



Honolulu Community College 2018 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, 2017 through December 31, 2017.

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INTRODUCTION



About the Institution

Honolulu Community College 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.



UNIVERSITY of HAWAII
HONOLULU
COMMUNITY COLLEGE

Office of the Chancellor

Letter from the Chancellor

September 25, 2018

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 two training campuses. 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 your 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 of Administrative Services.

Sincerely,

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

Erika Lacro
Chancellor

Campus Description and Clery Act Geographical Boundaries

Honolulu Community College (HonCC) is a 2-year public institution that offers both liberal arts and vocational education programs. HonCC has 3 separate campuses--the main campus, the Marine Education and Training Center (METC), and Aeronautics Maintenance Technology Training Center (AERO).

Main Campus: The main campus is located at 874 Dillingham Boulevard in the city of Honolulu on the island of O`ahu. The campus is comprised of 24 academic and administrative facilities in addition to open space lawns and a walking mall. The main campus abuts to Dillingham Boulevard and is bounded by Kokea Street and Akepo Lane. HonCC enjoys ingress and egress along Robello Lane and Austin Lane. Also situated on Austin Lane is the Construction Academy program. The campus also has a parking lot, diesel mechanic shop, and automotive training center that is within a reasonable contiguous distance at the southern end of Kokea Street. The main campus Clery Act geographical boundaries include the adjacent sidewalks, the roadways, and opposing sidewalks of all named streets (see Appendix A.1). The main campus has security officers on duty 24 hours a day, 7 days a week. They can be reached at (808) 284-1270. The Honolulu Police Department can be reached by calling 911.

Marine Education and Training Center (METC): METC is located at 10 Sand Island Parkway, Honolulu; and is bounded on the north by the ocean shoreline; on the east by the Sand Island Parkway; on the west by the Sand Island Boat ramp parking lot; and on the south by undeveloped land (see Appendix A.2). METC's geographical boundary is delineated by a secured fence line. Although our security staff make routine random checks of this campus, METC does NOT have a dedicated security officer providing on site coverage. Security can be reached at the main campus at (808) 284-1270. If you have an emergency, please call 911 then make a follow up call to campus security.

Aeronautics Maintenance Technology Training Center (AERO): AERO is located at 140 Iako Place, Honolulu; and is bounded on the east by Iako Place; on the south by Lagoon Drive; on the north by the Daniel K. Inouye International Airport runway (which is fenced); and on the west by FedEx Ground (which is also fenced) (see Appendix A.3). AERO's geographical boundary extends to the far sidewalk of Lagoon Drive. Although our security staff make routine random checks of this campus, AERO does NOT have a dedicated security officer providing on site coverage. Security can be reached at the main campus at (808) 284-1270. If you have an emergency, please call 911 then make a follow up call to campus security.

Each academic semester, HonCC 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.

Commitment to Safety and Security

Honolulu Community College is firmly committed to providing a safe and secure campus environment. Our institution's policies and procedures are designed to ensure that best practices are followed to protect persons and property.

We believe in being proactive in matters of campus safety and security, and we encourage you to familiarize yourself with the contents of this Annual Security Report (ASR). This ASR provides information about our Campus Security Department, procedures for reporting crimes, emergency procedures, safety and security programs, important policy statements, and crime statistics—all of which are intended to assist you in making sound decisions about your own personal safety and security.

An ASR is a requirement of all institutions of higher education that participate in Title IV Student Financial Aid programs. As a part of our performance obligations under the federal Clery Act, we have published this document in accordance with the guidelines set forth in *The Handbook for Campus Safety and Security Reporting* (U.S. Department of Education, 2016 Edition).

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 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 2018 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.

Scope of ASR Statistics

This ASR contains statistical data and information for the main campus and the two training campuses. For more information on HPD crime statistics please visit <http://www.honolulupd.org>

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 ASR. The primary source of statistical data comes from the Campus Security Department to whom crimes and incidents are generally reported. Other sources are sought for statistical data because not all incidents are reported to Campus Security. 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.honolulupd.org>
- Department of Public Safety-Sheriffs Division (State of Hawaii)
- Department of Transportation, Airports Division-O'ahu District; Honolulu International Airport (State of Hawaii)
- Department of Land and Natural Resources, Division of Conservation and Resource Enforcement (State of Hawaii)

THE CAMPUS SECURITY DEPARTMENT

Authority to Implement Safety and Security Programs

The University of Hawai'i Board of Regents policy (RP 11.205 Public Health, Safety and Security) delegates authority to the University of Hawai'i President, the responsibility to establish policies and procedures that address matters affecting the health, safety and security of the University of Hawai'i. Each campus has been delegated the authority to develop specific programs for providing security services.

Campus Security Department

Under guidance from the Vice President for Community Colleges, each campus has an established Campus Security Department (Department). At Honolulu Community College, the Vice Chancellor of Administrative Services is responsible for the executive oversight of the Department's functions. A full-time Safety and Security Manager oversees the day-to-day security operations in addition to compliance activities related to safety, security, and emergency management. The Safety and Security Manager is also the designated "Clery Compliance Officer."

The Security Workforce

The Campus Security Department consists of uniformed, state-employed University Security Officers (USOs) who are required to hold a professional license under the State of Hawai`i, Department of Commerce and Consumer Affairs-Professional Licensing Division. All USOs are non-sworn/unarmed personnel who are authorized to enforce safety-, security-, and emergency management-related policies and procedures of HonCC, the Community Colleges System, and the University of Hawai`i System.

Under the current *Campus Security Standard Operating Procedures for the University of Hawai`i Community Colleges*, USOs do not have arrest authority, but are authorized to take appropriate actions in support of federal/state/local laws, ordinances, and governmental executive orders and directives.

In order to maintain safety as well as maintain order until the arrival of law enforcement, emergency medical services, or other appropriate response professionals, USOs are authorized to (as examples) identify any person on campus jurisdiction, 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 formal arrest. USOs also refer cases for campus disciplinary action.

Contract security officers are also required to maintain a professional license, are separately uniformed, and are also non-sworn/unarmed. They are utilized on a limited basis to supplement the security workforce and to provide additional security coverage during special functions and events.

Crime Statistics from Law Enforcement Agencies

The Safety and Security Manager coordinates activities related to the collection of annual crime statistics for the institution's 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.honolulupd.org>
- Department of Public Safety-Sheriffs Division (State of Hawai`i)

- Department of Transportation, Airports Division-O`ahu District; Honolulu International Airport (State of Hawai`i)
- Department of Land and Natural Resources, Division of Conservation and Resource Enforcement (State of Hawai`i)

Security Workforce Training

USOs under licensure with the State of Hawai`i, Department of Commerce and Consumer Affairs (DCCA), are required to receive initial training and continuing education in accordance with the Hawai`i Revised Statute, Chapter 463-10.5 Guards; registration, instruction, training, testing, and continuing education required; renewal of registration. The curriculum is determined by the DCCA Board of Private Detectives and Guards.

In addition to completing the training requirements for licensure, USOs must also complete (at minimum) 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 hazardous materials exposure.

USOs and contracted security are also trained on their responsibilities as Campus Security Authorities (CSA) under the Clery Act, and are required to complete courses in the National Incident Management System (NIMS) and the Incident Command System (ICS) which are utilized by all first responder agencies statewide. As a public institution, HonCC is considered to be part of a recognized branch of the State of Hawai`i government and must meet the same U.S. Department of Homeland Security performance requirements as any other government agency.

Campus Security Department Jurisdiction

The primary jurisdiction of campus security personnel is all property that is currently owned and/or under the control of HonCC. Security personnel are authorized to respond to all service calls and emergency incidents occurring within this jurisdiction. Campus security personnel are authorized to make an initial determination for additional support from first responder agencies (as examples: police departments, State Sheriff Division, State Department of Land and Natural Resources enforcement, State Harbors Division, Department of Transportation enforcement, fire departments, Emergency Medical Services/American Medical Response).

Law Enforcement Jurisdiction

Although the State Sheriff Division (Sheriffs) is under the State of Hawai`i Public Safety Department, the Sheriffs delegate their first responder law enforcement authority to the Honolulu Police Department (HPD) of the City and County of Honolulu (City). Under Hawai`i State law (Hawaii Revised Statute Chapter 52D-5), the law enforcement personnel of each county has the authority to enforce the laws of the State. Therefore, HPD has the jurisdictional authority to

respond to all calls for law enforcement services for both State and City property on the island of O`ahu. HonCC calls the HPD (911 Police) for all matters requiring law enforcement personnel. The Sheriffs provide support to HPD personnel upon HPD's request.

The Sheriffs provide all the law enforcement services for the corrections and judiciary systems, for programmatic support to State facilities (e.g., crime reduction initiatives, joint outreach programs, and special duty services), and for process services and execution of court documents.

The Campus Security Department response jurisdiction is limited to campus-owned/operated property. However, because HonCC's security workforce is non-sworn, HPD is called upon for all law enforcement functions to include traffic citations (examples include parking in an ADA stall without a permit, and fire lane violations).

Relationships with Law Enforcement Agencies

Though no formal memorandums of understanding or agreements exist with law enforcement agencies, HonCC has established relationships through joint exercises, statewide planning, and special events.

The University of Hawai`i, as a whole, is identified in local-, state- and federal-level emergency management plans along with law enforcement agencies. Those agencies, which include local police, the State Sheriff, the State Attorney General, and the Department of Land and Natural Resources, are also identified in the emergency management plans as members of the State Law Enforcement Coalition (SLEC). These cooperative and collaborative opportunities have strengthened HonCC's relationship with our law enforcement partners upon whom our campus depends for both on- and off-campus intelligence, crime/criminal trends, and information on other adverse activities that may affect the campus community and campus operations. Additionally, this relationship helps to ensure law enforcement's cooperation in keeping HonCC informed of the specific crimes for which the campus has an obligation to issue a timely warning.

Security Services

HonCC 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, guidance, and direction;
- Initial campus response to emergencies and crisis situations;
- Campus response to other incidents and issues requiring security personnel assistance;
- Facilities opening and closing;
- Preventive patrols (on foot and/or by motorized vehicle);
- Safety escorts from/to specified campus locations.

Security can be reach 24 hours a day, 7 days a week at: (808) 284-1270

ACCESS TO CAMPUS FACILITIES

Opening and Closing of Campus Facilities

Most HonCC facilities are open to students, faculty, and staff during the day and evening hours when classes are in session. The general public is welcome to our library and to attend cultural and recreational events on campus. Access into certain facilities will be limited to the designated areas under a Facilities Use Request.

During the times when the campus is officially closed, all buildings are locked and access is limited to authorized faculty and staff only.

Facilities are secured according to schedules developed by the Facilities Manager, Safety and Security Manager, and the VCAS from consultation and recommendations from the Administrators and Division Chairs. Security regularly patrols the campus grounds and conducts internal checks of each building to monitor activity. Based on building activity/occupancy the hours for locking doors may vary at different times of the year.

Access control for all keys are issued and accounted for by the HonCC Business Office. Additionally, all padlocks are issued by the Business Office. Any non-standard hasp, padlock, or other privately supplied locking devices are prohibited. Non-standard devices will be removed and the department or individual responsible will be charged for any costs incurred for the removal.

NOTE: Honolulu Community College has no residential housing and therefore has no agreements with any local, State, or Federal Law enforcement entities regarding the commission of crimes in any residential complexes either on- or off-site

Campus Facilities and Safety Measures

HonCC Campus Security personnel also serve as safety officers and take note of hazards that are an issue to health and safety, and refers the issue to the proper authorities. Security works closely with maintenance and facility personnel to place warning signage and barricades where needed.

The campus community is urged to abide by the signage and barricades. Although sometimes inconvenient, the resulting detours are in the best interest of your health and safety.

USOs note safety discrepancies as the make their security rounds. Any discrepancy is reported through an on-line work order system.

Honolulu Community College's Safety and Security Systems

- Intrusion Alarm System - Alarm systems are monitored by a third-party company during non-operational hours. Information of any detected unauthorized access is relayed to the campus' on-duty security personnel. These alarms are called into the Security staff member on duty at the main campus for investigation and response.
- Fire Detection System - Required by law, all campuses have fire systems installed. Upon activation of the system, campus security personnel will respond to the site, conduct an assessment, and call the fire department if required.
 - UH Alert System - The UH Alert System (UH Alert) is managed by the University of Hawai'i 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 who possess a University of Hawai'i user account. 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. Please note that your UH Alert subscription will be terminated upon departure of your relationship with the University. This is an opt-in service that you can sign up for at: <https://www.hawaii.edu/alert/>

REPORTING AN EMERGENCY OR CRIME

There are several ways to report an emergency or a crime. HonCC Campus Security Department operates 24 hours per day, 7 days a week, year-round.

By Phone

To reach Campus Security by phone, call (808) 284-1270. You will be connected directly to a campus USO. Should the circumstances require the immediate need for police, firefighters, or emergency medical services, please **call 911** first, then call campus security. Our officers will prepare to meet and guide the responders to your location as quickly as possible.

In Person

Security personnel can also be reached in person. The Campus Security Department office is located in Building 72B, Room 101 (Security). However, it is recommended that you call the phone number first. At any given time, the on-duty officer may be located anywhere on the campus.

How to Report a Crime or an Emergency Incident:

For emergencies, call HonCC 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 campus security at (808) 284-1270. 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 a crime or any emergency incidents by:

- Direct report (in-person or by phone) from 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 10 Sand Island Parkway, Building 50)

Report all crimes and emergencies to the METC Coordinator or Campus Security Department at (808) 284-1270. If you have an emergency, call **911** and request the appropriate emergency responders.

Aeronautics Maintenance Technology Training (AERO; at 140 Iako Place, Building 52)

Report all crimes and emergencies to the AERO Education Specialist or Campus Security Department at (808) 284-1270. If you have an emergency, call **911** and request the appropriate emergency responders.

Reporting Emergencies and Crimes to Campus Security Authorities

Emergencies and crimes can also be brought to the attention of Campus Security Authorities (CSAs). The list of CSAs can be obtained from the Campus Security Department.

Prompt and Accurate Reporting of Crimes

If you are a victim or a witness to a crime, you are encouraged to promptly and accurately report all crimes to security personnel and to the HPD -- even when the victim elects to or is unable to make such a report.

Campus Security can be reached at (808) 284-1270. For HPD, call 911 and state your emergency need for police.

If there is an urgent need for a first responder, call 911 first, then call Campus Security so they can guide the first responders quickly to the proper location. Your prompt action could save a life as well as assist us in issuing a timely warning if the situation merits such a warning.

CONFIDENTIAL REPORTING

Respecting the Victim's Rights

Honolulu Community College will respect your rights as a victim (or reporting party). If you are 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 filing a confidential report.

The reason for encouraging confidential reporting is so that the campus administration can comply with the desire to protect educational interests, while enabling the administration to take specific measures to ensure the future safety of the victim and others while on campus.

When asked to do so, Campus Security Department personnel or CSAs can file a confidential report which will restrict identity information to only those who have direct roles and responsibilities in campus safety and security processes.

We encourage all reports be filed as quickly as possible. If the situation deems necessary, the campus administration can act swiftly to initiate a warning notification to the campus community of potential or imminent danger. No personal identifying information will be disclosed; only sufficient information that would assist someone in making informed personal decisions for their own safety and security.

Pastors and Professional Counselors

Although the Clery Act does not require pastoral and professional counselors to be designated as CSAs, they are encouraged, if and when they deem it appropriate, to inform the persons they are counseling of HonCC's procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

HonCC has designated, trained personnel who fully understand the victim's right to confidential reporting. For a list of campus personnel that you can report crimes and other incidents to, please see the Campus Security Authority list beginning on page 20.

Bystander Reporting

If you see something, please say something. Bystanders who witness or know of an emergency situation or crime are encouraged to report it to the Campus Security Department. Safety and security at HonCC begins with YOU.

We encourage you to say something:

- If someone is injured or ill;
- If you see or smell smoke or fire;
- If you see or hear of any sexual misconduct, domestic or dating violence or stalking;
- If you see someone being hurt, harassed, or bullied;
- If you see a crime in progress such as someone stealing, causing damage, driving while under the influence of any substance that impairs their ability to safely operate a vehicle;
- If you see someone place a substance in someone else's drink;
- If you see something that does not look right to you;
- If you see someone that appears suspicious to you.

Bystanders should avoid assuming that someone else has contacted or will contact the police or Campus Security. All information provided to the police and/or Campus Security could be a critical piece of information for the first responders and security personnel.

Most importantly, consider your own safety and security. HonCC has personnel who are trained and experienced in handling crisis intervention. We do not recommend that a bystander undertake any physical confrontation. If you see or know of something, please call Campus Security immediately at (808) 284-1270 from an external phone, or 459 from a campus phone unit. If there is an urgent need for a first responder, call 911 first, then call Campus Security so they can guide the first responders quickly to the proper location. Your prompt action could save a life as well as assist us in issuing a timely warning if the situation merits such a warning.

CAMPUS RESPONSE TO CRIMES AND EMERGENCY INCIDENTS

HonCC Campus Security personnel are the primary points of contact to report crimes and emergencies (unless the situation has escalated and requires immediate police, fire, or ambulance)

that happen within the Clery Geographical boundaries of HonCC. Campus security personnel 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 crime, significant emergency, or dangerous situation involving an immediate threat to the health or safety of the campus community; and determine if first responders (police, fire, ambulance) and/or additional campus actions are required.
- Initiate an immediate call to the appropriate first responder agency based on the information provided; determine if there is a crime, 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.

Secondary Response Personnel

The Campus Security Authorities (CSAs) are the secondary points of contact to report crimes and emergencies; however, they may on occasion and 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 the 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 designee) 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 (or designee).

In the event a situation arises (outside the campus boundary/jurisdiction), the Campus Security personnel or CSAs will conduct an assessment based on the information provided; initiate a call to the appropriate first responder agency if needed; and if asked to do so by the victim/complainant, assist in contacting family, friends, or other campus personnel.

The Clery Act requires an institution to identify its CSAs, who are people and offices designated as those to whom crimes and emergencies should be reported. HonCC CSAs are listed as follows:

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
Facilities Manager	Campus Administration
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'	Student Affairs
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	Employee/Student Affairs
Division Chair-Tech II	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
Tech Director Coordinator	Firehouse/Construction Academy
Keiki Center-Kapiolani Community College	Employee/Student Affairs
Division Chair Tech I	Transportation and Trades

OTHER CAMPUSES	Area
METC Coordinator	Employee/Student Affairs
AERO Coordinator	Employee/Student Affairs
Keiki Center-Leeward Community College	Employee/Student Affairs
PACE Coordinator	Employee/Student Affairs

Where to find Information on Registered Sex Offenders

The walk-in location to obtain **Registered Sex Offender** information is:

Hawaii Criminal Justice Data Center
465 S. King Street
Kekkuanaoa Building, Room 102
Honolulu HI 96813

Office hours are: Monday - Friday (except for holidays), 7:45 am - 4:30 pm HST.

For directions or other information, you may call them at (808) 587-3100.

For online access to their search database, go to:

<http://sexoffenders.ehawaii.gov/sexoffender/welcome.html>

Assistance and Information Personnel and Offices

Honolulu Community College Telephone Numbers

Disabilities Services	(808) 845-9272
Health Nurse (Cell)	(808) 284-1140
Health Office (Voice/Text)	(808) 845-9282
Mental Health Counselor	(808) 845-9180

Security

Emergency	(808) 284-1270
Security Office	(808) 845-9459

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 Services)	211
Child Neglect and Abuse Reporting Hotline	(808) 832-5300
Civil Defense Agency	(808) 523-4121
CrimeStoppers	(808) 955-8300
Domestic Anonymous Hotline	(808) 841-0822
Narcotics Anonymous Helpline	(808) 734-4357
Poison Control Center	(800) 222-1222
Sex Abuse Treatment Center (Hotline)	(808) 524-7273
Crisis Line of Hawaii of Hawaii (Suicide & Crisis Intervention)	(808) 832-3100

The Campus Crisis Management Team (CCMT)

Should a significant incident occur that (based on the initial assessment of campus response personnel) merits a timely warning, emergency notification, or safety advisory, the Campus Crisis Management Team (CCMT) will convene to discuss the appropriate messages to disseminate to the campus community. HonCC's CCMT is made up of the following positions:

Chancellor
Vice Chancellor of Administrative Services
PCATT Director
Vice Chancellor of Academic Affairs
Dean of Student Services
Dean of University College
Safety and Security Manager
Secretary to the Chancellor
Secretary to Administrative Services
Secretary to Academic Affairs
University Security Supervisor
Dean of Academic Support
Facilities Manager
Dean of Transportation and Trades
Dean of Communications and Services
Human Resources Manager
Fiscal Administrator

The warnings/notifications are intended to provide you with essential information that will assist you in making informed decisions about your own safety and security.

TIMELY WARNINGS

Under the federal Clery Act, timely warnings are required for crimes that have occurred or criminal activity that is on-going.

Campus Security personnel are authorized to verify and assess the elements of an incident in order to make recommendations to the CCMT for the issuance of a timely warning. The CCMT

leader (or designee) may call upon other team personnel with specific training in the development and dissemination of timely warning messages.

The CCMT member(s) will determine:

- The content of the timely warning;
- The best means by which the timely warning is to be disseminated. The options available are:
 - 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/>
 - Posts to social media pages (Facebook and Twitter)
 - Communication by security personnel (in-person or by radio)
 - Mass communication (Code Blue emergency call box loudspeakers)
 - Phone call directly to affected department/program personnel
 - Campus list-serves (group emails to faculty, staff, and students)

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 and adjacent agencies and organizations.

Should a timely warning be issued, the campus community will be notified in a reasonable time-frame. The victim's name will be confidential, and the timely warning message will include information on recommendations to prevent similar crimes from occurring.

NOTE: Timely warnings are not required with respect to crimes that are reported to a pastoral or professional counselor.

EMERGENCY NOTIFICATIONS

Should the CCMT determine that there is an imminent or potential threat to the campus community; an immediate emergency notification will be disseminated. An example of an imminent threat is a shooter on campus. An example of a potential threat is a person who calls and says they will come to campus to shoot someone.

If circumstances are such that both an emergency notification and a timely warning are merited, only an emergency notification will be sent because the threat threshold for an emergency

notification is far greater than the timely warning. Should you receive an emergency notification, you can expect a follow-on message with additional information.

The CCMT member(s) will determine:

- The content of the emergency notification;
- The appropriate segment(s) of the campus community to receive the emergency notification;
- The best means by which the emergency notification is to be disseminated. Some of the common options available include:
 - 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/>
 - Posts to social media pages (Facebook and Twitter)
 - Communication by security personnel (in-person or by radio)
 - Mass communication (Code Blue emergency call box loudspeakers)
 - Phone call directly to affected department /program personnel
 - Campus list-serves (group emails to faculty, staff, and students)

If the circumstance of the incident appears to have the potential to affect areas outside the campus’ geographical boundary, the CCMT will also ensure that information is provided to the appropriate first responder agency and adjacent agencies and organizations. The campus may also utilize the media such as television and radio.

Honolulu Community College will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing the notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

CAMPUS EMERGENCY EVACUATION AND SHELTERING

Evacuation

If an evacuation from a structure is required (e.g., a fire incident or hazardous material discharge), the fire detection system will sound an alarm. Upon hearing this alarm, follow the posted exit

signage as well as any instructions provided to you by Campus Security personnel and/or faculty and staff.

Evacuation locations are dependent on many factors. The location choice will be determined based on the information received such as the area, type, and scope of the emergency. Therefore, be especially alert to instructions provided to you by campus officials and act quickly upon their guidance and direction.

From time to time, the campus will conduct drills to test the readiness of both the campus response personnel and the campus community. It is important that these drills are taken seriously and that you actively participate in the evacuation processes. Drills provide valuable information on issues that can arise during evacuation. This information is used to make improvements to the campus evacuation procedures.

Sheltering

Should there be an incident that requires seeking shelter or sheltering-in-place (e.g., an incident involving a person with a knife), the CCMT will, based on the assessment of Campus Security or other Campus Security Authority personnel, initiate an emergency notification as described under the topic of “Emergency Notifications.”

If you are confronted with a dangerous situation (such as an armed suspect), HonCC recommends that the campus community utilize the Avoid, Deny, Defend concept that has been adopted by the HPD. To learn more about your personal safety and security options during such confrontations, contact the Safety and Security Manager at (808) 845-9459 to schedule a presentation of *Civilian Response to Active Shooter Events*. Although the scenario is for an active shooter incident, the Avoid, Deny, Defend concept can be applied to other situations involving a threatening person.

ANNUAL EXERCISES TO TEST CAMPUS EMERGENCY RESPONSE PLANS

HonCC operates on the sound emergency planning philosophy of the Federal Emergency Management Agency, which advocates a cyclical approach (respond, recover, mitigate, plan and improve for the next response).

Our campus’ Emergency Response and Evacuation Plan undergoes annual review and testing. Testing the validity of plans takes the form of annual exercises and drills to not only determine readiness, but to determine capabilities and identify any process gaps that need to be improved. These events can be announced or unannounced to the campus community.

On June 16, 2018, HonCC held a table-top exercise to validate the campus Emergency Response and Evacuation plan, in addition to validate the processes by which the CCMT determines timely warning elements such as the segment(s) of the campus community to receive the warning, the warning content, and the means to deliver the warning. The scenario was a nuclear accident at

Joint Base Pearl Harbor/Hickam that required closure and evacuation of the campus, a lockdown of the campus until an all clear was given, and a brief discussion of what steps would need to be taken to resume normal activities on campus after such an event.

The scenario for this table-top exercise was somewhat slow moving, and allowed the CCMT to practice decision making over the course of two hours as to which steps they wished to take when new information was presented. The scope of the scenario affected not only the main campus, but our outlying areas such as METC at 10 Sand Island Parkway, and our AERO facility on Lagoon Drive.

This exercise was helpful in evaluation of our current practices for evacuation planning and shelter in place procedures, and allowed our staff to practice crafting UH Alert messages for timely warnings. It also gave our CCMT a chance to identify areas that we could improve our planning for such emergencies. The CCMT identified nine areas for improvement, and the Safety and Security Department either has addressed or is in the process of addressing all identified issues.

Testing of Emergency Notification and Safety Systems

Throughout the year, the campus' various systems that disseminate emergency notifications are tested. These systems include the fire alarm system, the UH Alert System, the Code Blue emergency phone system, outdoor public address system, and safety systems such as fire hydrants, emergency power and lighting units. The majority of the testing is scheduled such that it minimizes disruption to the campus community; however, there may be occasions where an audible alarm must be activated in order to test and/or conduct maintenance. The campus community will receive advance notice from either the Campus Security Department or Facilities Department regarding any scheduled testing. The notice will provide information on what will be tested, the testing duration, what to expect, and a point of contact.

SECURITY AWARENESS PROGRAMS

- New student orientations at the start of Fall Semester;
- New employee orientations (full-time, part-time, and student hires);
- Materials provided for student events such as Frosh Camp, Early College;
- Signage of campus security contact information in all classrooms and posted on public boards;
- Appearances at Student Life functions;
- Information tables at campus-sponsored events, mass emails for campus security awareness tips for self and others.

Crime Prevention Programs

HonCC's crime prevention programs are based on the dual concept of eliminating or minimizing opportunities to commit a crime by: 1) Instituting crime prevention and service programs that encourage students, faculty, and staff to take logical precautions for their own safety and the safety of others, and 2) Installing security systems to monitor and to provide notification of security issues.

Campus Crime Prevention and Security Service Programs:

- **Campus Relations** – The campus community is a good source for gathering information about crime and other activities that are inconsistent with campus policy and codes of student and faculty/staff conduct. As a part of our regular patrol regimen, officers' conduct walk-throughs of various departments and offices to maintain rapport with students, faculty, and staff. In addition to obtaining "intelligence" from this activity, safety issues and security concerns are also gathered. These issues and concerns are promptly reported to the proper campus department for corrective action (e.g., burned out light bulb, door does not lock, etc.).
- **Honolulu Community College Campus Safety Committee** – This committee is coordinated by the Safety and Security Manager and is comprised of representative personnel from various sectors of the campus community. This committee meets on a regular basis throughout the year to review and discuss issues and concerns related to crime trends and Clery Act compliance. This committee expects to convene at least once a quarter.
- **Security Escort Services** – Campus Security personnel provides a physical escort to or from one campus location to another when circumstances pose a safety and security risk. Our most common escorts are at night when we either walk alongside a person or persons, or provide a motorized escort on a security cart. We also provide a courtesy, motorized escort when access to an alternate entry is needed (sidewalk construction as an example) or under circumstances involving restricted personal mobility. While we strive to meet these escort requests in a timely manner, we ask for understanding that there may be a slight delay from time to time due to an emergency or need to complete a prioritized task. This service is available year-round, 24 hours a day, 7 days a week. Security can be reached at (808) 284-1270 to arrange an escort.
- **Safety and Security Awareness** – Campus Security personnel participate in biennial events and activities to promote safety and security concepts. The Campus Security Department website offers downloadable files with safety, security, and crime prevention information.

ALCOHOL POLICY

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

In addition, consumption of alcoholic beverages is forbidden in all public and common areas at HonCC, unless a special permit for consumption of alcoholic beverages on campus has been issued by the Chancellor. Students, employees, and others found in violation of this policy are subject to criminal prosecution and/or college disciplinary procedures.

ILLEGAL DRUG AND CONTROLLED SUBSTANCES POLICY

As prohibited by state and federal law, HonCC students, employees, and others are not permitted to be under the influence of, possess, manufacture, distribute, or sell illicit drugs at campus-sponsored or approved events, on HonCC property, or in buildings contracted for use by HonCC.

HonCC encourages students, faculty, and staff to seek assistance in overcoming drug or alcohol abuse. Early recognition and treatment are important for successful rehabilitation. Students may contact the Dean of Student Services at (808) 845-9235 for assistance regarding counseling and treatment referral services. Faculty and staff may contact their supervisors for assistance and referral services.

Students, employees, and others found in violation of this policy may be subject to arrest. Conviction may result in probation, fines, and imprisonment. Those found in violation are also subject to disciplinary action under their respective conduct codes/contracts.

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's Employee Assistance Program (EAP) provides confidential, short-term, professional counseling services to employees who may be experiencing personal problems that are affecting job performance. The University will not excuse misconduct by employees and students whose judgment is impaired due to substance abuse.

WEAPONS POLICY

The possession or use of lethal weapons on HonCC's premises is strictly prohibited. Lethal weapons include, but are not limited to, firearms, ammunition, spear guns, explosives, and dangerous substances. Also prohibited are replica firearms, pellet/air/water guns, and toy guns, as this can easily be mistaken for a real weapon.

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

STUDENT CODE OF CONDUCT

In order to preserve a positive learning environment for all, HonCC's Campus Security personnel may request identification of students and, as deemed necessary, may require cooperation in receiving guidance and direction.

Students at HonCC are expected to adhere to University of Hawai'i (UH) Executive Policy 7.208 "Student Conduct Code."

Section III Executive Policy: Part C, 2h addresses student interaction with campus officials and law enforcement. This section describes the following violation which may result in a student disciplinary proceeding: "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." Campus security personnel are employed in an administrative capacity to enforce policies/procedures that are intended to ensure the preservation of the educational environment.

Additionally, Section III Executive Policy: Part C, 1 Jurisdiction of the UH Student Conduct Code states that the UH Student Conduct Code also applies to UH sponsored activities, distance/on-line courses, events, and 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 (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. To access UH Executive Policy 7.208 "Student Conduct Code," go to:

<http://www.hawaii.edu/policy/index.php?action=viewPolicy&policySection=ep&policyChapter=7&policyNumber=208&menuView=open>

VIOLENCE AGAINST WOMEN ACT (VAWA)

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

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;
- d. A guest's or visitor's ability to participate in, access, or benefit from the University's programs.

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;
- 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:
 - Unreasonably interfering with the employee's work performance or student's academic performance; or
 - 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.

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.

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.

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:

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

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.

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:

- The length of the relationship;
- The type of relationship;
- 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 out of fear of retaliation or abuse;
- Preventing you from hanging out with your family.

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

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.

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.

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;
- 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. 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 ninety six (96) hours so that evidence may be preserved. This may assist in proving that the alleged criminal offense occurred/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 an 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 Security 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. HonCC security or the Title IX Coordinator will meet with you privately, at a time and place of your choice to take a report.
4. HonCC cannot and will not notify anyone 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 Title IX Coordinator will assist you in arranging any necessary hospital treatment or other medical needs.
8. If you feel comfortable having 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 HPD. 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 carefully considered, 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

The College believes in zero tolerance for sex/gender-based misconduct. Zero tolerance means that when an allegation of misconduct is brought to an appropriate administrator's attention, protective and other remedial measures will be used to reasonably ensure that such conduct ends, is not repeated, and the effects on the victim and community are remedied. The Title IX Coordinator has the specific responsibility to provide prompt and effective response to all complaints of sex discrimination or harassment for faculty, staff and students. The Title IX

Coordinator reports directly to the Chancellor of the College. Questions regarding Title IX should be directed to the Title IX Coordinator. Anyone wishing to make a report relating to sex discrimination or harassment may do so by reporting the concern to the College's Title IX Coordinator.

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, HonCC encourages prompt and accurate reporting. An 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 Security Department 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
Bldg 6, 2nd Floor
(808) 845-9211
dinafuku@hawaii.edu

TITLE IX AND VAWA IN RESOLUTION PROCESS

Title IX Brochure

<https://www.honolulu.hawaii.edu/title9>

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. § 106.1et 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
Sexual Assault	<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 the 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 a Protective Order.

	<ol style="list-style-type: none"> 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.
Stalking	<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 a Protective Order. 4. College will provide written information to reporting party on how to preserve evidence. 5. College will assess the 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.
Dating Violence	<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 a Protective Order.

	<ol style="list-style-type: none"> 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.
Domestic Violence	<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.

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 for accommodations and protective measures;
- 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
 Phone: 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, has never had a dating relationship with you, or is not related to you by blood.

Kauikaouli Hale
 1111 Alakea Street
 Honolulu, HI 96813

An additional resource for students needing assistance in breaking the cycle of domestic violence is Ala Kuola, a Honolulu-based non-profit organization that provides domestic violence prevention and victim assistance services. Their two primary areas of focus are assisting victims of domestic violence in obtaining Temporary Restraining Orders (TRO's) through the Family Court and facilitating the nationally-recognized program Coaching Boys into Men.

Ala Kuola
677 Ala Moana Blvd, Suite 1005
Honolulu, HI 96813
Phone: (808) 545-1880

Any victim who obtains a TRO or Protective Order from the State should provide a copy to the Campus Security Department. The Campus Security Department 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 – If there is an emergency please call 911, otherwise call the health office for more information.
- Health Office – (808) 845-9282

Community Resources

- State of Hawaii 24-hour ACCESS Line – (808) 832-3100 (O`ahu) or (800) 753-6879 (Neighbor Islands)
- YWCA Hawaii 24-hour Crisis Hotline – (808) 935-0677
- Ala Kuola (For domestic violence related issues including TROs)
<https://www.alakuolahawaii.com/>
- For a listing of additional resources visit:
<http://www.hawaii.edu/titleix/community>

Other Resources

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

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 transparent to the accuser and the accused. Usually, the resolution of domestic violence, dating violence, sexual assault, and stalking complaints are completed within sixty (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. Both the victim and the accused have the equal right to have a support person present for guidance and advice during interviews and proceedings. HonCC will not limit the choice of advisor or presence for either the accuser or the accused in any meeting proceedings. However, the College may establish restrictions regarding the extent to which the advisor may participate in the proceedings as long as the restrictions apply equally to both parties.

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

Notice of Charge

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

2. A Notice of Charge shall be provided to all parties to the Complaint and the Title IX Coordinator shall 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.

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.

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 Director of Compliance and Title IX office shall conduct the Fact-Finding Investigation.

The Investigating Officer(s) Shall:

- 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.

- b. Collect all documents, notes, and photographs of the incident sites, and materials relevant to the case, to include consultation and research notes. 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, and Witnesses) will not be allowed to be present during the interviews of others.
- c. Involved parties cannot question or cross-examine others during the investigatory interviews.

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

Fact-Finding Report

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;
- g. Any other relevant information as appropriate.

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, 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;
- b) Impose any sanctions as deemed appropriate.

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;
- f) The appropriate method for filing an appeal.

The Reporting and Responding parties to a Formal Investigation shall simultaneously 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 simultaneously 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, HonCC 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 HonCC 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.

Sanctions

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.

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:

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.

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.

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.

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.

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.

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.

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.

University Housing Restrictions

This option is not used at Honolulu Community College because we have no campus sanctioned housing.

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.

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.

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.

Right to Appeal

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:

- Uphold the original decision;
- Grant the appeal if the clear weight of the evidence shows the determination was erroneous;
- Remand the case because of substantial relevant information that was not presented and reasonably could not have been presented during the investigation;
- 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. Any changes to the final order requires a simultaneous notification to both the accuser and the accused.

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, nonparticipation, refusal or lack of acknowledgement.

Victim's Bill of Rights

Honolulu Community College (HonCC) 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 HonCC 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 currently does not provide Counseling Services due to vacancies.

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.

Risk Reduction:

The following are some tips from the Rape Abuse and Incest National Network (<https://www.rainn.org/safety-prevention>) that offer good advice that you can take to reduce your risk of becoming a victim or help you escape from an already dangerous situation:

Safety planning when someone is hurting you:

- **Become familiar with safe places.** Learn more about safe places near you such as a local domestic violence shelter or a family member's house. Learn the routes and commit them to memory. Find out more about [sexual assault service providers](#) in your area that can offer support.
- **Create a code word.** It might be a code between you and your children that means "get out," or with your support network that means "I need help."
- **Keep computer safety in mind.** If you think someone might be monitoring your computer use, consider regularly clearing your cache, history, and cookies. You could also use a different computer at a friend's house or a public library.
- **Lean on a support network.** Having someone you can reach out to for support can be an important part of staying safe and recovering. Find someone you trust who could respond to a crisis if you needed their help.
- **Prepare an excuse.** Create several plausible reasons for leaving the house at different times or for existing situations that might become dangerous. Have these on hand in case you need to get away quickly.
- **Stay safe at home.** If the person hurting you is in your home, you can take steps to feel safer. Try hanging bells or a noise maker on your door to scare the person hurting you away, or sleep in public spaces like the living room. If possible, keep the doors inside your house locked or put something heavy in front of them. If you're protecting yourself from someone who does not live with you, keep all the doors locked when you're not using them, and install an outside lighting system with motion detectors. Change the locks if possible.

Safety planning when someone is stalking you:

- **Be prepared to reach out.** If possible, keep your cell phone charged and have emergency contact numbers programmed ahead of time. You may want to save these contacts under a different name. Memorize a few numbers in case you don't have cell phone access in the future.
- **Change your routine.** Be aware of your daily routine and begin to alter it over time. Switch up the way you commute more often, taking different routes or different modes of transportation. Visit the [Stalking Resource Center](#) for more ways to stay safe.
- **Tell someone you trust.** Stalking shouldn't be kept a secret. Tell your loved ones, parents or other trusted adults, or the local police to determine if a report can be made.

Safety planning when leaving the person hurting you:

- **Make an escape bag.** Pack a bag that includes all important papers and documents, such as your birth certificate, license, passport, social security card, bills, prescription drugs, and medical records. Include cash, keys, and credit cards. Hide the bag well. If it's discovered, call it a "hurricane bag" or "fire bag." If you are escaping with children, include their identifying information as well.
- **Plan a destination.** If you're not going to stay with someone you know, locate the nearest domestic violence shelter or homeless shelter.
- **Plan a route.** Then plan a backup route. If you are driving, have a tank of gas filled at all times. If you rely on public transportation, know the routes departure times. Many public transportation systems have mobile apps that update their schedules and arrival times.
- **Prepare your support network.** Keep your support network in the loop. Let them know how to respond if the perpetrator contacts them.
- **Important Safety Note:** If the dangerous situation involves a partner, go to the police or a shelter first.

Safety Planning when you are out in public:

- **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.
- Try to **avoid isolated areas.** It is more difficult to get help if no one is around.
- **Walk with purpose.** Even if you don't know where you are going, act like you do.
- **Trust your instincts.** If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
- **Make sure your cell phone is with you** and charged and that you have cab money.
- **Don't allow yourself to be isolated** with someone you don't trust or someone you don't know.
- **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.

- **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.
- **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.).
- **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.
- **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.
- **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.
- **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).
- **If you need to get out of an uncomfortable or scary situation here are some things that you can try:**
 - **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.
 - **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.
 - **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.
 - **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.

- **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?

DAILY CRIME LOG AND CLERY CRIME STATISTICS

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 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 Honolulu Community College 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 our campus.

Clery Crimes and Definitions

Primary Crimes

- **MURDER AND NON NEGLIGENT MANSLAUGHTER:** The willful (non-negligent) killing of one human being by another.
- **NEGLIGENT MANSLAUGHTER:** The killing of another person through gross negligence.
- **AGGRAVATED ASSAULT:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. Simple assaults are excluded.
- **ARSON:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc. (Note that only fires determined through investigation to have been willfully or maliciously set are classified as arsons. Arson is therefore the only Clery Act offense that must be investigated before it can be disclosed. If other Clery Act offenses were committed during the arson incident, the most serious is counted in addition to the arson.)
- **BURGLARY:** The unlawful entry of a structure to commit a felony or a theft. Attempted forcible entry is included.
- **ROBBERY:** The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- **MOTOR VEHICLE THEFT:** The theft or attempted theft of a motor vehicle. A motor vehicle is self-propelled and runs on the surface and not on rails. Motorboats, construction equipment, airplanes, and farming equipment are specifically excluded from this category.

Sex Offenses

The Clery Act has four defined sex offenses for which crime statistics must be collected on Clery geography. They are: rape, fondling, incest and statutory rape.

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

- **FONDLING:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age and/or because of his/her temporary or permanent mental incapacity.
- **INCEST:** Non forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **STAUTORY RAPE:** Non forcible sexual intercourse with a person who is under the statutory age of consent.

Alcohol, drug and weapon violations

The Clery Act requires institutions collect statistics for violations of state law and or ordinances for drug, alcohol and weapons violations.

LIQUOR LAW VIOLATIONS: The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

WEAPONS POSSESSION VIOLATIONS: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

DRUG ABUSE VIOLATIONS: Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: Opium or Cocaine and their derivatives (Morphine, Heroin, Codeine); Marijuana; synthetic narcotics (Demerol, Methadone); and dangerous non-narcotic drugs (Barbiturates, Benzedrine).

NOTE: Drug, alcohol, and weapon violations statistics are broken down into two categories: Arrest, which are made by authorized law enforcement officers and lead to the criminal justice system; and violations, which are referred to the Dean of Student Services for discipline according to the Student Code of Conduct

Hate Crimes

The Clery Act requires institutions collect crime statistics for hates crime associated with either the commission of a primary crime or the lesser offenses of larceny-theft, simple assault, intimidation, destruction of or vandalism of a buildings or property.

HATE CRIMES: A Hate Crime is *a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.*

Under the *Clery Act*, Hate Crimes include any of the following offenses motivated by bias: Murder and Non-negligent Manslaughter, Sexual Assault, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny-Theft, Simple Assault, Intimidation, Destruction/Damage/Vandalism of Property. Larceny-Theft, Simple Assault, Intimidation, and Destruction/Damage/Vandalism of Property are included in your *Clery Act* statistics only if they are Hate Crimes:

- **Larceny-theft:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.
- **Simple Assault:** An unlawful physical attack by one person on another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- **Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or conduct, but without displaying a weapon or subjecting the victim to actual attack. Includes cyber-intimidation if victim is threatened on Clery geography.
- **Destruction, damage or vandalism of property:** To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of the property.

Violence Against Women Act (2013) Crimes

Domestic Violence: A felony or misdemeanor crime 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 or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; 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 in which the crime of violence occurred.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for the person’s safety or the safety of others; or (2) suffer substantial emotional distress.

Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property.

Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

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:

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

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:

- Fear for his or her safety or the safety of others; OR
- Suffer substantial emotional distress

2017 CLERY ACT CRIME STATISTICS, EXPLAINED

On the following pages, you will see three different tables that show the crime statistics for Honolulu Community College. One is for the main campus, which includes stats for 874 Dillingham and the outlying buildings (Construction Academy, Automotive Tech, and Diesel Tech) that are nearby and are considered contiguous to the main campus. The second table reports statistics for METC at 10 Sand Island Parkway. The third table shows statistics for AERO at 140 Iako Place. By standard, these three separate campuses have to be reported separately.

You will also note that statistics are reported for 2015, 2016, and 2017. These statistics are again required to be reported for the previous three years. 2018 statistics cannot be reported yet, as the 2018 year is not complete.

One of the Clery requirements is that we report any statistics that occurred in student housing as a subset of the campus statistics. Because Honolulu Community College has no student housing, there are no statistics to report.

Another requirement for our Clery report is that we are to list any unfounded crimes in our Clery statistics. Unfounded crimes can only be identified and labeled by authorized Law Enforcement personnel. During the years of 2015, 2016, and 2017 Honolulu Community College had no unfounded crimes to report.

The third disclosure required by Clery Act is regarding hate crimes that fit the definition above. During the years of 2015, 2016, and 2017, no hate crimes were reported.

2017 Clery Act Crime Statistics Report – Honolulu Community College Main Campus

UH Crime Statistics – Honolulu Community College (Main Campus)									
Offense	On Campus Property			Non-Campus Property			Public Property		
	2017	2016	2015	2017	2016	2015	2017	2016	2015
Murder/ Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter By Negligence	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	1	1	0	0	0	0	0	0
Burglary	2	4	3	0	0	0	0	0	0
Motor Vehicle Theft	3	0	1	0	0	0	2	0	0
Arson	1	0	0	0	0	0	0	0	0
Sexual Assault (Sex Offenses)									
Rape	1	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Fondling	0	0	1	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Weapons, Drug Abuse, and Alcohol Law Violations									
Weapons Arrests	1	0	0	0	0	0	0	0	0
Illegal Drug Arrests	0	0	0	0	0	0	0	0	0
Alcohol Arrests	0	0	0	0	0	0	0	0	0
Weapons Law Violations	1	0	0	0	0	0	0	0	0
Illegal Drug Laws Violations	2	0	0	0	0	0	0	0	0
Alcohol Law Violations	1	0	0	0	0	0	0	0	0
VAWA Offenses									
Domestic Violence	3	2	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	1	0	0	0	0	0	0	0	0

2017 Clery Act Crime Statistics Report – Honolulu Community College METC Campus

UH Crime Statistics – Honolulu Community College – (METC Campus)									
Offense	On Campus Property			Non-Campus Property			Public Property		
	2017	2016	2015	2017	2016	2015	2017	2016	2015
Murder/ Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter By Negligence	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Sexual Assault (Sex Offenses)									
Rape	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Weapons, Drug Abuse, and Alcohol Law Violations									
Weapons Arrests	0	0	0	0	0	0	0	0	0
Illegal Drug Arrests	0	0	0	0	0	0	0	0	0
Alcohol Arrests	0	0	0	0	0	0	0	0	0
Weapons Laws Violations	0	0	0	0	0	0	0	0	0
Illegal Drug Law Violations	0	0	0	0	0	0	0	0	0
Alcohol Laws Violation	0	0	0	0	0	0	0	0	0
VAWA Offenses									
Domestic Violence	1	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0

2017 Clery Act Crime Statistics Report – Honolulu Community College AERO Campus

UH Crime Statistics – Honolulu Community College (AERO)									
Offense	On Campus Property			Non-Campus Property			Public Property		
	2017	2016	2015	2017	2016	2015	2017	2016	2015
Murder/ Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter By Negligence	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Sexual Assault (Sex Offenses)									
Rape	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Weapons, Drug Abuse, and Alcohol Law Violations									
Weapons Arrests	0	0	0	0	0	0	0	0	0
Illegal Drug Arrests	0	0	0	0	0	0	0	0	0
Alcohol Arrests	0	0	0	0	0	0	0	0	0
Weapons Behavior Referrals	0	0	0	0	0	0	0	0	0
Illegal Drug Behavior Referrals	0	0	0	0	0	0	0	0	0
Alcohol Behavior Referrals	0	0	0	0	0	0	0	0	0
VAWA Offenses									
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0

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APPENDICES

A-1: Main Campus - Honolulu Community College Clery 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 (10 Sand Island Parkway)



A-3: Aeronautics Maintenance Technology Training Program Clery Act Geographical Boundaries (140 Iako Place)

