

# 2017 ANNUAL SECURITY REPORT



UNIVERSITY *of* HAWAI'I®

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**KAPI'OLANI**  
COMMUNITY COLLEGE

The 2017 Annual Security Report (ASR) is prepared and published in compliance with the Higher Education Opportunity Act and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The ASR is made available electronically on the Kapi'olani Community College Campus Security website to all current and potential students and employees and to the general public:

<http://go.hawaii.edu/ouj>

The 2017 Annual Security Report is based on crime statistical data and related information for the period of January 1, 2016 through December 31, 2016.

## TABLE OF CONTENTS

CLERY ACT COMPLIANCE CROSSWALK.....	1
INTRODUCTION.....	6
ABOUT THE INSTITUTION.....	6
GEOGRAPHICAL LOCATION .....	7
SPECIFIC FEDERAL LAWS REQUIRING SAFETY- AND SECURITY-RELATED DISCLOSURES.....	8
ANNUAL SECURITY REPORT .....	8
PREPARATION AND NOTIFICATION OF ANNUAL SECURITY REPORT .....	9
ASR POINT OF CONTACT INFORMATION .....	10
CAMPUS SECURITY .....	11
OVERVIEW .....	11
ENFORCEMENT .....	11
ENFORCEMENT AND CAMPUS SECURITY’S RELATIONSHIP TO THE STUDENT CONDUCT CODE .....	12
SECURITY WORKFORCE TRAINING .....	13
CRIME PREVENTION SERVICES .....	13
POLICY STATEMENTS .....	15
TIMELY WARNINGS.....	15
REPORTING OF CRIMINAL OFFENSES .....	16
VOLUNTARY – CONFIDENTIAL REPORTING.....	17
DISCLOSURES TO ALLEGED VICTIMS.....	18
DAILY CRIME LOG.....	18
EMERGENCY RESPONSE AND EVACUATION PROCEDURES.....	18
CAMPUS NOTIFICATION ABOUT AN IMMEDIATE THREAT .....	19
ACCESS AND SECURITY OF CAMPUS FACILITIES.....	20
CRIME AND SEXUAL ASSAULT EDUCATION AND PREVENTION AWARENESS PROGRAMS .....	21

SEXUAL ASSAULT AND SEX OFFENSES EDUCATIONAL PROGRAMS .....	22
ALCOHOL AND DRUG POLICY.....	22
SUBSTANCE ABUSE EDUCATION .....	23
WEAPONS POLICY .....	23
SEXUAL ASSAULT POLICY .....	24
SEXUAL ASSAULT VICTIMS' BILL OF RIGHTS .....	25
VICTIMS OF SEXUAL ASSAULT .....	26
SEX OFFENDER REGISTRY .....	27
CRIME STATISTICS.....	28
DEFINITIONS AND GUIDELINES FOR INSTITUTIONS IN REPORTING STATISTICS: .....	30
ON CAMPUS .....	30
NON-CAMPUS .....	30
PUBLIC PROPERTY.....	30
CLERY ACT GUIDELINES FOR REPORTING.....	31
DEFINITIONS OF CLERY ACT CRIMES.....	32
HATE CRIME AND OTHER REPORTABLE INCIDENTS .....	35
DEFINITIONS OF CLERY ACT GEOGRAPHY .....	36
ON-CAMPUS CATEGORY .....	36
NON-CAMPUS CATEGORY .....	36
PUBLIC PROPERTY CATEGORY .....	36
EMERGENCY RESPONSE TRAINING .....	38
APPENDICES.....	39
APPENDIX A .....	40
CAMPUS SECURITY AUTHORITIES .....	40
LISTING OF CAMPUS SECURITY AUTHORITIES.....	41
APPENDIX B .....	42
CRIME PREVENTION AND SAFETY TIPS .....	42

APPENDIX C .....	43
CAMPUS MAP .....	43
CALL BOX LOCATIONS .....	44
APPENDIX D .....	45
WHERE TO GO FOR ASSISTANCE OR INFORMATION .....	45
REFERENCES.....	46

## CLERY ACT COMPLIANCE CROSSWALK

The table below is a crosswalk that is intended to assist in locating specific Clery Act compliance components within this publication.

REFERENCE	DESCRIPTION	PAGE #'S
PART I	POLICY STATEMENTS	
I.A	Policy statements related to procedures for reporting crime and other emergencies	16-17
I.A.1	Procedures for students and others to report criminal actions or other emergencies occurring on campus	16-17
I.A.2	A statement concerning the campus' response to information received related to criminal actions or other emergencies occurring on campus	15-20
I.A.2-1	Policy for making timely warning reports to members of the campus community regarding the occurrence of Clery Act reportable crimes	15-16
I.A.2-2	Policy for preparing the annual disclosure of crime statistics	8-9
I.A.2-3	List of titles of each person or organization to whom students and employees should report criminal offenses for the purposes of making timely warnings and disclosure of annual statistics; Campus Security Authorities	41
I.A.3	Policy statements related to campus facilities and residences related to safety and security	20-21
I.A.3-1	Policies concerning security of and access to campus facilities, including campus residences (residences as applicable to the institution)	20

I.A.3-2	Policy concerning security considerations used in the maintenance of campus facilities	21
I.A.4	Policies concerning campus law enforcement	11-14
1.A.4-1	The law enforcement authority of campus security personnel	11
I.A.4-2	Policies concerning the working relationship of campus security personnel with state and local law enforcement agencies and whether the institution has agreements with such agencies	11-12
I.A.4-3	Policies which encourage accurate and prompt reporting of all crimes to the campus police (Campus Security Office) and the appropriate law enforcement agencies	16-17
I.A.4	A description of procedures, if any, that encourage pastoral counselors and professional counselors, when they deem appropriate, to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics	17
I.A.5	A description of the type and frequency of institutional programs designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others	21-22, 42
I.A.6	A description of programs designed to inform students and employees about the prevention of crimes	21-22

I.A.7	Policy concerning the monitoring and recording, through local police agencies of criminal activity in which students engage at off-campus locations of student organizations officially recognized by the institution, including student organizations with off-campus housing facilities (as applicable to institutions with housing)	N/A
I.A.8	Policy regarding the possession, use and sale of alcoholic beverages and enforcement of state underage drinking laws	22-23
I.A.9	Policy regarding the possession, use and sale of illegal drugs and enforcement of federal and state drug laws	22-23
I.A.10	A description of any drug or alcohol abuse education program as required under Section 120(a) through (d) of HEA	23
I.A.11	A statement that the institution will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in Section 16 of Title 18, USC), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense	18
I.A.12	A statement regarding the institution's emergency response and evacuation procedures	18-19
I.A.13	A statement regarding missing student notification procedures (as applicable for institutions with housing/residences)	N/A
I.B	The institution's campus sexual assault programs to prevent sex offenses and the procedures to follow when they occur	16-17, 21-23



I.B.1	A description of educational programs to promote the awareness of rape, acquaintance rape and other forcible and non-forcible sex offenses	22
I.B.2	Procedures students should follow if a sex offense occurs	24-26
I.B.2-1	Procedures concerning who should be contacted	24-26
I.B.2-2	The importance of preserving evidence for the proof of a criminal offense.	26
I.B.2-3	To whom the alleged offense should be reported	24
I.B.3	Information on a student's option to notify appropriate law enforcement authorities	25-26
I.B.3-1	On-campus and local police	24-26
I.B.3-2	A statement that institutional personnel will assist the student in notifying these authorities, if the student requests the assistance of these personnel	24-26
I.B.4	Notification to students of existing on- and off-campus counseling, mental health or other student services for victims of sex offenses	24-26
I.B.5	Notification to students that the institution will change a victim's academic and living situations after an alleged sex offense, and the options for those changes if those changes are requested by the victim and are reasonably available	24-26
I.B.6	Procedures for campus disciplinary action in cases of an alleged sex offense	24-26

I.B.6-1	The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding	24-26
I.B.6-2	Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding that is brought alleging a sex offense	24-26
I.B.6-3	Sanctions the institution may impose following a final determination of an institutional disciplinary proceeding regarding rape, acquaintance rape or other forcible or non-forcible sex offenses	24-26
I.C	Information on where to find registered sex offenders information provided by a state	27
PART II	CRIME STATISTICS	28-29
II.A	Criminal Offenses and Arrests and Referrals for Disciplinary Action	28
II.B	Hate Crimes	29
II.C	VAWA	29



## INTRODUCTION

### ABOUT THE INSTITUTION

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

Kapi'olani Community College is the state's largest comprehensive community college with technical, occupational and professional programs in business education, foodservice and hospitality education, and nursing. It offers the state's most successful university transfer program as well as a well-respected STEM (Science, Technology, Engineering, and Mathematics) program. Nationally, Kapi'olani Community College has been recognized for its programs in health sciences and education for emergency medical services. Locally, KCC is well known for its culinary program. Other students attend Kapi'olani Community College as a starting point before moving on to the University of Hawai'i at Mānoa and other four-year universities to complete a bachelor's degree.

Of all the community colleges in the University of Hawai'i System, KCC has the largest liberal arts student body with over (on average) 10,000 students enrolled annually. The campus has one of the nation's largest international student bodies and attracts students from over 100 nations including very large numbers of students from Japan, Korea, China and Hong Kong because of its programs of study, links to the University of Hawaii - Mānoa, and proximity to Waikiki.

Originally located at Pensacola Street and Kapi'olani Boulevard (from which the school gets its name), adjacent to President William McKinley High School in the Makiki community, Kapi'olani Community College was established in 1946 as Kapi'olani Technical College. The school was administered by the Territory of Hawai'i as one of its chief vocational schools, specializing in food service. In 1965, its curricula was modified and the college became an open-door public college administered by the University of Hawai'i. As part of the realignment of programs, the school adopted its current name.

Kapi'olani Community College gained national attention in 1976 when radiology instructors Roland Clements and Harry Nakayama developed a new hip x-ray technique. In 1986, Kapi'olani Community College's respiratory care program won a national award as an outstanding vocational education program. Also in the late 1980s, Gallaudet University Regional Center opened at the Fort Ruger campus.

## GEOGRAPHICAL LOCATION

Kapi'olani Community College lies on the opposite slope of Diamond Head, across from the entrance to the Diamond Head National Monument. The main campus can be found at 4303 Diamond Head Road and is bordered by Diamond Head Road (Northwestern Border), Kilauea Avenue (Southeastern Border), 18th Ave (Northeastern Border), and Makapuu Ave (Southwestern Border), see Appendix C for the campus location and map. KCC also utilizes spaces in the neighboring Leahi Hospital, located at 3675 Kilauea Avenue, for teaching.

A third location, the Diamond Head Theater parking lot, is used for overflow parking. Its boundaries include Alohea Ave (southwest) intersecting with Pokole Street (northwest), which converge with the Leahi Hospital property line continuing to the rear of the Diamond Head Theater.

The campus population includes more than 10,000 credit and noncredit students each semester. On any given semester, depending on our student population size, the campus employs approximately 500 full and part time employees.

As defined by the *Clery Act*, disclosure of statistics for certain reportable crimes will be based upon the location of the crimes. Maps that delineate the *Clery Act* geographical boundaries for the three sites are located in Appendix C.

## SPECIFIC FEDERAL LAWS REQUIRING SAFETY- AND SECURITY-RELATED DISCLOSURES

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

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

In 2008, the Higher Education Opportunity Act (HEOA; Public Law 110-315) was reauthorized and expanded the elements of the HEA. 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 sexual assault requirements.

This Kapi'olani Community College 2017 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.

## ANNUAL SECURITY REPORT

Kapi'olani Community College is firmly committed to providing a safe and secure learning and working environment. Policies and procedures are designed to provide precautionary measures to protect persons and property. The entire Kapi'olani Community College community should exercise good judgment and take appropriate precautions to reduce the possibility of becoming the victim of a crime-related event on campus.

The *2017 Annual Security Report (ASR)* is prepared and published in compliance with the Higher Education Opportunity Act (HEOA) and the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act). These federal laws require colleges and universities to:

- Publish an annual security report containing three years of selected crime statistics and certain campus security policy statements.
- Disclose crime statistical data for the campus, public areas immediately adjacent to the campus, and specific non-campus facilities that are owned or operated by the college and university.

## PREPARATION AND NOTIFICATION OF ANNUAL SECURITY REPORT

The Director of Safety and Emergency Management coordinates the collection, publication, and dissemination of the ASR for Kapi'olani Community College. The primary source of statistical data comes from the Campus Security Office to whom crimes and incidents are generally reported. However, 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)
- Honolulu Police Department
- Department of Public Safety-Sheriff Division
- Department of Land and Natural Resources, Division of Conservation and Resource Enforcement

Please note that only the statistics are collected. No identifiable information on the victim or suspect is disclosed to the college.

Upon completion of the annual report, a mass email notification is sent to all current students, faculty, and staff providing the website address to access this report.

A hardcopy of this report is also available for viewing in the library (for review and reference only).

Current and prospective students and employees may make a request 36 hours prior to obtain one hardcopy of the report from the Director of Safety and Emergency Management (contact 808-734-9334 or go to Ilima Building, room 204). The ASR is also available online to current and prospective students, faculty, staff, and the general public at:

<http://go.hawaii.edu/ouj>

## ASR POINT OF CONTACT INFORMATION

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

Kapi'olani Community College  
Attention: Director of Safety and Emergency Management  
4303 Diamond Head Road, Ilima 204  
Honolulu, Hawai'i 96816

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



## CAMPUS SECURITY

### OVERVIEW

Each Campus Security Department at each of the institutions in the University of Hawai'i System is independently administered. Security services for Kapi'olani Community College are administered through Kapi'olani Community College's Administrative Services Division. Security services are provided by the Campus Security Office. The unit is comprised of two (2) University Security Officer (USO) II positions and six (6) USO I positions. The College also contracts security services on a limited basis. These services are utilized to supplement the workforce and provide additional coverage as necessary.

Together, campus security officers and contract security officers provide patrol and other security services 24-hours a day, 365-days a year. The Campus Security Office is located in the Ohia Building on the first floor, Room 104. Security officers are available by telephone at (808) 734-9900 or by campus telephone at x9900.

### ENFORCEMENT

USO's are charged with upholding federal, state, and local laws in addition to the rules, regulations, and policies governing the University of Hawai'i and Kapi'olani Community College. In addition, USO's and contract security personnel are non-sworn and unarmed. Security officers may detain individuals involved in the violation of laws and those involved in criminal acts they personally view, or those positively identified as having committed such an act by victims or witnesses until such time that the Honolulu Police Department (HPD) arrives to take custody of the individual(s). Any campus incident requiring an arrest is referred to HPD.

The Campus Security Office remains in communication with HPD and will occasionally work with other law enforcement agencies including the State of Hawai'i's Department of Public Safety (DPS) and the Federal Bureau of Investigation (FBI). Campus Security maintains an open and reciprocal relationship with these agencies utilizing their resources and expertise to gather crime-related information, reports, and statistics. The HPD is the primary investigating agency for all criminal activity that occurs on all University of Hawai'i campuses, including Kapi'olani Community College.

Though no formal agreements exist between the agencies, Kapi'olani Community College, as a state-level agency, is recognized in local-, state- and federal-level emergency management plans. The law enforcement agencies are also identified in



those plans as members of the State Law Enforcement Coalition (SLEC). Certain federal and state-sponsored training for SLEC personnel are often opened to include Kapi'olani Community College personnel.

## ENFORCEMENT AND CAMPUS SECURITY'S RELATIONSHIP TO THE STUDENT CONDUCT CODE

The University of Hawai'i (UH) System "Student Code of Conduct" (Executive Policy E7.208 University of Hawai'i System Wide Student Conduct Code) Section IV.A: Jurisdiction of the UH Student Conduct Code, states: "The UH Student Conduct Code shall apply to conduct that occurs on UH premises, at UH sponsored activities, in distance/online courses and events, and to off-campus conduct that affects the UH Community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree. Conduct that occurs before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if his/her conduct is not discovered until after a degree is awarded), is subject to the Student Conduct Code." Additionally, Section IV.B: Conduct – Rules and Regulations, item #8 states: "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."

In order to maintain a safe and secure educational environment, Kapi'olani CC Campus Security personnel may encounter circumstances that will require obtaining personal identity information from students at on- and off-campus properties, as well as requiring acceptance of guidance and direction.

Students are encouraged to review their "Student Code of Conduct" and in order to better assist the campus administration in their endeavor to help preserve a positive learning environment for all. Others in the campus community such as faculty, staff, and contractors are guided by their respective provisions of conduct as identified by their employers.

The Student Conduct policy can be found at:

[http://www.studentaffairs.manoa.hawaii.edu/policies/conduct\\_code/](http://www.studentaffairs.manoa.hawaii.edu/policies/conduct_code/)

The Student Conduct code in pdf format can be found at:

[http://www.studentaffairs.manoa.hawaii.edu/downloads/conduct\\_code/UHM\\_Student\\_Conduct\\_Code.pdf](http://www.studentaffairs.manoa.hawaii.edu/downloads/conduct_code/UHM_Student_Conduct_Code.pdf)

## SECURITY WORKFORCE TRAINING

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

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

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

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

## CRIME PREVENTION SERVICES

Security officers, including contract security, conduct regular patrolling of the campuses by either vehicle and/or by foot. Security officers perform an array of public safety services, including, but not limited to:

- Working with victims and alleged victims in completing incident reports;
- Investigating crimes and working with other college or university offices, or law enforcement, in meeting all internal investigation requirements under federal law;
- Responding to medical, fire and other disaster emergencies;
- Responding to all traffic accidents that occur on the college's property;
- Upholding of university rules and local or federal laws that regulate the use of alcohol, drugs, and weapons;
- Inspecting campus facilities that facilitate safety (i.e., lighting, shrubbery), and other related campus security services;

- Providing first responder assistance in emergency first-aid, cardiopulmonary resuscitation (CPR), automated external defibrillator (AED);
- Crowd control for college events;
- Managing overall campus aggressive and/or disturbing behavior.

University Security Officers also provide lock-out services within college and/or department procedural guidelines and policies.

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*\*\* Safety Tip \*\**

*Enroll in UH ALERT for emergency email and text message notifications.*

<https://www.hawaii.edu/alert/>

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## POLICY STATEMENTS

### TIMELY WARNINGS

In the event that a significant emergency or dangerous situation arises on campus that poses an **immediate** threat to the health or safety of employees or students a timely warning message will be sent. These messages will continue to be sent as long as there is an **ongoing** threat.

Any of the following communication methods may be used to issue the timely warning messages; emergency text message alerts, prominent postings on the Kapi'olani Community College website, broadcast email and voicemail, social media outlets (i.e., Facebook, Twitter), "Code Blue" emergency telephone public address system, and emergency broadcast enunciator system. In the majority of circumstances, timely warning messages will be communicated via the UH Alert System. Fliers and other informational materials may also be posted in campus buildings, bulletin boards, and digital signage display screens to inform students, faculty, and staff of ongoing safety concerns.

The *timely warning* notification will be issued by one of the following offices, depending upon the circumstances of the situation: Chancellor's Office, the Vice-Chancellor for Administrative Services Office, Vice-Chancellor for Academic Affairs Office, or the Campus Safety and Emergency Management Department.

Examples of significant emergencies or dangerous situations include, but are not limited to:

- Outbreak of serious illness;
- Imminent weather conditions such as hurricanes and storms;
- Gas leaks and other biohazard and chemical spills;
- Terrorist incidents;
- Explosions;
- Armed intruders.

Certain incidents and situations may not require a timely warning notification, but are important in nature to communicate. For example, power outages, road conditions, and facility closures may necessitate an emergency communication to ensure campus and public safety. In these circumstances, informational messages and advisories will be sent via e-mail.

Anyone with information that may warrant a timely warning notification should report the circumstances to the appropriate law enforcement or campus authorities:

- Campus Security Office at x9900 (on-campus telephone) or (808) 734-9900, or in-person at the Campus Security Office, Ohia Building, Room 104.

Upon receipt of information from a reliable source and/or upon visual observation of an incident or situation that represents a significant emergency or dangerous situation, Campus Security will immediately contact the Vice-Chancellor for Administrative Services, or designee acting in his/her capacity, to provide information on the incident/situation. The Vice-Chancellor for Administrative Services will make a determination or, as necessary, convene the campus Emergency Management Team to discuss and determine the immediate actions steps. A timely warning will be immediately sent out via UH Alert, if available, or any other method(s) to ensure the campus is informed. Messages will continue as new information presents itself or the situation is closed.

## REPORTING OF CRIMINAL OFFENSES

Students, faculty, and staff are encouraged to immediately report any on-campus emergency, criminal offense, or suspected criminal activity. Prompt reporting improves campus security and law enforcement's ability to investigate the situation and to apprehend suspects and/or prevent potential crimes. Incidents should be reported to one of the following:

- Honolulu Police Department (HPD) at 911.
- Campus Security Office at x9900 (on-campus telephone) or (808) 734-9900, or in-person at the Campus Security Office, Ohia Building, Room 104.

As an option, criminal offenses may also be reported to campus officials who are designated as Campus Security Authorities (CSA's). CSA's will assist with the notification procedures to proper security or law enforcement authorities as necessary and incidents reported to CSA's will be included in the annual security report crime statistics. Please refer to Appendix A of this report for more information on CSA's.

Although exempt from the reporting requirements of the Clery Act, pastoral and professional mental health counselors are encouraged to refer persons they are counseling to report crimes on a voluntary, confidential basis, especially if the incident poses an immediate or ongoing threat to the campus community. Crimes reported will be included in the annual security report crime statistics.

All campus incident reports are recorded in the Campus Security Office and disseminated to the Director of Safety and Emergency Management and to the Vice-Chancellor for Administrative Services Office. Incident reports involving students are also distributed to the Vice-Chancellor for Student Affairs for review and potential action via the student judiciary process.

## VOLUNTARY – CONFIDENTIAL REPORTING

If you are a witness to, or victim of a crime and do not wish to pursue action within the college judicial system or criminal justice system, you may still want to consider making a confidential report. With your permission, the Campus Security Office can report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With the disclosure of this information, the college can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution and in the Daily Crime Log. If complete anonymity is requested, please be aware, however, that an anonymous report may not be enough

for us to pursue further action against an individual or ameliorate a dangerous situation, unless witnessed by a campus official or others who will provide witness.

### DISCLOSURES TO ALLEGED VICTIMS

Kapi'olani Community College will, upon written request, disclose to the alleged victim of a crime of violence, or any crime/incident defined under the Violence Against Women Act, the results of any disciplinary hearing conducted by the College against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the College will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

### DAILY CRIME LOG

The Campus Security Office maintains a Daily Crime Log that records all crimes and incidents that occur within the Clery Act defined geographical boundaries. The Daily Crime Log includes the nature, date, time, and general location of each crime reported as well as the disposition of the incident. The Daily Crime Log is available for public inspection at the Campus Security Office (Ohia Building, Room 104).

### EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Kapi'olani Community College maintains an Emergency Management Plan (EMP) that provides procedures for managing and responding to emergencies that may threaten the health and/or safety of the campus community and/or disrupt the College's programs and activities. The EMP outlines necessary emergency preparedness requirements and identifies organizations and individual positions responsible for emergency preparedness, response, and recovery.

The EMP is designed to provide an organized management system for the campus to follow during times of emergencies. The system is flexible whereby part of or the entire plan may be activated, as appropriate to the situation. Emergency response leadership at Kapi'olani Community College will be provided by the Emergency Management Team (EMT) is drawn from the College's senior administration, academic leaders, and other key personnel. The EMT is responsible for conveying a team of administrators and information obtained from security to review emergency situations that may arise and determine how to proceed.

All campus classrooms and faculty and staff offices are required to post and have available the institution's Emergency Reference Guide. The Emergency Reference Guide is a quick reference flipchart that provides step-by-step procedures on various



emergency scenarios as well as providing a telephone directory of campus and community resources. Copies of the Emergency Reference Guide are available in the Vice- Chancellor for Administrative Services Office.

Members of the campus community are advised on an annual basis that they are required to notify the Campus Security Office of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and/or safety of students and employees. The Campus Security Office has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, the Campus Security Office has a responsibility to respond to such incidents to determine if the situation does in fact, pose a threat to the community. If the threat is verified, federal law requires that the institution immediately notify the campus community of this situation.

### CAMPUS NOTIFICATION ABOUT AN IMMEDIATE THREAT

Upon confirmation that an emergency or dangerous situation poses an immediate threat to the health and/or safety of some or all members of the campus community, the institution will activate all or a portion of the College's EMP. Members of the EMT will collaborate to determine the nature of the emergency, appropriate response plans, and the content of the message that will be delivered to the campus community.

The EMT will initiate the notification systems, unless issuing a notification will, in the judgment of authorized first responders (e.g., Honolulu Police Department, Honolulu Fire Department, Emergency Medical Technicians), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Various communication methods are used by the campus to alert students, faculty, and staff of emergencies or dangerous situations. Some or all of these methods of communication may be activated in the event of an immediate or ongoing threat to the campus community: emergency text message alerts, prominent postings on the College's website, broadcast email and voicemail, social media outlets (i.e., Facebook, Twitter), "Code Blue" emergency telephone public address system, and emergency broadcast enunciator system. Fliers and other informational materials may also be posted in campus buildings, bulletin boards, and digital signage display screens to inform students, faculty, and staff of ongoing safety concerns.



The institution will post frequent and regular updates during a critical incident on the College's website main page: <http://www.kapiolani.hawaii.edu/>

Members of the campus community including all students, faculty, and staff, are encouraged to voluntarily enroll in the University of Hawai'i's UH Alert Emergency Notification System. UH Alert includes broadcast email and text message delivery options that may be used to alert the campus community of natural, health, or civil emergencies. The website for UH Alert enrollment is as follows:

<http://www.hawaii.edu/alert>

## ACCESS AND SECURITY OF CAMPUS FACILITIES

Kapi'olani Community College allows for the use of campus facilities by students, faculty, staff, affiliated organizations, and non-affiliated groups as long as appropriate facility use guidelines are adhered to. The campus closes at 10:00 p.m. After 10:00 PM, the College asks that the campus be vacated unless specific arrangements have been made for the campus community and/or the general public to attend educational, cultural, or recreational performances or events. These requests can be made via Facility Use request through the Vice-Chancellor for Administrative Services. If you are on authorized business or attending a campus sponsored meeting or event after 10:00 PM, you may be questioned as to your activities by a security officer. This is done to ensure that the campus remains a safe environment, particularly during late night hours. During these times, access for students, faculty, staff, and guests is limited to the facilities in which these authorized meetings or events are held.

The Campus Security Office will be notified of all meetings and events prior to the day of the event/meeting to address safety and security concerns and to assist in security officer scheduling if necessary.

The College does not have any residences on its campus.

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### *\*\* Safety Tips \*\**

*While walking on campus, follow these safety tips:*

*Avoid walking alone;*

*Walk in lighted areas;*

*Keep hands free;*

*Have your vehicle keys ready;*

*Use Campus Security Escort Service*

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## CRIME AND SEXUAL ASSAULT EDUCATION AND PREVENTION AWARENESS PROGRAMS

The College's crime prevention awareness programs are based upon the dual concept of eliminating or minimizing opportunities for crime while encouraging students and employees to assume responsibility for their own safety and the safety of others by taking common sense precautionary measures. The following is a listing of the crime prevention programs offered by Kapi'olani Community College:

- **Escort Service:** Campus Security Officers provide walking escort services for anyone when requested during the evening hours. An escort may be requested by calling x9900 or (808) 734-9900. Security escorts will walk the requestor to a College facility or vehicle parked on, or within the campus boundaries as defined by the Clery Act.
- **Emergency "Code Blue" Call Boxes:** There are emergency "Code Blue" call boxes located throughout the campus. When activated, the caller will be automatically connected to a campus security officer for service or assistance. "Code Blue" call boxes are tested monthly and are located in the following areas: Parking Lot B, Parking Lot C, Alani building, Iliahi building, Kauila building, Lama Library, Mamane building, Ohelo building and Olona building.
- **Facilities and Grounds Surveys:** All potential safety and security hazards observed by security officers are promptly reported to the appropriate individual/unit for corrective action. The Security Supervisor participates in the review of safety issues and related concerns.
- **Crime Prevention and Safety Outreach Programs:** Various crime prevention and safety educational and informational programs are delivered to students and employees through various outlets including, but not limited to, the following; the Annual Security Report, the College website, special workshops, seminars, and presentations, email notification, the campus bulletin, crime prevention and awareness posters and packets, bulletin boards, and digital signage display screens. These programs focus on developing sound personal safety and property protection habits and to actively practice crime prevention. Periodically, in cooperation with other college or University of Hawai'i units and departments, seminars are presented on sexual assault, harassment, workplace violence, and other crime awareness and prevention topics.

**UH Alert System** – The UH Alert System (UH Alert) is managed by the University of Hawaii System's Information Technology Services Department. UH Alert has the capability to send timely emergency information in the form of text messages and/or

email directly to subscribers whose accounts are on the most recently updated University of Hawaii System's "UH Username" list. To sign up, go to:  
<https://www.hawaii.edu/alert/>.

Please note that your UH Alert subscription will be terminated when your account is unsubscribed from the UH Alert System upon termination of your relationship with the University. Students, faculty, and staff are encouraged to sign up for the UH Alert System (at no charge) to receive text or email notification of security issues.

### SEXUAL ASSAULT AND SEX OFFENSES EDUCATIONAL PROGRAMS

Kapi'olani Community College provides formal and mandated training in regard to sexual harassment for all new employees in order to create and maintain an environment that is safe for the KCC community.

Ongoing educational programs for students, such as; HAVEN and Respect are provided to promote the awareness of rape, domestic violence, dating violence and stalking. Students have joined the initiative by creating an animated video, "Do You Want Shaved Ice?", which addresses affirmative consent located on the KCC website.

<http://www.kapiolani.hawaii.edu/would-you-like-some-shave-ice/>

Kapi'olani Community College Title IX coordinators provide awareness presentations to college employees in various departments, as well as student leadership groups upon request.

### ALCOHOL AND DRUG POLICY

In conformance with existing federal and state law as well as the Student Conduct Code, students, faculty, and staff are not permitted to manufacture, distribute, possess, use, dispense, or be under the influence of illegal drugs and/or alcohol as prohibited by state and federal law at College-sponsored or approved events or on College property or in buildings used by the College for education, research, or recreational programs.

Consumption of alcoholic beverages is forbidden in all public and common areas. Serving of alcoholic beverages at special events and activities requires a special permit issued by the Kapi'olani Community College Chancellor.

Consistent with its mission, the College will cooperate with law enforcement agencies responsible for enforcing laws relating to the use and sale of illegal drugs and alcohol. Students found in violation shall be subject to the provisions of the Student Conduct Code. Faculty and staff found in violation are subject to disciplinary action as provided in collective bargaining agreements, University of Hawai'i policy, and other applicable state laws and rules. The complete University of Hawai'i policy on substance abuse is available on the following website:

<http://hawaii.edu/policy/?action=viewPolicy&policySection=ep&policyChapter=11&policyNumber=201>

## SUBSTANCE ABUSE EDUCATION

Kapi'olani Community College 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 Vice Chancellor for Student Affairs for assistance regarding counseling and treatment referral services. Faculty and staff may contact their supervisors for assistance and referral services. The State Department of Health has contracts with numerous private agencies to provide a range of counseling and treatment services. A sample listing of assistance and treatment services can be found in Appendix D and at the following website:

<http://www.drugfreehawaii.org/index.php/PRC/category/links>

## WEAPONS POLICY

The possession or use of illegal, lethal, or dangerous weapons on the College premises is strictly prohibited. Illegal, lethal, or dangerous weapons include, but are not limited to;

- Firearms;
- Ammunition;
- Spear guns;
- Explosives; and,
- Dangerous Substances;
- Replica firearms (including, pellet guns, airsoft guns, water guns, and toy guns)

Any person found in violation of this policy may be subject to all applicable state and federal laws, University/College policy, and the Student Conduct Code. Should you suspect or discover someone on campus in possession of a weapon, contact the Campus Security Office immediately.

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***\*\* Safety Tips \*\****

*Motor vehicle safety and awareness tips:*

- *Report all suspicious persons or vehicles around parking areas to the Campus Security Office @ (808) 734-9900 or x9900;*
  - *Keep your vehicle locked and the windows rolled up tightly;*
  - *Never leave your vehicle running when unattended;*
  - *When parking; choose a well-lit, heavily traveled area;*
  - *Packages, backpacks, books, and other valuables should be locked in the trunk of the vehicle or out of view of others.*
- 

## **SEXUAL ASSAULT POLICY**

Kapi'olani Community College 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 Kapi'olani Community College community who commits a sexual offense is subject to criminal prosecution and college disciplinary procedures. Under the University of Hawai'i Community College (College) disciplinary procedures, a variety of sanctions may be imposed, including dismissal from school or loss of employment. By law, all University disciplinary procedures provide due-process protection for the accuser and the accused. At the conclusion of mandated hearings related to the sexual offense, both the accuser and the accused shall be informed of the decision and sanction.

Sexual assault, including date/acquaintance rape, is a very serious crime and should be reported immediately to one of the following;

- Sex Abuse Treatment Center Hotline, (808) 524-7273;
- HPD (911); and/or,
- Campus Security, x9900 or (808) 734-9900

Reporting the crime should be made regardless whether the victim plans to pursue legal action or press formal charges. A victim's physical and emotional wellbeing is of paramount concern and steps will be taken to ensure that security officers offer timely, supportive, and sensitive assistance to those who feel that they are a victim of sexual assault. If a student is a victim of a sexual offense, the Vice-Chancellor for

Student Affairs, upon request from the student, will provide assistance in notifying the HPD. The College's Human Resources Office will provide similar assistance to employees who are victims of a sexual offense.

For students, the Vice-Chancellor for Student Affairs, or designee, will be responsible for any campus administrative action by the College against a student assailant in accordance with the University of Hawai'i Student Conduct Code.

The Student Conduct 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 disciplinary 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.

## SEXUAL ASSAULT VICTIMS' BILL OF RIGHTS

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 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, which 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 changing 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.

## VICTIMS OF SEXUAL ASSAULT

If you are a victim of a sexual offense, you have the option of notifying proper law enforcement authorities both on-campus (Campus Security) and off campus (Honolulu Police Department). It is very important to make every attempt at preserving any physical evidence in order to assist in the apprehension and prosecution of the assailant and to prevent others from becoming victims of similar crimes. Preservation of evidence includes not showering or disposing of any damaged clothing or other items that are present during or after the assault.

The student victim may request reasonable changes to his/her academic schedule in order to safely continue their studies at Kapi'olani Community College. The Vice-Chancellor for Student Affairs will provide assistance or referrals for students who would like to change their academic and/or living situation following an alleged sexual assault incident, as well as for those students who need or request counseling. The Human Resources Office will provide similar levels of accommodation and support services to employees.

Support services and resources for victims of sexual assault are listed in Appendix D of this report. Additional information related to the University of Hawai'i's policies on sexual harassment and sexual assault can be found at the following websites:

Sexual Harassment:

[http://www.hawaii.edu/offices/eo/policies/?policy=sexual\\_harassment](http://www.hawaii.edu/offices/eo/policies/?policy=sexual_harassment)

Sexual Assault:

[http://www.hawaii.edu/offices/eo/policies/?policy=sexual\\_assault](http://www.hawaii.edu/offices/eo/policies/?policy=sexual_assault)

## SEX OFFENDER REGISTRY

In accordance with the Campus Sex Crimes Prevention Act (CSCPA) of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act, the Family Educational Rights and Privacy Act of 1974 (FERPA), and Chapter 846E of the Hawai'i Revised Statutes, the Hawai'i Criminal Justice Data Center maintains a central repository of registered sex offenders for the State of Hawai'i. These laws require institutions of higher education to issue a statement advising the campus community where information concerning registered sex offenders may be obtained. It also requires sex offenders to provide notice of each institution of higher education at which the person is either employed, carries a vocation, or is a student.

A listing of all registered sex offenders in Hawai'i is available to the general public via an online database at the following website:

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



## CRIME STATISTICS

CRIMINAL OFFENSES (Reported By Hierarchy)	YEAR	ON CAMPUS	NON CAMPUS	PUBLIC PROPERTY	TOTAL	RESIDENTIAL FACILITIES	UNFOUNDED CRIMES
Murder / Non Negligent Manslaughter	2016	0	N/A	0	0	N/A	0
	2015	0	N/A	0	0	N/A	0
	2014	0	N/A	0	0	N/A	N/A
Negligent Manslaughter	2016	0	N/A	0	0	N/A	0
	2015	0	N/A	0	0	N/A	0
	2014	0	N/A	0	0	N/A	N/A
Rape	2016	0	N/A	0	0	N/A	0
	2015	0	N/A	0	0	N/A	0
	2014	0	N/A	0	0	N/A	N/A
Fondling	2016	0	N/A	0	0	N/A	0
	2015	0	N/A	0	0	N/A	0
	2014	1	N/A	0	1	N/A	N/A
Statutory Rape	2016	0	N/A	0	0	N/A	0
	2015	0	N/A	0	0	N/A	0
	2014	0	N/A	0	0	N/A	N/A
Incest	2016	0	N/A	0	0	N/A	0
	2015	0	N/A	0	0	N/A	0
	2014	0	N/A	0	0	N/A	N/A
Robbery	2016	0	N/A	0	0	N/A	0
	2015	0	N/A	0	0	N/A	0
	2014	0	N/A	0	0	N/A	N/A
Aggravated Assault	2016	0	N/A	0	0	N/A	0
	2015	0	N/A	0	0	N/A	0
	2014	0	N/A	0	0	N/A	N/A
Burglary	2016	3	N/A	0	3	N/A	0
	2015	2	N/A	0	2	N/A	0
	2014	0	N/A	0	0	N/A	N/A
Motor Vehicle Theft	2016	3	N/A	0	3	N/A	0
	2015	1	N/A	0	1	N/A	0
	2014	4	N/A	0	4	N/A	N/A
Arson	2016	0	N/A	0	0	N/A	0
	2015	0	N/A	0	0	N/A	0
	2014	2	N/A	0	2	N/A	N/A

ARRESTS AND/OR DISCIPLINARY ACTION (Not Reported By Hierarchy)	YEAR	ON CAMPUS	NON CAMPUS	PUBLIC PROPERTY	TOTAL	RESIDENTIAL FACILITIES	UNFOUNDED CRIMES
Liquor Law Violations	2016	0	N/A	0	0	N/A	0
	2015	0	N/A	0	0	N/A	0
	2014	0	N/A	0	0	N/A	N/A
Drug Law Violations	2016	0	N/A	0	0	N/A	0
	2015	0	N/A	0	0	N/A	0
	2014	0	N/A	0	0	N/A	N/A
Illegal Weapons Possession	2016	0	N/A	0	0	N/A	0
	2015	0	N/A	0	0	N/A	0
	2014	0	N/A	0	0	N/A	N/A

<b>HATE CRIMES (Not Reported By Hierarchy)</b>	<b>YEAR</b>	<b>ON CAMPUS</b>	<b>NON CAMPUS</b>	<b>PUBLIC PROPERTY</b>	<b>TOTAL</b>	<b>RESIDENTIAL FACILITIES</b>	<b>UNFOUNDED CRIMES</b>
Larceny / Theft	2016	0	N/A	0	0	N/A	0
	2015	0	N/A	0	0	N/A	0
	2014	0	N/A	0	0	N/A	N/A
Simple Assault	2016	0	N/A	0	0	N/A	0
	2015	0	N/A	0	0	N/A	0
	2014	0	N/A	0	0	N/A	N/A
Intimidation	2016	0	N/A	0	0	N/A	0
	2015	0	N/A	0	0	N/A	0
	2014	0	N/A	0	0	N/A	N/A
Destruction, Damage, Vandalism of Property	2016	0	N/A	0	0	N/A	0
	2015	0	N/A	0	0	N/A	0
	2014	0	N/A	0	0	N/A	N/A

<b>VAWA (Not Reported By Hierarchy)</b>	<b>YEAR</b>	<b>ON CAMPUS</b>	<b>NON CAMPUS</b>	<b>PUBLIC PROPERTY</b>	<b>TOTAL</b>	<b>RESIDENTIAL FACILITIES</b>	<b>UNFOUNDED CRIMES</b>
Domestic Violence	2016	0	N/A	0	0	N/A	0
	2015	2	N/A	0	2	N/A	0
	2014	1	N/A	0	1	N/A	N/A
Dating Violence	2016	0	N/A	0	0	N/A	0
	2015	0	N/A	0	0	N/A	0
	2014	0	N/A	0	0	N/A	N/A
Stalking	2016	1	N/A	0	1	N/A	0
	2015	1	N/A	0	1	N/A	0
	2014	1	N/A	0	1	N/A	N/A

## DEFINITIONS AND GUIDELINES FOR INSTITUTIONS IN REPORTING STATISTICS:

### ON CAMPUS

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

### NON-CAMPUS

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

### PUBLIC PROPERTY

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

## CLERY ACT GUIDELINES FOR REPORTING

Domestic Violence Statistics (Referenced from Title 42 of the United States Code; Section 13925)

- Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction

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: i) The length of the relationship; ii) The type of relationship; iii) The frequency of interaction between the persons involved in the relationship.

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.

## DEFINITIONS OF CLERY ACT CRIMES

*(Crime Definitions from the Uniform Crime Reporting Handbook and Sex Offenses Definitions from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program)*

**Murder and Non-negligent Manslaughter:** The willful (non-negligent) killing of one human being by another. Note: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.

**Negligent Manslaughter:** The killing of another person through gross negligence.

**Sex Offenses – Forcible:** Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

- **Forcible Rape:** The carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- **Forcible Sodomy:** Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- **Sexual Assault With An Object:** The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- **Forcible Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

**Sex Offenses – Non-Forcible:** Unlawful, non- forcible sexual intercourse.

- *Incest:* Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- *Statutory Rape:* Non-forcible sexual intercourse with a person who is under the statutory age of consent.

**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.

**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. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

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

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle (classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned – including joyriding).

**Arson:** The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind.

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

**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, methadones); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).

**Weapon Law 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; all attempts to commit any of the aforementioned.

## HATE CRIME AND OTHER REPORTABLE INCIDENTS

*(Crime Definitions from the Uniform Crime Reporting Hate Crime Data Collection Guidelines and Training Guide for Hate Crime Data Collection)*

Kapi'olani Community College is required to report statistics for hate (bias) related crimes by the type of bias as defined below for the following classifications: murder/non-negligent manslaughter, negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug violations and/or illegal weapons possession and larceny, vandalism, intimidation, and simple assault, and any crimes involving bodily injury to any person.

**Hate Crimes:** Crimes that manifest evidence that the victim was intentionally selected because of the victim's race, gender, religion, sexual orientation, ethnicity/national origin, or disability.

**Larceny:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

**Vandalism:** To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

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

**Simple Assault:** An unlawful physical attack by one person upon 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.

If a hate crime occurs where there is an incident involving intimidation, vandalism, larceny, simple assault, or other bodily injury, the law requires that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of the compliance document.



## DEFINITIONS OF CLERY ACT GEOGRAPHY

### ON-CAMPUS CATEGORY

Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institutions educational purposes, including residence halls; and

Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of the definition, that is owned by an institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

### NON-CAMPUS CATEGORY

Any building or property owned or controlled by a student organization that is officially recognized by the institution; or,

Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

### PUBLIC PROPERTY CATEGORY

All public property, including thoroughfares, streets, sidewalks, and parking facilities, that are within the campus, or immediately adjacent to and accessible from the campus.

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**\*\*UH SAFE ZONE\*\***

*The UH Safe Zone symbol conveys a positive message to the entire University of Hawai'i community—particularly to lesbian, gay, bisexual, transgendered and queer (LGBTQ) students, faculty, and staff. The symbol identifies people, LGBTQ and otherwise, who are non-judgmental and have access to LGBTQ resources, should you need them. Safe Zone participants are not trained counselors but may direct you to a trained counselor who is also a Safe Zone participant. When you see this symbol, know that whatever the attitudes toward LGBTQ people and their allies on campus—here at least is a "Safe zone" or safe place.*

*For more information, contact the  
Kapi'olani CC Student Affairs office*



## EMERGENCY RESPONSE TRAINING

In its on-going commitment to improve responding to and informing the campus community of emergency incidents, campus-wide testing of the Emergency Enunciator System was conducted by Campus Security on July 9, 2017 and July 16, 2017. The purpose of the tests were to ensure an audible message could be broadcast to the entire campus, or selected building(s), via a central fire alarm control panel equipped with a microphone.

These systematic tests involved the activation of individual speaker circuits to each of the campus's buildings, followed by an audio message given through the fire alarm control panel microphone. Campus Security Officers then conducted a physical walk-through of all areas of each building in order to determine the proper operation of speakers by ensuring the audio message could be heard clearly. The test determined the system functioned properly in all buildings except for the Kopiko building, in which case the audio signal could not be heard from any of the speakers.

The results of the tests were reported to the campus's contracted vendor. It was determined an error in the programming of the Kopiko building's fire alarm sub-control panel prevented the activation of the speaker circuits.

On August 4, 2017, the contracted vendor performed a system update which included corrected programming to activate the speaker circuits. A test of the system immediately following the update was performed, at which time the speakers in the Kopiko building functioned properly as programmed.



## APPENDICES

## APPENDIX A

### CAMPUS SECURITY AUTHORITIES

Students, faculty and staff are encouraged to report any criminal offenses within the campus boundaries to the Campus Security Office. As an option, criminal offenses may also be reported to campus officials who are designated as Campus Security Authorities or CSA's.

The Clery Act defines four groups of individuals and organizations associated with an institution as CSA's:

- A campus police department or a campus security department of the institution.
- Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property).
- Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings.

## LISTING OF CAMPUS SECURITY AUTHORITIES

The following is a listing of the College's CSA's who are required to immediately notify the Campus Security Office of any crime reported to them or any crime that they may have knowledge of:

OFFICE/TITLE	AREA
Campus Security Officers	Public Safety
Chancellor	Administration
Vice Chancellor for Academic Affairs	Administration
Vice Chancellor for Student Affairs	Administration
Vice Chancellor for Administrative Services	Administration
Dean of Health Programs	Administration
Dean of Arts and Sciences	Administration
Dean of Business, Legal and Technology	Administration
Director of Campus and Community Relations	Administration
All Department Chairs	Academic
Student Activities Coordinator	Student Affairs
Student Government Coordinator	Student Affairs
All Club Coordinators and Advisors	Student Affairs
Human Resources Manager	Administrative Services
Office of Continuing Education and Training Director	Continuing Education

## APPENDIX B

### CRIME PREVENTION AND SAFETY TIPS

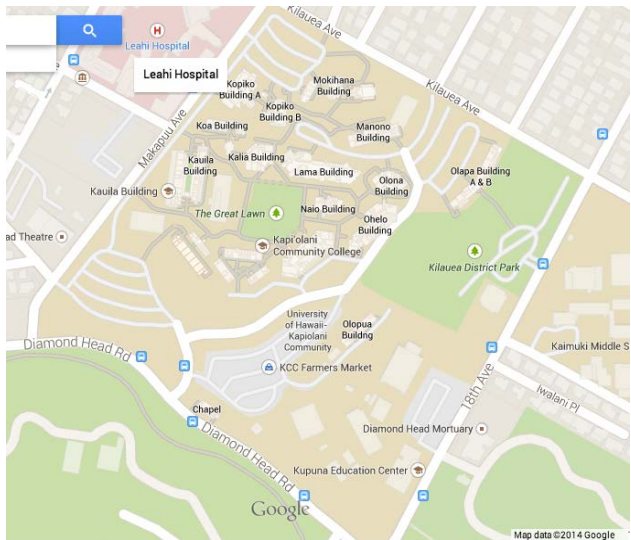
Kapi'olani Community College is firmly committed to providing a safe and secure learning and working environment. Policies and procedures are designed to ensure that every possible precautionary measure is taken to protect persons and property. Please be aware, however, that preventive efforts on your part can effectively reduce your chances of becoming a victim of a crime-related event. Criminals often act when opportunities to commit crimes present themselves. By taking proactive precautions, such opportunities may be minimized.

A successful campus safety awareness program needs the cooperation, involvement, and support of all students, faculty, and staff. Please exercise these simple, common sense precautions while on campus:

- Park and walk in lighted areas; use the “buddy system” by walking with others; use the campus escort service.
- Report any suspicious persons or activities; report all incidents no matter how minor; report injuries or damages immediately.
- Be careful when using elevators; exit the elevator if a suspicious person enters the elevator.
- Be sure to lock and secure windows and doors in your office and room; lock your vehicles; secure bicycles; store valuables out of sight of others.
- Never loan keys to anyone; they may be lost, stolen, or duplicated.
- Mark or engrave your belongings; do not leave your belongings/valuables unattended.
- Register your bicycle/moped with the City and County License Registration Department.
- Let someone know that you are working odd hours or will be in the building after normal business hours.
- Familiarize yourself with the locations of telephones, emergency “Code Blue” call boxes, and the Security Office.
- Keep alert; be aware of your surroundings.
- Walk briskly; be aware of anyone walking behind you.
- Have your keys ready when approaching your vehicle so that you can minimize the time to get into your vehicle.



## APPENDIX C CAMPUS MAP



## CALL BOX LOCATIONS

There are nine (9) code blue call boxes that are located throughout the campus. If you find that you need immediate assistance and are not in proximity of a call box or do not have the time to locate the call box, please call 911 (HPD) or (808) 734-9900 (Campus Security) immediately. Be ready to provide your location (nearest buildings or landmarks) and a quick summary of the purpose of your call.

- Olona
  - On the walkway between the building and the road.
- Ohelo
  - On the walkway at the front entrance.
- Lama Library
  - On the walkway near the front entrance.
- Kauila
  - At the corner of the building facing Koa.
- Mamane
  - At the edge of the building closest to the parking lot.
- Iliahi
  - In the central courtyard facing the Subway doors.
- Lot C
  - Center row; center of lot.
- Lot B
  - Just above the bus terminal point.
- Alani
  - Fronting the building on the sidewalk facing the parking lot.

## APPENDIX D

### WHERE TO GO FOR ASSISTANCE OR INFORMATION

#### *Kapi'olani Community College Numbers:*

OFFICE	TELEPHONE NUMBER
Campus Security	808-734-9900
Disability Support Services	808-734-9552
Mental Health and Wellness Counselor	808-734-9585
Vice Chancellor for Administrative Services	808-734-9531
Vice Chancellor for Student Affairs	808-734-9522
Vice Chancellor for Academic Affairs	808-734-9519
Human Resources Office	808-734-9573

#### *Community Support Services Numbers:*

ORGANIZATION	TELEPHONE NUMBER
Alcoholics Anonymous	808-946-1438
ASK Aloha United Way	211 (statewide referral service)
Child Protective Services	808-832-5300
CrimeStoppers	808-955-8300
Domestic Violence Hotline	808-841-0822
Hawaii Emergency Management (formerly Civil Defense Agency)	808-733-4300
Narcotics Anonymous	808-734-4357
Poison Control Center	800-222-1222
Sex Abuse Treatment Center	808-524-7273
ACCESS – Suicide & Crisis Intervention	808-832-3100

## REFERENCES

Clery Center for Security on Campus; “The Clery Act: Fast Facts”,  
<http://ncsam.clerycenter.org/wp-content/uploads/Clery-Act-Fast-Facts.pdf>,  
September 19, 2017.

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Public Law 110-315; “Higher Education Opportunity Act,” U.S. Government Printing Office, on-line: <http://www.gpo.gov/fdsys/pkg/PLAW-110publ315/html/PLAW-110publ315.htm>, September 19, 2017.

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University of Hawaii System; “UH Systemwide Executive Policies,” The University of Hawai‘i, on-line: <http://www.hawaii.edu/policy/>, September 19, 2017.

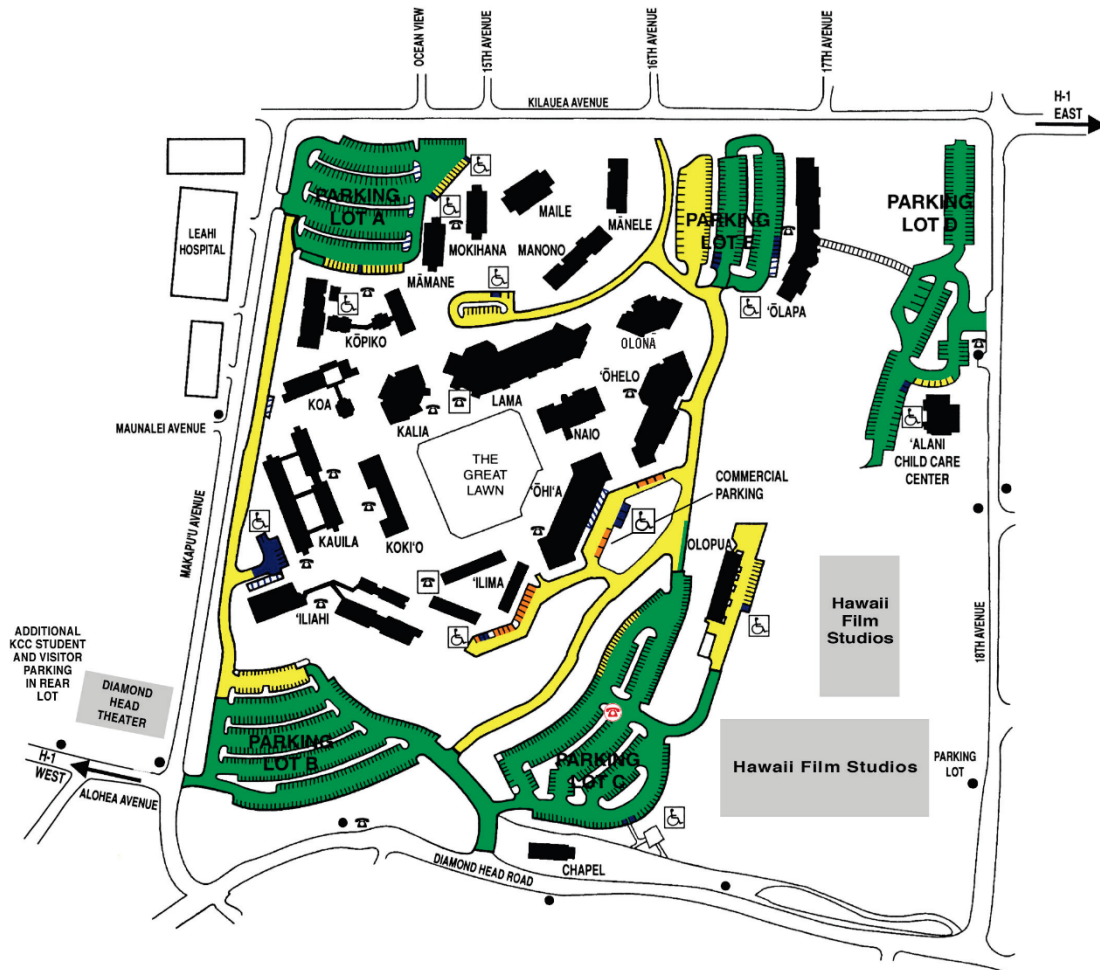
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U.S. Department of Education, Office of Postsecondary Education; “The Handbook for Campus Safety and Security Reporting,” Washington, D.C., 2011.

YouTube: U.S. Department of Homeland Security; “Options for Consideration Active Shooter Training Video,” U.S. Department of Homeland Security, on-line:  
<https://www.youtube.com/watch?v=pY-CSX4NPtg>, September 19, 2017.



# Kapi'olani Community College



■ ♿ Handicap Parking

■ Staff Parking  
(Mon-Fri, 6:00 am to 4:00 pm)

■ Visitor with Permit Parking  
(Mon-Fri, 6:00 am to 4:00 pm)

■ Student and Visitor Parking  
(No permit required)

■ Motorcycle, Moped Parking

● Bus Stops

☎ Emergency Phone

☎ Pay Phones

☎ TDD Pay Phones

**Cars parked at red curbs will be towed!!!**

**Permits required for Lot A Parking  
(Mon-Fri, 6:00 am to 4:00 pm)**

10/13/04



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