

## **Crime in Progress**

1. Do not attempt to apprehend or interfere with a suspected criminal except in cases of self-protection.
2. If safe, get a good description of the criminal. Note size, height, weight; sex; color of skin, hair, facial hair, eyes; age; clothing; distinguishing characteristics or marks; method, and direction of travel. If there is a vehicle involved, note the license plate number, make and model, color, and outstanding characteristics of the car.
3. Use the closest Emergency Call Box to get help or call 734-9900 for Campus Security. Advise them of your situation, provide your name and location, and then remain where you are until contacted by a security officer.
4. If you are involved in a monetary transaction, you should:
  - Not resist - Do as the person says.
  - Give up the money immediately.
  - Wait until the perpetrator departs before sounding the alarm.
  - Attempt to get a good description of the person and direction of flight. Write down whatever you remember.
  - Shut down your operation and secure the crime scene.
  - Ask any witness(es) to remain for the arrival of Campus Security or the HPD.
5. In the event of civil disturbance, as much as possible continue with your normal routine. If the disturbance is outside, stay away from doors and windows.
6. Do not interfere with those persons creating the disturbance or with the law enforcement authorities on the scene.

## **Crime Prevention and Security Awareness Programs**

- Familiarize yourself with the Emergency Call Boxes located around campus identified by a blue light mounted above the box.
- Travel/Park in lighted areas. Travel in pairs if possible and be aware of your surroundings. Use the escort service for assistance from dusk to

dawn.

- Be careful when using elevators; get off if a suspicious person gets on.
- Be sure to lock/secure window(s) and door(s) in your room or office. Lock cars and bikes. Lock valuables in desk drawers, file cabinets, lockers, or the trunk of your car.
- Never loan keys to anyone (they may be easily lost, stolen, or duplicated).
- Mark or engrave your belongings; don't leave belongings/valuables unattended.
- Register your bike/moped. <http://www.co.honolulu.hi.us/dts/bikereg.htm>
- Let someone know that you are working odd hours or will be in the building after normal business hours.

### **Victims of Sexual Assault**

1. We will meet with you privately, at a time and place of your choice to take your report.
2. We cannot and will not notify your parents without your consent.
3. Our officers will not prejudge you, and you will not be blamed for what occurred.
4. We will treat you and your case with courtesy, sensitivity, dignity, understanding and professionalism.
5. We will assist you in arranging for any necessary hospital treatment, or other medical needs. We will also assist in emergency housing if needed.
6. If you would feel more comfortable talking with a friend or advocate of your choice present, we will do our best to accommodate your request.
7. We recommend you allow us to contact the Honolulu Police Department, however, we will respect your decision what ever you elect to do.
8. We will assist you in privately contacting the Sex Abuse Treatment Center (SATC), Women's Center, counseling and other available services.
9. We will continue to be available to answer your questions, to explain the system and process involved, and to be a listening ear if you wish.

10. We will consider your case seriously, regardless of your gender or the gender or status of the suspect.

If a sexual offense should occur, the victim should take the following actions:

- GET to a safe place.
- CONTACT KCC Campus Security at 734-9900 or use an Emergency Call Box (ECB). A victim has the option of notifying the Honolulu Police Department (HPD) by dialing 911 and Campus Security personnel will assist the student in notifying HPD, if the student requests assistance in notifying them
- CONTACT a trust individual to be with or ask the police dispatcher to do so for you.
- DO NOT shower, bathe, douche, change or destroy clothing.
- DO NOT eat, drink, liquids, smoke, or brush your teeth if oral contact took place.
- DO NOT clean or straighten up the area.
- WRITE down all details remembered as soon as possible.
- KCC Campus Security will call for an ambulance or assist the victim in making other arrangements for prompt medical attention as appropriate.
- KCC Campus Security accepts reports of criminal violence confidentially. This particularly applies to crimes of sexual violence and allows the victim to report through a third party and/or remain anonymous.