

# **2011 Kapiolani Community College Annual Security Report**

## **Prepared in compliance with the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act”**

### **Introduction**

Kapi’olani Community College (KCC) is firmly committed to providing a safe and secure campus environment. Policies and procedures are designed to provide precautionary measures to protect people and property. However, each member of the campus community should use good judgment and take appropriate precautions to reduce the possibility of becoming the victim of a crime on campus. The following report is provided in an effort to notify the community about certain crimes that have been committed on the Kapi’olani campus, as well as to promote awareness of current programs available for your safety and well being.

The Kapi’olani Community College campus consists of 20 academic and administrative buildings situated on 45 acres in the Diamond Head Special Design District. The campus population consists of approximately 9,000 day and night students and approximately 500 faculty and staff.

Campus Security consists of five full-time personnel complemented with contract security to provide 24-hours seven days a week service.

Campus Security personnel are carefully selected. They must pass an extensive screening and background check conducted by the State of Hawai’i Attorney General’s Office.

### **Enforcement**

KCC Campus Security enforces federal, state, and local laws as well as university rules, regulations, and policies. However, Campus Security officers do not have police powers or arrest authority and are not authorized to carry firearms. Security officers may detain person(s) involved in the violation of laws; and those personally observed committing criminal acts, or those positively identified as having committed such an act by victims or witnesses until the Honolulu Police arrive to take custody of the individual(s). Any campus incident requiring an arrest is referred to the Honolulu Police Department.

### **Annual Security Report**

The Jeanne Clery Act requires that an annual security report of certain information be forwarded to the US Department of Education and be provided to the community. The crimes that are reported in the Clery Act include murder and non-negligent manslaughter, negligent manslaughter, sex offenses (forcible and non-forcible), robbery, burglary, aggravated assault, motor vehicle theft, and arson. In addition, KCC must report statistics for “arrests or disciplinary referrals for liquor, drug, and weapons offenses” and for hate crimes.

Crimes that are required by the Clery Act must be reported by location of occurrence, in one of the following four categories: on-campus, in student residential facilities (which is a subset of the on campus statistics), non-campus buildings or property, and public property (streets, sidewalks, municipal parking lots, and areas immediately adjacent to the campus).

The KCC Clery Act Annual Report is published primarily on Campus Security's website at <http://kapiolani.hawaii.edu/object/campussecurity.html>. You may print a copy of this report yourself or request that a printed copy be mailed to you by contacting the KCC Campus Security office at 4303 Diamond Head Road, Olopuia Building, Honolulu, Hawai'i 96816, or by calling (808) 734-9000.

## **Emergency Response and Evacuation Procedures**

The campus emergency response and evacuation procedures are posted online on the KCC website at [http://kapiolani.hawaii.edu/object/io\\_1215734230843.html](http://kapiolani.hawaii.edu/object/io_1215734230843.html). The campus convened its Crisis Management Team on August 26, 2011, to conduct a tabletop exercise to test the procedure. The exercise was conducted under the supervision of the Office of the Vice President for Community Colleges.

## **Emergency Communications and Timely Notification**

### **UH Alerts**

In accordance with the Higher Education Opportunity Act (HEOA) (Public Law 110-315), Kapi'olani Community College will immediately notify the campus community upon confirmation of a significant emergency or dangerous situation on campus. The University has implemented a comprehensive communications system, "UH Alerts," to provide to the campus community prompt warning notifications and alerts of emergencies using a variety of methods, including email notices; phone, cellular phone, and text messages; university website notices; and direct communication using staff members. The Chancellor and the Vice Chancellor for Administrative Affairs are each authorized and trained to write an alert and will determine the appropriate segment(s) of the community to receive the alert. Both of these offices can initiate some or all of the notification systems to inform the campus community of emergencies or dangerous situations that have occurred and necessitate caution, evacuation, or other action on the part of students, employees, and campus visitors. Upon confirmation of a significant emergency or dangerous situation posing an immediate threat to the health or safety of students or employees occurring on campus, the campus officials listed above will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the system(s) 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.

The UH Alert system will be tested twice annually, during the Fall and Spring semesters. Additional information and a link to sign up for the "UH Alert" emergency notification system can be found at this website: <http://www.hawaii.edu/alert>

## Timely Warning

In an effort to keep the community informed of security issues, “timely warning” bulletins are issued. A warning may be issued when the occurrence of the crime(s) listed in the Annual Security Report or any other crime(s) occurs on campus that is considered by the institution to represent a serious ongoing threat to students or employees. This warning may be distributed to the campus community using some or all of the following methods of communication: campus e-mail, broadcast voice mail, and/or a mailbox stuffing. (It should be noted, timely warning bulletins are not required with respect to crimes reported to a pastoral or professional counselor).

## **Crime Reporting Policy**

Crimes and other emergencies can be reported directly to KCC Campus Security by dialing (808) 734-9900 on campus or by using an emergency call box. Crimes can also be reported to the Honolulu Police Department by dialing 911.

Crimes should be reported to KCC Campus Security for the purpose of making timely warning reports and the annual statistical disclosure.

KCC Campus Security has a voluntary confidential reporting procedure. The department accepts reports of criminal activity in confidence, particularly crimes of sexual violence allowing the victim to report through a third party and/or remain anonymous.

## **Response to Reports of Crimes and Other Emergencies**

In response to a call, KCC Campus Security will take the required action, either dispatching a security officer or asking the victim to report to KCC Campus Security Office to file an incident report. In an emergency, KCC Campus Security will summon the additional resources, as necessary, to respond to an emergency, including but not limited to the Honolulu Police Department, Fire Department, and Emergency Medical Services.

While KCC Campus Security does not have a written agreement with Honolulu Police Department for the investigation of criminal incidents, the HPD by virtue of its law enforcement authority and jurisdiction is responsible for investigating all criminal activity that occurs on University property.

## **General Security Procedures & Responses**

KCC Campus Security procedures are as follows:

- KCC encourages all campus personnel to report any criminal activities and/or emergencies in an accurate and prompt manner to KCC Campus Security in the Olopuu Building, call (808) 734-9900 or on campus dial 9900.

- Emergency Call Boxes (blue light) are placed throughout campus and will direct callers to Campus Security.
- KCC Campus Security maintains a professional relationship with the Honolulu Police Department (HPD) and all crimes or incidents will be reported to the appropriate department. Prompt reporting will assure timely warning notices on campus and timely disclosure of crime statistics.

### **Campus Security Services**

- Provide escort Service: Provide transportation in a campus security vehicle or a walking escort for anyone walking alone on campus at night to any campus parking lot or facility. By calling (808) 734-9900 on a campus phone, an escort can be summoned to the location.
- Provide other services, including vehicle (both motor and electric cart), bicycle and foot patrol, to deter potential crime.
- Respond to medical emergencies. Security personnel are trained in the use of an Automated External Defibrillator.
- Conduct safety and security hazard inspections of the campus. Initiate work request(s) to facilities maintenance for repairs and initiate deficiency reports and sends to departments effected.
- Call for transportation to health care facilities for students who have injuries or illnesses.

### **Access to and Security of Campus Facilities**

Most KCC facilities are open to students, staff, and the public during the day and evening hours when classes are in session. During times when the University is officially closed, buildings are locked and access is limited to faculty, staff, and authorized students only. The general public is welcome to attend cultural and recreational events on campus, but their access into the facilities in which these events are held is monitored when the buildings are secured.

### **Security Considerations**

On-duty Campus Security officers file reports if they observe overgrown shrubbery, any obstruction of lighting or pathways and any kind of hazards along or on the sidewalks. All reports are submitted to the Auxiliary Services for review and potential action.

### **Working Relationships with State & Local Police**

The Honolulu Police Department (HPD) is the primary police agency for the island of O'ahu. Campus Security maintains an open and reciprocal relationship with HPD and all

other law enforcement agencies in the state, utilizing their resources and expertise to gather crime-related information, reports, and statistics.

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

Throughout the school year, precautions are taken to assist in providing for the safety of the school, faculty, and students. Campus Security offers security awareness programs such as an escort service, emergency call boxes, crime prevention presentations, facilities and grounds surveys, along with providing “timely warnings” in the event of a crime occurring on campus that poses a serious ongoing threat to the community. Crime prevention and security awareness presentations designed to inform students and employees about campus security procedures and practices and to encourage them to be responsible for their own security and the security of others are offered during student orientation. The programs include a general program that provides the community with an overview of security and safety procedures, a description of the safety services provided to the campus community, and a review of the crime statistics for the campus area. The campus provides alcohol awareness programs and sexual assault awareness programs and will develop specific presentations upon request for any department or student organization.

A successful campus safety program needs the cooperation, involvement, and support of students and faculty. KCC provides a list of safety precautions to all students and employees on its website at <http://kapiolani.hawaii.edu/object/campussecurity.html>

## **Alcohol and Drug Policies**

In conformance with Hawai'i state and federal laws, University faculty, staff and students are not permitted to manufacture, sell, distribute, possess, use, dispense or be under the influence of illegal drugs and/or alcohol at University-sponsored or -approved events or on University property or in buildings used by the University for education, research, or recreational programs. Consistent with its mission, the University will cooperate with law enforcement agencies responsible for enforcing laws related to illegal use of drugs, tobacco and alcohol. KCC Campus Security enforces these laws and the University policies regarding the violation of these laws.

Students found in violation may be subject to the provisions of the student conduct code and/or arrest. Faculty and staff found in violation of this part are subject to disciplinary action as provided in collective bargaining agreements, University policy, and other applicable state laws and rules.

The law states that no one under the age of twenty-one may buy, possess, or drink alcoholic beverages. The serving of alcoholic beverages at special events requires permission from the Chancellor.

## **Local Police Monitoring and Recording of Crimes**

As the primary Law Enforcement Agency, the Honolulu Police Department monitors and

responds to all reported crimes, regardless of location. Honolulu Police Department's District 7, Sector 2, Diamond Head map and patrol districts include additional law enforcement information.

## **The Higher Education Act**

Section 120 of The Higher Education Act, Drug and Alcohol Abuse Prevention, requires that certification of on-campus prevention efforts be made available to the students and the public. Thus, at KCC the Student Services Office provides substance abuse education, prevention, and intervention for all students, faculty, and staff.

For more information contact:

Vice Chancellor for Student Affairs  
'Ilima 205  
Phone: (808) 734-9522

## **Weapons Policy**

The possession of illegal and dangerous weapons on KCC premises is strictly prohibited. Illegal and dangerous weapons include, but are not limited to, firearms, ammunition, spear guns, explosives, and dangerous substances. Any person found in violation may be subject to all applicable state and federal laws, University policy, and the Student Conduct Code. **Anyone who suspects or discovers someone on campus in possession of a weapon should contact KCC Campus Security immediately. Since 2003, public displays of any type of "replica" firearm are illegal; this includes pellet, air, water, and toy guns.**

## **Gambling Policies**

In accordance with the laws of the State of Hawai'i, gambling is not permitted. This includes bingo, raffles, and lotteries.

## **Campus Sex Crimes Prevention Act**

According to the State of Hawai'i Attorney General's Office, the Attorney General's website <http://www.sexoffenders.hawaii.gov> includes information about sex offenders in all areas of the state.

## **Sex Assault Victim's Bill of Rights**

### **Campus Security's Commitment to Help Victims of Sexual Assault**

Sexual assault, including date/acquaintance rape is a very serious crime and is a high priority of this Campus Security Department. KCC security is committed to assist victims of sexual assaults. A list of services for victims of sex assault is provided online at <http://kapiolani.hawaii.edu/object/counselors.html>

Please do not hesitate to call KCC Campus Security at (808) 734-9900, if you have been a victim of sexual assault.

### Title IX

Individuals may also report a sex offense to the institution's Title IX coordinators listed below who are responsible for coordinating the institution's compliance with Title IX.

For faculty and staff:  
Human Resources Director  
'Ilima 208  
Phone: (808) 734-9573

For students:  
Vice Chancellor for Student Affairs  
'Ilima 205  
Phone: (808) 734-9522

The institution's sexual harassment policy, including a description of the grievance procedures, can be found online at <http://kapiolani.hawaii.edu/page/policies>

### Sex Offenses

Any member of the University of Hawai'i community who commits any sexual offense is subject to criminal prosecution under federal and state laws and University 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 and both are entitled to the same opportunities to have others present during a disciplinary hearing. At the conclusion of the mandated hearings related to the sexual offense, both the accuser and the accused shall be informed of the outcome of the disciplinary proceeding. The institution will, upon written request, 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 the institution against a student who is the alleged perpetrator of such crime or offense.

### Sex Assault Victim Assistance

Students who have been sexually assaulted and need help or someone to talk to for advice or counseling in getting through the ordeal and/or dealing with the police and legal procedures can contact any of the following:

- Sex Abuse Treatment Center 24-hour hotline at (808) 524-7273.
- KCC Mental Health Counselor at (808) 734-9522
- University Health Services at (808) 956-8965

### Date Rape Drug

Date rape drugs can be placed in any drink, not just alcohol. The drug may act as an aphrodisiac or intoxicant. Effects may include a feeling of well being and short term memory loss. Some other common side effects of this drug includes a drunken

appearance, drowsiness, light-headedness, staggering, confusion, muscle relaxation, and amnesia that can last up to 24 hours. Serious adverse effects can occur such as seizures, insomnia, anxiety, nausea, dizziness, hallucinations, coma, and even death.

## Stalking

Stalking is considered a crime in the State of Hawai'i. Stalking is described as the willful, malicious, and repeated following and harassing of another person that threatens his or her safety.

There are three general elements for a common definition of stalking:

1. Pattern (course of conduct) of behavioral intrusion upon another person that is unwanted.
2. Implicit or explicit threat that is evidenced in the pattern of behavioral intrusion.
3. As a result of these behavioral intrusions, the person who is threatened experiences reasonable fear.

Common elements of stalking include annoying or threatening phone calls and emails; unwanted letters or gifts; showing up uninvited at the victim's home, place of work, or class; taking photos or spying on the victim, threats, and intimidation of the victim. Victims of stalking or those who need further information should contact KCC Campus Security or the Honolulu Police Department.

## **Campus Security Authorities**

Campus Security Authorities are campus officials with **significant responsibility for students and campus activities**. At KCC, in addition to Campus Security, authorities are:

- Vice Chancellor for Student Affairs
- Vice Chancellor for Administrative Affairs

People who are excluded:

- KCC Mental Health Counselor

## **Emergency Contact**

The KCC Campus Security office is located in the Olopuia Building. KCC Security Officers are on duty Mondays-Fridays, 6:00 am-10:00 pm. Contract security provides coverage during the off hours, weekends and holidays.

On campus, there are Emergency Call Boxes (ECB) that connect the caller directly with the KCC Campus Security dispatcher 24 hours a day. These boxes are easily identified

by their blue light and red telephone casing. Picking up the handset automatically activates the ECB and Campus Security can immediately identify the location of the caller even if the caller is unable to verbally communicate.

## **Emergency Involving Students**

Responses to emergencies involving students or medical assistance are handled by:

- Campus Security at **(808) 734-9900**
- Honolulu Police, Fire or EMS departments by dialing **911**

KCC Campus Security Officers are trained in the use of Automated External Defibrillator (AED).

## **Security Daily Log Information**

KCC keeps a daily log of all the incidents that are reported on campus. The log is available in the security office in the Olopuia Building.

## **Student Conduct and Discipline**

At KCC there are programs that protect students' rights. Policies and programs for the following are available online at <http://kapiolani.hawaii.edu/page/policies>

- Student Conduct Code
- Academic Grievance Procedures

## **Crime Victim and Witness Rights**

As a victim or witness of a crime, individuals have certain rights under the Victim/Witness Assistance Program (808) 541-2850.

<b>Crime Statistics Kapi'olani Community College</b>			
The following cases have been reported on campus			
	2008	2009	2010
<b>Criminal Offenses:</b>			
Murder and Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
<b>Sex Offenses:</b>			
Forcible	0	0	0
Non-Forcible	0	0	0
<b>Other Crimes:</b>			
Arson	0	0	0
Robbery	1	0	1
Aggravated Assault	0	0	0
Burglary	3	1	0
Motor Vehicle Theft	2	0	0
<b>Arrests for:</b>			
Liquor Law Violations	0	0	0
Drug-Related Violations	0	0	0
Weapons Possession	0	0	0
<b>Hate Crimes on Campus</b>			
The following cases have been reported			
<b>Criminal Offenses:</b>			
Murder and Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
<b>Sex Offenses:</b>			
Forcible	0	0	0
Non-Forcible	0	0	0
<b>Other Crimes:</b>			
Arson	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0

## **Preparing the Annual Disclosure of Crime Statistics**

The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the University community obtained from the following sources: KCC Campus Security, the Honolulu Police Department and non-police officials defined by the law as Campus Security Authorities. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported.

A written request for statistical information is made on an annual basis to all Campus Security Authorities (as defined by federal law).

All of the statistics are gathered, compiled, and reported to the University community via the Annual Security Report (ASR), which is published by the institution. KCC submits the annual crime statistics published in the ASR to the Department of Education (ED). The statistical information gathered by the Department of Education is available to the

public through the ED website.

Kapi'olani Community College sends an individual notice of availability to every enrolled student and current employee on an annual basis prior to October 1 each year. The notice includes a brief summary of the contents of the Annual Campus Security Report. The notice also includes the address to the ASR on the Campus Security website and information about how to request a hard copy of the report.

### Daily Crime Log

KCC Campus Security maintains a Daily Crime Log of all incidents reported to the Department. This includes all crimes that occur on campus, in non-campus buildings or properties, and on public property. The most current 60 days of information is available for public inspection at the Olopuia Building during normal business hours. Requests for logs older than 60 days will be made available within two (2) business days.

### Glossary of Terms

**Murder:** Willful (non-negligent) killing of one human being by another.

#### **Manslaughter:**

- **Non-negligent:** Willful killing (deaths caused by negligence), attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded).
- **Negligent:** Killing through gross negligence (traffic fatalities are excluded).

#### **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 because of his/her temporary or permanent mental or physical incapability or because of his/her youth.
  - **Forcible Rape:** Carnal knowledge of a person.
  - **Forcible Sodomy:** Oral or anal sexual intercourse with another person.
  - **Sexual Assault with an Object:** Use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body or another person.
  - **Forcible Fondling:** Touching of the private body parts of another person for the purpose of sexual gratification.
- **Non-Forcible:** Unlawful, non-forcible sexual intercourse.

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

**Arson:** 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.

**Robbery:** 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 putting the victim in fear.

**Aggravated Assault:** Unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury—usually accompanied by use of weapon or by means likely to produce death or great bodily harm (if is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used.)

**Burglary:** Unlawful entry of a structure to commit a felony or theft—includes unlawful entry or breaking and entering with intent to commit a larceny or felony, housebreaking, safecracking, and all attempts to commit any of the aforementioned.

**Motor Vehicle Theft:** Theft or attempted theft of a motor vehicle—not including mopeds.

**Liquor Law Violation:** Violation of laws or ordinances prohibiting 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 the definition).

**Drug-Related Violation:** Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. Relevant substances include opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotic (Demerol, methadone); and dangerous non-narcotic drugs (barbiturate, Benzedrine).

**Weapons Possession:** 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.