses such as Sex Abuse Treatment Center may be contacted upon the request of the victim. The student victim may request reasonable changes to his/her academic schedule in order that they may safely continue their studies at Honolulu CC. Honolulu CC will take all steps to ensure confidentiality of any sexual offense victim.

Campus Programming

Honolulu Community College offers educational programs and information packets to promote the awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses, domestic violence, dating violence, and stalking. These programming efforts include, but are not limited to:

- a. Awareness programs. “Awareness programs” refers to programs, campaigns, or initiatives that increase audience knowledge of the issues of sexual assault, domestic violence, dating violence and stalking and share information and resources to prevent interpersonal violence, promote safety, and reduce perpetration.

Honolulu CC’s proposed activities include Awareness month campaigns, informational poster campaigns or resource websites, and educational programming that focuses on sharing resources and information about these issues.

- b. Bystander intervention. “Bystander intervention” refers to safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene in situations of potential harm when there is a risk of domestic violence, dating violence, sexual assault, or stalking.

- c. Ongoing prevention and awareness campaign. “Ongoing prevention and awareness campaign” refers to campaigns that are sustained over time focusing on increasing awareness of understanding of topics relevant to sexual assault, domestic/dating violence and stalking. These programs occur at different levels throughout the institution (i.e. faculty, athletics, and incoming students) and utilize a range of strategies.

Honolulu CC’s proposed activities include pamphlets, handouts, posters, banners, and artwork about what constitutes sexual assault, dating violence/intimate partner abuse, and stalking; and other roundtable discussions with various audiences.

- d. Primary prevention programs. “Primary prevention” refers to programming, initiatives, and strategies intended to stop domestic violence, dating violence, sexual assault, or stalking before it occurs to prevent initial perpetration or victimization through the promotion of positive and healthy behaviors and beliefs.

- e. Risk Reduction. With no intent to victim blame and recognizing that only abusers are responsible for their abuse, the following are some strategies to reduce one’s risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, www.rainn.org)

1. **Be aware** of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. Try to **avoid isolated areas**. It is more difficult to get help if no one is around.
3. **Walk with purpose**. Even if you don’t know where you are going, act like you do.
4. **Trust your instincts**. If a situation or location feels unsafe or uncomfortable, it probably isn’t the best place to be.
5. **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
6. **Make sure your cell phone is with you** and charged and that you have cash money.
7. **Don't allow yourself to be isolated** with someone you don’t trust or someone you don’t know.
8. **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
9. **When you go to a social gathering, go with a group of friends**. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
10. **Trust your instincts**. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
11. **Don't leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you’ve left your drink alone, just get a new one.
12. **Don't accept drinks from people you don't know or trust**. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don’t drink from the punch bowls or other large, common open containers.

13. **Watch out for your friends, and vice versa.** If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
14. **If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).** Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
15. If you need to get out of an uncomfortable or scary situation here are some things that you can try:
 - a. **Remember that being in this situation is not your fault.** You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
 - b. **Be true to yourself.** Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
 - c. **Have a code word with your friends or family** so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
 - d. **Lie.** If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
16. **Try to think of an escape route.** How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
17. **If you and/or the other person have been drinking,** you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

Weapons Policy

The possession or use of lethal weapons on Honolulu CC's premises is strictly prohibited. Lethal weapons include, but are not limited to, firearms, ammunition, spear guns, explosives, and dangerous substances. Students, employees, and others found in violation of this policy are subject to criminal prosecution and/or college disciplinary procedures.

University of Hawaii Tobacco Products Policy

The University of Hawai'i System Executive Policy E10.102 Tobacco Products (2003) is enforced in an effort to improve the working and learning environment; and, to protect faculty, staff, students and visitors from secondhand smoke exposure while on University of Hawai'i campuses.

According to the policy, smoking means "smoking as defined in Hawai'i Revised Statute, Chapter 328K- 12 which includes inhaling and exhaling the fumes of burning tobacco or any other plant material, or burning or carrying any lighted equipment for smoking tobacco or any other plant material, or the personal habit commonly known as smoking."

According to the policy, tobacco product means, "any substance that contains tobacco, including, but not limited to, chewing tobacco, cigarettes, cigars, pipes, snuff, smoking tobacco, and smokeless tobacco." According to the policy, smoking is prohibited in the following areas:

- All interior space owned, rented, or leased by the university;
- In building courtyards, breezeways, and terraces, on exterior stairways and access ramps, and outdoor dining patios, terraces, and lanais;
- Within 20 feet of building entrances, exits, air intake ducts, vents, and windows of buildings that are not air conditioned;
- Within 50 feet of designated pick-up and drop-off points for campus and public bus transportation;
- Within the gates of the university's outdoor sports and performing arts stadiums and arenas, including walkways, corridors, and seating areas; and,
- Any area that has been designated by the person having control of the area as a non-smoking area and marked with a no smoking sign.

REPORTING AN EMERGENCY INCIDENT

How to Report an Emergency Incident

For emergencies, call HCC Campus Security at (808) 284-1270

Main Campus (874 Dillingham Boulevard)

The Campus Security Department office is located in Building 72B, Room 101. However, it is recommended that the campus community call the numbers listed below. The calls are routed directly to the duty-officer’s phone because, at any given time, the officer may be out of office conducting patrols or responding to other calls for service.

Campus Security can also be made aware of emergency incidents by:

- Direct report (in-person or by phone) from other, non-security Campus Security Authorities or by outside responder agencies who will relay emergency information to Campus Security personnel
- Radio-to-radio communication among Campus Security personnel and other radio-carrying faculty or staff

Marine Education and Training Program (METC; at Kihei Lagoon)

Report to the METC Coordinator or Campus Security Department at (808) 284-1270

Aeronautics Maintenance Technology Training Program (AERO; at Honolulu International Airport)

Report to the AERO Coordinator Campus Security Department at (808) 284-1270

Aviation Flight Training Program (AVIT; at Kalaeloa Airport)

Campus Security Authorities for Honolulu Community College

The Clery Act requires an institution to identify its Campus Security Authorities (CSAs) who are people and offices designated as those to whom crimes and emergencies should be reported. Honolulu Community College CSAs are listed as follows (also continued on the next page):

OFFICE/TITLE	AREA
Campus Security	Campus public safety
Law Enforcement Agency Personnel	General public safety
Chancellor	Campus administration
Executive Assistant to the Chancellor	Campus administration
Vice Chancellor of Academic Affairs	Campus administration
Vice Chancellor of Administrative Services	Campus administration
Director of PCATT	Campus administration
Dean of University College	Campus administration
Dean of Tech I	Campus administration
Dean of Tech II	Campus administration
Dean of Student Services	Campus administration
Dean of Academic Support	Campus administration
Student Life Advisor	Student Affairs
Counselors	Student Affairs
Academic Support	Sand Island/METC
Assistant Professor	Kalaeloa/Commercial Aviation

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Assistant Professor	Humanities/Social Sciences
Assistant Professor and Coordination	Pearl Harbor/Coop. Ed.
Club Advisor-Advocate	Student Affairs
Club Advisor-AEC	Student Affairs
Club Advisor-Communication Arts	Student Affairs
Club Advisor-Construction Management	Student Affairs
Club Advisor-Cosmetology	Student Affairs
Club Advisor-Early Childhood Education	Student Affairs
Club Advisor-Fashion Society	Student Affairs
Club Advisor-Hui 'Oiwi`	1
Club Advisor-Human Services	Student Affairs
Club Advisor-Operations System and Maintenance	Student Affairs
Club Advisor-Phi Theta Kappa	Student Affairs
Club Advisor-Righteous Rainbows	Student Affairs
Club Advisor-Suzume No Kai	Student Affairs
Club Advisor-Young Americans for Liberty	Student Affairs
Coordinator /Assistant Professor	Apprenticeship
Director of Secondary Education	Student Affairs
Disabilities Services	Student/Employee Affairs
Division Chair-Automotive Technology	Employee/Student Affairs
Division Chair-Math & Natural Science	Employee/Student Affairs
Division Chair-Language Arts	Employee/Student Affairs
Division Chairs (2)-Humanities/Social Science	Employee/Student Affairs
Education Specialist	Airport/PATC
Health Nurse	Student Affairs
Human Resource Manager	Employee Affairs
Instructor	Early Child Care
Instructor	Language Arts
Instructor	Hawaiian Programs
Professor	Math and Natural Sciences
Registered Nurse	Student Affairs
Tech Director Coordinator	Firehouse/Construction Academy
Tech I	Transportation and Trades

OFF CAMPUS	Area
METC Coordinator	Employee/Student Affairs
AERO Coordinator	Employee/Student Affairs
AVIT Coordinator	Employee/Student Affairs

REPORTING AN EMERGENCY INCIDENT

Construction Academy Coordinator	Employee/Student Affairs
Keiki Center-Honolulu Community College	Employee/Student Affairs
Keiki Center-Kapiolani Community College	Employee/Student Affairs
Keiki Center-Leeward Community College	Employee/Student Affairs
PACE Coordinator	Employee/Student Affairs

Assistance and Information Personnel and Offices

Honolulu Community College Telephone Numbers

Disability Services.....	(808) 845-9272
Health Nurse (Cell).....	(808) 284-1140
Health Office (Voice/Text).....	(808) 845-9282
Mental Health Counselor.....	(808) 845-9180
Security	
Emergencies.....	(808) 284-1270
Back-Up Number.....	(808) 271-4836
Sexual Harassment Reporting	
Students.....	(808) 845-9235
Employees.....	(808) 847-9843
Hotline for Confidential Reporting.....	(808) 842-2595

Community Assistance Programs Telephone Numbers

Alcoholics Anonymous.....	(808) 946-1438
ASK Aloha United Way.....	(Statewide referral service): 2-1-1
Child Neglect and Abuse Reporting Hotline.....	(808) 832-5300
Civil Defense Agency.....	(808) 523-4121
Crime Stoppers.....	(808) 955-8300
Domestic Violence Hotline.....	(808) 841-0822
Narcotics Anonymous Helpline.....	(808) 734-4357
Poison Control Center.....	(800) 222-1222
Sex Abuse Treatment Center (Hotline).....	(808) 524-7273 ACCESS
Crisis Line of Hawaii (Suicide & Crisis Intervention).....	(808) 832-3100

Last updated: September 30, 2015

Where to Find Information on Registered Sex Offenders

The walk-in location to obtain information on registered sex offenders is: Hawaii Criminal Justice Data Center, Kekuaanoa Building, 465 S. King Street, Rm. 102, Honolulu, Hawaii 96813. Office hours are 7:45 am to 4:30 pm HST; Monday through Friday, except State Holidays. Phone: (808) 587-3100 for directions or other information.

For on-line access to the search site, go to: <http://sexoffenders.ehawaii.gov/sexoffender/search.html>

Confidential Reporting

If you are a witness or a victim of a crime and do not want to pursue formal action within the institution's judicial system or with the criminal justice system, you may still want to consider making a confidential report. The reason for encouraging you to make a confidential report is to comply with your wish to keep the matter confidential, while enabling the campus administration to take certain measures to ensure the future safety of you and others.

REPORTING AN EMERGENCY INCIDENT

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the HCC Campus Security Department or appropriate law enforcement agency in a timely manner, even when the victim elects not to, or is unable (physically or mentally) to make such a report. Any suspicious activity should be reported to the HCC Campus Security Department immediately.

When asked to do so by you, Campus Security personnel or other Campus Security Authorities can file a report as to the details of the incident without revealing your identity to anyone not involved in the administration of campus safety and security programs.

By having a report filed (even if it is confidential), Honolulu CC can maintain an accurate record of the number of incidents involving students, faculty, staff, and guests; and, make a determination if there is a pattern of crime with regard to a particular location, methodology, or type or description of the assailant. Honolulu CC can then, if necessary, initiate a general alert or safety notification to the campus community of potential or imminent dangers.

Anonymous Tip Reporting

In addition, we also have a telephone line for anonymous tip reporting for callers who have information on an incident or crime, but wish to remain anonymous may dial (808) 842-2595

Anonymous callers are encouraged to consider that this anonymous tip line may not always be appropriate. A situation may need immediate attention due to an on-going threat or imminent danger to self and others. Because this anonymous telephone line is only checked during normal business hours, please make a prompt call (as an anonymous caller) to Campus Security or 911-Police.

Your tip will greatly assist the Campus Security Department and law enforcement because your information may lead to the prevention of future crimes or other violations. Additionally, your tip could lead to the apprehension of suspects/subjects for previous crimes or violations.

Encouragement of Pastors and Professional Counselors to Report Incidents

Although the Clery Act does not require pastoral and professional counselors to be designated as Campus Security Authorities, they are encouraged (when they deem appropriate to do so) to inform the person/client of any procedures to report crimes on a voluntary/confidential basis so that a non-identifiable crime statistic can appear in the Annual Security Report that provides data from which others can make informed decisions about their own safety and security.

RESPONSE TO A REPORT OF AN EMERGENCY INCIDENT

General Security Response to Emergency Incidents at ON-Campus Properties

For emergency incidents that occur on campus property and on public property within the identified, Clery Act geographical boundaries, Campus Security will do either of the following based on the information received.

- Physically respond to the scene to conduct an initial assessment to determine if additional campus support resources and/ or first responder agency assistance is required
- Initiate an immediate call to the appropriate first responder agency before proceeding to the scene; and, upon arrival, make a determine if notifications for additional campus support resources are required

Timely Warning

In the event that a situation arises (either on- or off-campus), that, in the judgment of the Honolulu Community College's initial campus responder, constitutes an on-going/continuing or imminent threat, the processes for a campus-wide "timely warning" will be initiated. Initial campus responders are identified as Campus Security personnel and other campus personnel designated as Campus Security Authorities. Each are authorized to verify and assess the elements of a situation and to make recommendation to the on-duty Campus Crisis Management Team (CCMT) leader who will convene available team members to include those with skills in developing timely warning messages. The message content, the decision as to what segment(s) of the campus community will receive the message, and by what means the message will be disseminated are all determined by those team members.

The timely warning can be issued through any or all of the available means as follows:

- University of Hawaii System "UH Alert System" (with SMS/text and emergency email capabilities); Students, faculty, and staff are encouraged to sign up for the UH Alert System (at no charge) to receive text or email notification of security issues. To sign up, go to: <https://www.hawaii.edu/alert/>
- Posts to the campus' Facebook and Twitter pages
- Communication by Campus Security personnel; in person, by phone, or by radio
- Phone tree calls to designated Campus Security Authorities (other than security personnel) who will notify other department/ program/office personnel in person or by phone
- Honolulu Community College broadcast email

If the circumstance of the incident appears to have the potential to affect areas outside the campus geographical boundaries, the CCMT will also ensure that information is provided to other agencies who can warn the greater, surrounding community.

Anyone with information about a crime or situation that may warrant a timely warning should immediately report the circumstances to any Campus Security Authority or to Campus Security personnel.

Emergency Response

Campus Response to Emergency Incidents on Campus

For emergency incidents within the Clery Act geographical boundaries/jurisdiction, Campus Security Officers are the primary points of contact to report crimes and emergencies and will generally do either of the following based on the information received.

- Respond to the scene to conduct an initial assessment to determine if there is a significant emergency or dangerous situation involving an immediate threat to health or safety of the campus community; and, to determine if first responders and/or additional campus actions are required.

- Initiate an immediate call to the appropriate first responder agency based on the information provided; make a determine if there is a significant emergency or dangerous situation involving an immediate threat to the health or safety of the campus community; and, determine if additional campus actions are required.

The Campus Security Authorities (CSAs) are the secondary points of contact to report crimes and emergencies; however, they may on occasion, based on their function, be the first available persons that a victim or reporting party can locate. The CSAs will record as much information as possible and will do either of the following based on the information received.

- If there appears to be a significant emergency or dangerous situation involving an immediate threat to health or safety of the campus community, call 911 first; then, call Campus Security personnel so that they can meet the first responders and guide them to the victim/reporting party's location quickly. Based on the situation, Campus Security may need to initiate a call for additional campus actions such as a timely warning.
- Call the Safety and Security Manager or deliver the CSA report immediately as there may be issues that require urgent attention.
- Call Campus Security personnel who will submit the CSA report to the Safety and Security Manager.

General Security Response to Emergency Incidents at OFF-Campus Properties

Should Campus Security personnel receive information about an emergency incident that occurs on off-campus property that is owned or formally controlled by the institution, Campus Security personnel will initially gather information that describes the situation and circumstances. Based on information about the emergency, Campus Security may initially call "911" for the appropriate first responder agency before contacting the on-site, emergency point of contact. If the incident occurs after normal working hours, Campus Security personnel will coordinate a response to the scene with the site's designated, on-call point of contact. If the incident involves an assailant who is a student, faculty, or staff member, the Vice Chancellor for Administrative Services (VCAS) will be notified by the Safety and Security Manager (or designee). The VCAS will, in turn, notify the applicable department, office, or individual who is responsible for conduct and/or disciplinary action.

Campus Security personnel are authorized to verify and assess the elements of a situation and to make recommendations for the issuance of a timely warning to the first available Campus Crisis Management Team (CCMT) member on the call list. The CCMT member may convene other available team members to include those with skills in developing timely warning messages. The Campus Crisis Management Team member(s) will determine:

- The appropriate segment(s) of the campus community to receive the notification;
- The content of the notification; and,
- By what means the notification is to be disseminated.

The timely warnings for Windward Community College can be issued through any or all of the available means as follows:

- University of Hawai'i System "UH Alert System" (with SMS/text and emergency email capabilities); Students, faculty, and staff are encouraged to sign up for the UH Alert System (at no charge) to receive text or email notification of security issues. To sign up, go to: <https://www.hawaii.edu/alert/>
- Communication by Campus Security personnel; in person or by phone
- Phone-tree calls to designated Campus Security Authorities who will notify other programs or offices in person or by phone
- Windward Community College broadcast email
- Posting on social media such as Facebook

If the circumstance of the incident appears to have the potential to affect areas outside the campus geographical boundaries, the CCMT will also ensure that information is provided to the appropriate first responder agency, neighboring agencies and organizations, and/or the greater community by way of established call lists.

Under the topic “The Campus Security Department” (page 12) is a detailed description of how Windward Community College has developed and maintained a collaborative relationship between and state and local law enforcement. These relationships in addition to the desire for all to maintain open communication ensures their cooperation in keeping our campus informed of crimes—especially those crimes for which the campus has an obligation to issue a timely warnings.

Evacuation/Sheltering Procedures

As described in the section “General Security Response to Emergency Incidents” (for on- and off- campus sites), Campus Security personnel or other Campus Security Authority personnel will first need to immediately verify and assess the emergency situation either in person or through an evaluation of the incoming report of an incident.

Evacuation Procedures

If an evacuation from a structure is required (e.g., a fire incident), the fire detection system will sound an alarm. Upon hearing this alarm, follow the posted exiting guide as well as instructions provided to you by Campus Security and/or faculty and staff. Evacuation locations will be dependent on many factors that can only be made at the time of report of the situation; therefore, be especially alert to instructions provided to you by campus officials and promptly act upon their guidance and direction.

Sheltering Procedures

Should there be an incident that requires seeking shelter or sheltering in-place (e.g., an incident involving a dangerous suspect bearing a weapon), the Campus Crisis Management Team will, based on the assessment of Campus Security or other Campus Security Authority personnel, initiate a timely warning notification as described under the “Timely Warning” topic in the section “Reporting an Emergency Incident.”

If you are confronted with a dangerous situation (such as an armed suspect) before a timely warning is issued, Honolulu Community College recommends that the campus community utilize a “run, hide, resist” concept that has been adopted by the U.S. Department of Homeland Security (DHS).

To learn more about your personal security options during such confrontations, go to the internet to view a DHS informational video on an active shooter scenario: <http://www.youtube.com/watch?v=oI5EoWBRYmo&feature=youtu.be>. Although the video scenario is for an active shooter incident, the “run, hide, resist” concept can be applied to other situations involving a threatening person.

Entries into the Daily Crime Log

All crimes reported to the Campus Security Department and other Clery Act reportable incidents are entered into a hardcopy Daily Crime Log (Log) that is located in the Campus Security Department office at Building 72B, Room 101. Please call the Campus Security Department at (808) 284-1270 before arriving because, at any given time, the officers may be out of office conducting patrols or responding to other calls for service.

The Log contains information such as the crime classification, a case number, the date/time the offense was reported, the date/time the offense occurred, the general location of the incident, and the disposition of the case. At no time will this Log depict any personal, identifying information.

Entries and updates to the Log are made in accordance with the Clery Act. The exception to entry into the Log is if the release of information would:

- Jeopardize an ongoing investigation;

- Jeopardize the safety of an individual;
- Cause a suspect to flee or evade detection; or,
- Result in the destruction of evidence.

Once the Safety and Security Manager receives information that confirms there no longer exists any harmful effect by the act of entering information into the Crime Log, the entry shall be made. This procedure is consistent with the provisions of Clery Act related to the Crime Log.

Evaluation of Crime/Violation Trends

The Honolulu Community College administration regularly analyzes incident statistics (especially crimes and disciplinary referrals involving drugs, alcohol, weapons, and sexual offenses) in order to develop new, or enhance existing, preventive measures/programs. Providing a safe and secure educational environment is paramount; and, the entire campus community can help by practicing personal vigilance and reporting crimes and violations.

CRIME STATISTICS

Definitions and Guidelines for Institutions in Reporting Statistics

On Campus

- Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area
- This includes on campus residence halls for students. Note: If full ownership of hall belongs to the sorority or fraternity, it is not included. If the landowner of the sorority or fraternity is the institution, it must be included in the report
- Faculty-only residence facilities controlled by the institution falls under the on-campus category

Non-Campus

- Any building or property not within the same reasonably contiguous geographic area of the institution; and, is owned or controlled by a student organization that is officially recognized by the institution
- Any building or property not within the same reasonably contiguous geographic area of the institution; and, is owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes

Public Property

- All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus (the Clery Act geographical boundaries of the campus)
- The sidewalk across the street from your campus is included; but, not the property beyond the sidewalk
- NOT included is an adjacent area that is separated by a fence or other man-made barrier because it is not accessible to/from your campus

Clery Act Guidelines for Reporting Domestic Violence Statistics (Referenced from Title 42 of the United States Code; Section 13925)

- 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

Clery Act Guidelines for Reporting Dating Violence Statistics (Referenced from Title 42 of the United States Code; Section 13925)

- 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

CRIME STATISTICS

Clery Act Guidelines for Reporting Stalking Statistics (Referenced from Title 42 of the United States Code; Section 13925)

- 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

Crime Statistics: Reporting Years 2013, 2014, 2015

Honolulu Community College - Main Campus

OFFENSE (Reported By Hierarchy)	YEAR	ON CAMPUS	NON CAMPUS	PUBLIC PROPERTY	TOTAL	RESIDENTIAL FACILITIES*	UNFOUNDED CRIMES**
Murder / Non Negligent Manslaughter	2015	0	0	0	0	N/A	0
	2014	0	0	0	0	N/A	0
	2013	0	0	0	0	N/A	N/A
Negligent Manslaughter	2015	0	0	0	0	N/A	0
	2014	0	0	0	0	N/A	0
	2013	0	0	0	0	N/A	N/A
Rape	2015	0	0	0	0	N/A	0
	2014	0	0	0	0	N/A	0
	2013	0	0	0	0	N/A	N/A
Forcible Fondling	2015	1	0	0	1	N/A	0
	2014	0	0	0	0	N/A	0
	2013	0	0	0	0	N/A	N/A
Statutory Rape	2015	0	0	0	0	N/A	0
	2014	0	0	0	0	N/A	0
	2013	0	0	0	0	N/A	N/A
Incest	2015	0	0	0	0	N/A	0
	2014	0	0	0	0	N/A	0
	2013	0	0	0	0	N/A	N/A
Robbery	2015	0	0	0	0	N/A	0
	2014	0	0	0	0	N/A	0
	2013	0	0	0	0	N/A	N/A
Aggravated Assault	2015	1	0	0	1	N/A	0
	2014	1	0	0	1	N/A	0
	2013	0	0	0	0	N/A	N/A
Burglary	2015	3	0	0	3	N/A	0
	2014	1	0	0	1	N/A	0
	2013	1	0	0	1	N/A	N/A
Motor Vehicle Theft	2015	1	0	0	1	N/A	0
	2014	1	0	0	1	N/A	0
	2013	0	0	0	0	N/A	N/A

CRIME STATISTICS

Liquor Law Arrests	2015	0	0	0	0	N/A	0
	2014	0	0	0	0	N/A	0
	2013	0	0	0	0	N/A	N/A
Drug Law Arrests	2015	0	0	0	0	N/A	0
	2014	0	0	0	0	N/A	0
	2013	0	0	0	0	N/A	N/A
Weapons Law Arrests	2015	0	0	0	0	N/A	0
	2014	0	0	0	0	N/A	0
	2013	0	0	0	0	N/A	N/A
Liquor Law Violations Referred for Disciplinary Action	2015	0	0	0	0	N/A	0
	2014	0	0	0	0	N/A	0
	2013	0	0	0	0	N/A	N/A
Drug Law Violations Referred for Disciplinary Action	2015	3	0	0	3	N/A	0
	2014	8	0	0	8	N/A	0
	2013	6	0	0	6	N/A	N/A
OFFENSE (Reported By Hierarchy)	YEAR	ON CAMPUS	NON CAMPUS	PUBLIC PROPERTY	TOTAL	RESIDENTIAL FACILITIES*	UNFOUNDED CRIMES**
Weapons Law Violations Referred for Disciplinary Action	2015	0	0	0	0	N/A	0
	2014	1	0	0	1	N/A	0
	2013	0	0	0	0	N/A	N/A
OFFENSE (Not Reported By Hierarchy)	YEAR	ON CAMPUS	NON CAMPUS	PUBLIC PROPERTY	TOTAL	RESIDENTIAL FACILITIES*	UNFOUNDED CRIMES**
Arson	2015	0	0	0	0	N/A	0
	2014	0	0	0	0	N/A	0
	2013	0	0	0	0	N/A	N/A
Domestic Violence	2015	3	0	0	3	N/A	0
	2014	2	0	0	2	N/A	0
	2013	0	0	0	0	N/A	N/A
Dating Violence	2015	3	0	0	3	N/A	0
	2014	0	0	0	0	N/A	0
	2013	0	0	0	0	N/A	N/A
Stalking	2015	0	0	0	0	N/A	0
	2014	0	0	0	0	N/A	0
	2013	0	0	0	0	N/A	N/A

* “Residential Facility” crime statistics are a subset of the “On Campus” category, i.e., they are counted in both categories. Honolulu Community College does not have any residential facilities.

** Colleges are required to publish the number of “Unfounded Crimes” beginning with calendar year 2015 crime statistics. Honolulu Community College has elected to voluntarily report this information for the 2014 crime statistics in advance of the requirement taking effect.

CRIME STATISTICS

Marine Education and Training Center

OFFENSE (Reported By Hierarchy)	YEAR	ON CAMPUS	NON CAMPUS	PUBLIC PROPERTY	TOTAL	RESIDENTIAL FACILITIES*	UNFOUNDED CRIMES**
Murder / Non Negligent Manslaughter	2015	0	0	0	0	N/A	0
	2014	0	0	0	0	N/A	0
	2013	0	0	0	0	N/A	N/A
Negligent Manslaughter	2015	0	0	0	0	N/A	0
	2014	0	0	0	0	N/A	0
	2013	0	0	0	0	N/A	N/A
Rape	2015	0	0	0	0	N/A	0
	2014	0	0	0	0	N/A	0
	2013	0	0	0	0	N/A	N/A
Forcible Fondling	2015	0	0	0	0	N/A	0
	2014	0	0	0	0	N/A	0
	2013	0	0	0	0	N/A	N/A
Statutory Rape	2015	0	0	0	0	N/A	0
	2014	0	0	0	0	N/A	0
	2013	0	0	0	0	N/A	N/A
Incest	2015	0	0	0	0	N/A	0
	2014	0	0	0	0	N/A	0
	2013	0	0	0	0	N/A	N/A
Robbery	2015	0	0	0	0	N/A	0
	2014	0	0	0	0	N/A	0
	2013	0	0	0	0	N/A	N/A
Aggravated Assault	2015	0	0	0	0	N/A	0
	2014	0	0	0	0	N/A	0
	2013	0	0	0	0	N/A	N/A
Burglary	2015	1	0	0	1	N/A	0
	2014	0	0	0	0	N/A	0
	2013	0	0	0	0	N/A	N/A
Motor Vehicle Theft	2015	0	0	0	0	N/A	0
	2014	0	0	0	0	N/A	0
	2013	0	0	0	0	N/A	N/A
Liquor Law Arrests	2015	0	0	0	0	N/A	0
	2014	0	0	0	0	N/A	0
	2013	0	0	0	0	N/A	N/A
Drug Law Arrests	2015	0	0	0	0	N/A	0
	2014	0	0	0	0	N/A	0
	2013	0	0	0	0	N/A	N/A

CRIME STATISTICS

Weapons Law Arrests	2015	0	0	0	0	N/A	0
	2014	0	0	0	0	N/A	0
	2013	0	0	0	0	N/A	N/A
Liquor Law Violations Referred for Disciplinary Action	2015	0	0	0	0	N/A	0
	2014	0	0	0	0	N/A	0
	2013	0	0	0	0	N/A	N/A
Drug Law Violations Referred for Disciplinary Action	2015	0	0	0	0	N/A	0
	2014	0	0	0	0	N/A	0
	2013	0	0	0	0	N/A	N/A
OFFENSE (Reported by Hierarchy)	YEAR	ON CAMPUS	NON CAMPUS	PUBLIC PROPERTY	TOTAL	RESIDENTIAL FACILITIES*	UNFOUNDED CRIMES**
Weapons Law Violations Referred for Disciplinary Action	2015	0	0	0	0	N/A	0
	2014	0	0	0	0	N/A	0
	2013	0	0	0	0	N/A	N/A
OFFENSE (Not Reported by Hierarchy)	YEAR	ON CAMPUS	NON CAMPUS	PUBLIC PROPERTY	TOTAL	RESIDENTIAL FACILITIES*	UNFOUNDED CRIMES**
Arson	2015	0	0	0	0	N/A	0
	2014	0	0	0	0	N/A	0
	2013	0	0	0	0	N/A	N/A
Domestic Violence	2015	0	0	0	0	N/A	0
	2014	0	0	0	0	N/A	0
	2013	0	0	0	0	N/A	N/A
Dating Violence	2015	0	0	0	0	N/A	0
	2014	0	0	0	0	N/A	0
	2013	0	0	0	0	N/A	N/A
Stalking	2015	0	0	0	0	N/A	0
	2014	0	0	0	0	N/A	0
	2013	0	0	0	0	N/A	N/A

* “Residential Facility” crime statistics are a subset of the “On Campus” category, i.e., they are counted in both categories. Honolulu Community College does not have any residential facilities.

** Colleges are required to publish the number of “Unfounded Crimes” beginning with calendar year 2015 crime statistics. Honolulu Community College has elected to voluntarily report this information for the 2014 crime statistics in advance of the requirement taking effect.

CRIME STATISTICS

Aeronautics Maintenance Technology Training Program

OFFENSE (Reported by Hierarchy)	YEAR	ON CAMPUS	NON CAMPUS	PUBLIC PROPERTY	TOTAL	RESIDENTIAL FACILITIES*	UNFOUNDED CRIMES**
Murder / Non Negligent Manslaughter	2015	0	0	0	0	N/A	0
	2014	0	0	0	0	N/A	0
	2013	0	0	0	0	N/A	N/A
Negligent Manslaughter	2015	0	0	0	0	N/A	0
	2014	0	0	0	0	N/A	0
	2013	0	0	0	0	N/A	N/A
Rape	2015	0	0	0	0	N/A	0
	2014	0	0	0	0	N/A	0
	2013	0	0	0	0	N/A	N/A
Forcible Fondling	2015	0	0	0	0	N/A	0
	2014	0	0	0	0	N/A	0
	2013	0	0	0	0	N/A	N/A
Statutory Rape	2015	0	0	0	0	N/A	0
	2014	0	0	0	0	N/A	0
	2013	0	0	0	0	N/A	N/A
Incest	2015	0	0	0	0	N/A	0
	2014	0	0	0	0	N/A	0
	2013	0	0	0	0	N/A	N/A
Robbery	2015	0	0	0	0	N/A	0
	2014	0	0	0	0	N/A	0
	2013	0	0	0	0	N/A	N/A
Aggravated Assault	2015	0	0	0	0	N/A	0
	2014	0	0	0	0	N/A	0
	2013	0	0	0	0	N/A	N/A
Burglary	2015	0	0	0	0	N/A	0
	2014	0	0	0	0	N/A	0
	2013	0	0	0	0	N/A	N/A
Motor Vehicle Theft	2015	0	0	0	0	N/A	0
	2014	0	0	0	0	N/A	0
	2013	0	0	0	0	N/A	N/A
Liquor Law Arrests	2015	0	0	0	0	N/A	0
	2014	0	0	0	0	N/A	0
	2013	0	0	0	0	N/A	N/A
Drug Law Arrests	2015	0	0	0	0	N/A	0
	2014	0	0	0	0	N/A	0
	2013	0	0	0	0	N/A	N/A

CRIME STATISTICS

Weapons Law Arrests	2015	0	0	0	0	N/A	0
	2014	0	0	0	0	N/A	0
	2013	0	0	0	0	N/A	N/A
Liquor Law Violations Referred for Disciplinary Action	2015	0	0	0	0	N/A	0
	2014	0	0	0	0	N/A	0
	2013	0	0	0	0	N/A	N/A
Drug Law Violations Referred for Disciplinary Action	2015	0	0	0	0	N/A	0
	2014	0	0	0	0	N/A	0
	2013	0	0	0	0	N/A	N/A
OFFENSE (Reported By Hierarchy)	YEAR	ON CAMPUS	NON CAMPUS	PUBLIC PROPERTY	TOTAL	RESIDENTIAL FACILITIES*	UNFOUNDED CRIMES**
Weapons Law Violations Referred for Disciplinary Action	2015	0	0	0	0	N/A	0
	2014	0	0	0	0	N/A	0
	2013	0	0	0	0	N/A	N/A
OFFENSE (Not Reported By Hierarchy)	YEAR	ON CAMPUS	NON CAMPUS	PUBLIC PROPERTY	TOTAL	RESIDENTIAL FACILITIES*	UNFOUNDED CRIMES**
Arson	2015	0	0	0	0	N/A	0
	2014	0	0	0	0	N/A	0
	2013	0	0	0	0	N/A	N/A
Domestic Violence	2015	0	0	0	0	N/A	0
	2014	0	0	0	0	N/A	0
	2013	0	0	0	0	N/A	N/A
Dating Violence	2015	0	0	0	0	N/A	0
	2014	0	0	0	0	N/A	0
	2013	0	0	0	0	N/A	N/A
Stalking	2015	0	0	0	0	N/A	0
	2014	0	0	0	0	N/A	0
	2013	0	0	0	0	N/A	N/A

* “Residential Facility” crime statistics are a subset of the “On Campus” category, i.e., they are counted in both categories. Honolulu Community College does not have any residential facilities.

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CRIME STATISTICS

Aviation Flight Training Program

OFFENSE (Reported By Hierarchy)	YEAR	ON CAMPUS	NON CAMPUS	PUBLIC PROPERTY	TOTAL	RESIDENTIAL FACILITIES*	UNFOUNDED CRIMES**
Murder / Non Negligent Manslaughter	2015	0	0	0	0	N/A	0
	2014	0	0	0	0	N/A	0
	2013	0	0	0	0	N/A	N/A
Negligent Manslaughter	2015	0	0	0	0	N/A	0
	2014	0	0	0	0	N/A	0
	2013	0	0	0	0	N/A	N/A
Rape	2015	0	0	0	0	N/A	0
	2014	0	0	0	0	N/A	0
	2013	0	0	0	0	N/A	N/A
Forcible Fondling	2015	0	0	0	0	N/A	0
	2014	0	0	0	0	N/A	0
	2013	0	0	0	0	N/A	N/A
Statutory Rape	2015	0	0	0	0	N/A	0
	2014	0	0	0	0	N/A	0
	2013	0	0	0	0	N/A	N/A
Incest	2015	0	0	0	0	N/A	0
	2014	0	0	0	0	N/A	0
	2013	0	0	0	0	N/A	N/A
Robbery	2015	0	0	0	0	N/A	0
	2014	0	0	0	0	N/A	0
	2013	0	0	0	0	N/A	N/A
Aggravated Assault	2015	0	0	0	0	N/A	0
	2014	0	0	0	0	N/A	0
	2013	0	0	0	0	N/A	N/A
Burglary	2015	0	0	0	0	N/A	0
	2014	0	0	0	0	N/A	0
	2013	0	0	0	0	N/A	N/A
Motor Vehicle Theft	2015	0	0	0	0	N/A	0
	2014	0	0	0	0	N/A	0
	2013	0	0	0	0	N/A	N/A
Liquor Law Arrests	2015	0	0	0	0	N/A	0
	2014	0	0	0	0	N/A	0
	2013	0	0	0	0	N/A	N/A
Drug Law Arrests	2015	0	0	0	0	N/A	0
	2014	0	0	0	0	N/A	0
	2013	0	0	0	0	N/A	N/A

CRIME STATISTICS

Weapons Law Arrests	2015	0	0	0	0	N/A	0
	2014	0	0	0	0	N/A	0
	2013	0	0	0	0	N/A	N/A
Liquor Law Violations Referred for Disciplinary Action	2015	0	0	0	0	N/A	0
	2014	0	0	0	0	N/A	0
	2013	0	0	0	0	N/A	N/A
Drug Law Violations Referred for Disciplinary Action	2015	0	0	0	0	N/A	0
	2014	0	0	0	0	N/A	0
	2013	0	0	0	0	N/A	N/A
Weapons Law Violations Referred for Disciplinary Action	2015	0	0	0	0	N/A	0
	2014	0	0	0	0	N/A	0
	2013	0	0	0	0	N/A	N/A
OFFENSE (Not Reported By Hierarchy)	YEAR	ON CAMPUS	NON CAMPUS	PUBLIC PROPERTY	TOTAL	RESIDENTIAL FACILITIES*	UNFOUNDED CRIMES**
Arson	2015	0	0	0	0	N/A	0
	2014	0	0	0	0	N/A	0
	2013	0	0	0	0	N/A	N/A
Domestic Violence	2015	0	0	0	0	N/A	0
	2014	0	0	0	0	N/A	0
	2013	0	0	0	0	N/A	N/A
Dating Violence	2015	0	0	0	0	N/A	0
	2014	0	0	0	0	N/A	0
	2013	0	0	0	0	N/A	N/A
Stalking	2015	0	0	0	0	N/A	0
	2014	0	0	0	0	N/A	0
	2013	0	0	0	0	N/A	N/A

* “Residential Facility” crime statistics are a subset of the “On Campus” category, i.e., they are counted in both categories. Honolulu Community College does not have any residential facilities.

** Colleges are required to publish the number of “Unfounded Crimes” beginning with calendar year 2015 crime statistics. Honolulu Community College has elected to voluntarily report this information for the 2014 crime statistics in advance of the requirement taking effect.

Hate Crime Reporting

No hate crimes reported for 2013, 2014, or 2015.

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APPENDICES

A-1: Main Campus - Honolulu Community College Clergy Act Geographical Boundaries



NOTE: Geographical boundaries include the entire length of sidewalks and paved area on Kokea Street that lead to the southwest parking area.

A-2: Marine Education and Training Program Clery Act Geographical Boundaries



A-3: Aeronautics Maintenance Technology Training Program Clery Act Geographical Boundaries



A-4: Aviation Flight Training Program Clery Act Geographical Boundaries



A-5: Promotion of Safety, Security, and Wellness



Emergency Planning
 Campus Crisis Management Team conducts pre-incident planning and exercise involving campus-wide scenarios



Fire Evacuation Drills
 Mandated participation in building evacuations

Site-Specific, Emergency Posters
 Posted at various locations throughout the campuses



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Behavioral Intervention
 Working together to lessen the impact of a crisis situation



Wellness Center Services Outreach
 “Wellness Card” to include information on who to call in emergencies and who to call for crisis assistance