



UNIVERSITY  
of HAWAII\*  
**HILO**

## Annual Security Report

October 1, 2011

**University of Hawaii at Hilo is producing this report in compliance with the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 (formerly the Crime Awareness and Campus Security Act of 1990)**

Safety on the UHH campus is an important concern for parents, students and university employees. Educating students at the University of Hawaii at Hilo can take place only in an environment in which each student and employee feels safe and secure. UHH recognizes this and attempts to maintain a safe and secure campus to protect the members of our campus community.

Although the area, with its small-town feel and neighborly attitude, is perceived to have a relatively low crime rate, crime prevention remains a high priority. The well trained and supervised security force, the closely screened and well-trained residence life staff and the students/employees share in the responsibility of making the UHH campus a safe place to study, work and live.

### **Security Services**

UHH's security operation is managed by the University's Security Administration headed by a Director of Campus Security who has over 40 years of police and security experience. Security Services are currently being provided on a contractual basis with G4S Wackenhut Security, one of the nation's largest private security providers. Security Officers at UHH are not sworn police officers and therefore do not possess arrest powers. Their responsibilities involve mainly parking regulation and patrol of the campus grounds and facilities. They work closely with the University's Security Administration and the Hawaii County Police Department on documenting and reporting all incidents that occur on and off campus. A Memorandum of Understanding has been executed between the University and the Hawaii County Police Department to formalize our working relationship.

Information on the Security Department's Mission, Vision and Philosophy may be obtained at: <http://www.uhh.hawaii.edu/auxsvc/security/documents/SecurityDepartmentVisionMissionPhilosophy.pdf>

### **Reporting of Crimes and Emergencies**

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The University encourages the prompt reporting of all emergencies, violations, and criminal incidents by calling the police (911) or to Campus Security (974-7911). Warren J. Ferreira, Director of Campus Security may be contacted at (808) 933-3131. When a call is received by security, an Officer will be immediately dispatched. Often a quick report will aid in the

apprehension of the suspect and/ or prevention of a crime. All reported incidents are investigated and recorded. Incidents also can be reported to any University employee.

### **Silent Witness Program**

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We at the University of Hawaii at Hilo live and work in what can be considered a small community. And, while we would wish otherwise, it is often true that members of our university family here on campus may cause problems for others. When crimes or incidents do occur on campus, several things can be said: Because our campus community is small, it is almost certain that someone has either seen an incident take place or know of someone who did. There is a greater likelihood that someone has heard or seen something or someone which leads them to believe that they were either involved or know the person(s) who were. Someone wishes to provide the Campus Security with information but does not wish to be identified as the party providing the information. To this end, we have provided a "**completely anonymous**" method of contacting the campus security department to provide timely information.

Whether you saw it, heard it, or heard about it, you may be able to assist us in resolving Campus crime and other issues by providing us with information. If you see a crime or incident that you want to report to us, you can use our "Silent Witness" Form on the University of Hawaii at Hilo Web Site: <https://www.uhh.hawaii.edu/auxsvc/security/witness/>

### **Emergency Telephone Numbers**

The on-campus emergency number (974-7911) directly connects to the university security department and should be used when fire, police or medical response is required.

Police/Fire/Rescue/Ambulance	911
Campus Security	974-7911

### **Emergency Call Boxes and Blue Light Phones**

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The University has dispersed throughout the campus (yellow) emergency call boxes and blue light telephones for student and faculty use in the event of an emergency and/or the need for assistance.

### **Emergency Notification System**

The University of Hawai'i Hilo has an emergency notification system called "UH Alert." This system provides notifications to members of the University community in the event of a natural, health, or civil emergency. The use of this system is limited to emergency communications, which is defined as urgent notices regarding matters that impact the health and safety of members of the UH community and closures of whole campuses.

**Any student**, faculty, or staff member may voluntarily sign up for this optional emergency notification system. To sign up, individuals must go to the website at [www.hawaii.edu/alert/](http://www.hawaii.edu/alert/) and login with their UH username and password.

## **Security and Crime Prevention**

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A successful campus safety program needs the cooperation, involvement and support of University students and employees. Throughout the year, Campus Security joins the efforts of the Counseling Center, Student Housing, and Freshman Year Program to train, inform, and educate our campus community in 1) Alcohol and Drug Awareness, 2) Sexual Assault, and 3) Helpful tips on room, car, and personal safety / security.

You can help Campus Security help you by exercising these common sense precautions:

Report any suspicious persons or activities; report all incidents no matter how minor; report losses immediately.

Be sure to lock and secure all windows and doors; lock your cars and bikes; store valuables in the trunk.

Never loan keys to anyone (they are easily lost, stolen, or duplicated).

Mark or engrave your belongings; don't leave belongings and valuables unattended for any amount of time i.e. laptops, electrical equipment, jewelry

At night, travel and park in lighted areas; travel in pairs if possible; be aware of your surroundings.

## **Security in University Housing**

Nearly six hundred (600) undergraduate students reside in four (4) residence complexes on the UHH campus. Each residence hall has set visitation hours. A hall resident must escort guests at all times. Overnight guests in the residence halls must be of the same sex.

### **Resident Hall Staff**

- Each Residence Hall is staffed with a community coordinator.
- In addition to the staff, there is a student Resident Manager assigned to each.
- The residence hall staff has the responsibility of administering and enforcing University policies and regulations, while acting as a listener, mediator and resource person.
- Each resident is encouraged to get to know the staff and resident assistants.

At the beginning of each semester, meetings are held with the residents to discuss safety issues. Safety Policy and Procedures are given to each resident. One Campus Security Officer is specifically assigned each night to patrol and monitor the activity in the residence halls. An Office Assistant is on duty each evening in the office at the main entrance and this individual is in immediate telephone contact with university security, if necessary.

### **Safety/Security/Fire Emergencies in Residence Halls**

The safety and well being of our students is a primary concern. We are especially concerned about Residence Hall Fire Safety. The University insists that all students who live in the Residence Hall comply with the **FIRE SAFETY REGULATIONS:**

- Fire extinguishers, fire alarms, smoke detectors, and other fire prevention equipment are provided in the residential halls as a safeguard for students and their property. Tampering with fire safety equipment is prohibited and false fire alarms will result in disciplinary action.
- Overloaded electrical circuits are hazardous. The University does not permit the use of electrical appliances, other cooking devices, and sun and halogen lamps.
- Under the direction of the Director of Housing, fire drills are scheduled.
- Residents will be given detailed instructions on regulations and procedures for fire drills in their living areas. Failure to respond to, or in any way inhibit, a fire drill will result in severe disciplinary action.
- All fire alarms are considered fire alerts; the building must be evacuated immediately. Participation in fire drills is mandatory.

### **Fire Drill/Evacuation Procedure**

When An Alarm Sounds:

- Follow exit routes as posted in the residence halls.
- Under no circumstances should a student enter a smoke filled area.
- All Resident Assistants will check to see that all students living in their assigned area of responsibility are clear of their rooms and the entire area before leaving the floor.
- All students must evacuate the building. The building and adjacent area around the building must be completely cleared.
- An “All CLEAR” signal will be given by a staff member, at which time students may enter the building.

### **Access to Campus Facilities**

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Most facilities and programs are open and available to the public during normal hours of operation. To ensure personal safety and facility security, strict key control is maintained. Persons wishing to use facilities after hours need to make prior arrangements, and should carry proper University identification.

Campus Housing facilities are intended for University residents and guests. Visitors to Housing facilities are the responsibility of the resident host and overnight guests must make prior arrangements with the Housing Director.

### **Student Housing Safety Tips**

- Lock your dorm room door whenever you leave your room. Open doors are invitations. Most incidents of theft in Student Housing occur when an apartment or room is left unlocked. Lock your door even if you're going to the restroom or to a room next door.
- Put wallets, purses, jewelry, laptops, electrical equipment and other valuables in a safe locked place in your room. Leaving them out and unattended makes them (and you) an easy target.
- Never loan out your apartment/room key.
- Keep a record of all valuables with descriptions and serial numbers.
- Taking photos of your valuable items can be useful if stolen.
- Report all doors, locks and windows that need repair to your hall front desk immediately.
- Report all thefts to Housing Staff and Campus Security immediately.

## **Sexual Assault Policy**

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The University has a Student Sexual Assault Policy and will not tolerate acts of sexual assault on members of our campus community. Efforts at preventing sexual assault are provided by various campus agencies including the Division of Student Affairs, Women's Center, University Housing, and Campus Security.

Sexual assault is defined as any form of unwanted sexual contact and includes rape, acquaintance rape, and other sexual acts directed against another person. It does not require the use of physical force and can be the result of a threat, expressed or implied, that places a person in fear of bodily injury.

Reports of all sexual assaults are encouraged, and can be made to any member of the University's Sexual Assault Response Team, which includes staff from the Women's Center, Counseling Services, Student Medical Services, University Housing, Dean of Students, and Campus Security. UH Hilo is committed to ensuring that students who are victims/survivors of sexual assault are treated in a respectful, supportive and caring manner, and that his/her safety, privacy and confidentiality is preserved to the greatest extent possible. Team members will ensure that victims/survivors will be able to access advocacy, medical mental health and other support services in a timely manner; will receive information about options for recourse; and will be presented with reasonable academic and other accommodations.

Both the accused and accuser are entitled to the same opportunities to have others present at any disciplinary proceeding.

Any University student or employee found responsible for a sexual assault is subject to the provisions of Hawai'i State Law, University Policy and/or the Student Conduct Code. For more information, visit:

[UH Hilo Sexual Assault Policy & Procedures](#)

[UH System Sexual Assault Executive Policy & Procedural Guidelines](#)

### **Educational Programs to Promote the Awareness of Rape, Acquaintance Rape and other Forcible and Non Forcible Offenses**

- The University's catalog and Student Handbook and Planner include information on sexual assault and sexual harassment, including who to contact for further information or to file a complaint. Sexual assault policy and procedures are articulated and a Sexual Assault Response Team evaluates specific needs.
- Training for University Housing staff includes information on sexual assault, sexual harassment, and date/acquaintance rape prevention as well as partner violence.
- A Workshop for New Student Programs covering dating violence and rape is held, called "What's Love Got To Do With It?"
- Counseling Services has a support group for students on healthy relationships that also dealt with issues such as partner violence and date rape.
- During various events at New Student Orientation such as the Survival and Resource Fairs, educational handouts and brochures on sexual harassment, date rape, and other

safety related concerns were distributed. Orientation programming for new students also included a play about life in college, which contained a scene involving a sexual assault. After the play, staff met with students in small groups to discuss the themes and issues raised, including a discussion about rape, date/acquaintance rape, and other sexual offenses. Packets distributed to new students at orientation included a brochure on sexual harassment—what it is and who to contact for further information or to file a complaint.

- Training is provided to men and women students, faculty, and staff on rape prevention by a national organization called “Men Can Stop Rape.”
- One of the learning objectives for University 101 (Freshmen Seminar Experience) includes an understanding of student rights and responsibilities and the University’s Student Conduct Code, which prohibits sexual misconduct.
- The Women’s Center has discussions and disseminates information regarding violence against women through tabling in the Campus Center Plaza.
- Production of Eve Ensler’s “Vagina Monologues,” which is a global awareness campaign to end violence against women and girls.
- During National Women’s History Month, the Women’s Center sponsors a event called “Guerrilla Girls,” a national program designed to increase awareness of misogyny--the hatred or hostility towards women as a whole--to empower women and decrease violent acts against them.
- The Women’s Center presents a movie to promote women’s positive self-image. The presenter, Patricia Walters, discusses ways to prevent rape through her open discussion of her personal experiences.
- “Safe Zone” training with Pride Hilo, a LGBTIQ student organization, is conducted to promote an atmosphere of acceptance and empowerment for LGBTIQ students because every UH Hilo student deserves an education free from harassment, fear and intolerance.
- Self-defense classes are offered and taught by a local martial arts instructor to provide students with tools to stay safe and what to do if they are not able to get away from an unsafe situation.
- The Women’s Center provides a map of emergency phones located on campus and a handout of safety tips for students.
- Sponsored events for National Domestic Violence Awareness Month including: The Clothes Line Project , which raised awareness of domestic violence and its effects on all family members; Walk a Mile in Her Shoes, an event designed to increase males’ awareness of the female roles in society; and Take Back the Night, which promoted the development of a safe environment for women.
- A bulletin board was created with safety tips for traveling during the holidays and ways to reduce risk of sexual assault.

## **Drug and Alcohol Abuse Education Programs**

- All students are provided a copy of the University of Hawaii “Substance Abuse Notice.” The notice included information on University policies on illegal drugs, alcohol and substance abuse; the Student Conduct Code; legal sanctions; highlights of Hawaii laws; health risks associated with substance abuse; and drug and alcohol counseling, treatment and rehabilitation programs. The notice also includes a link to an online guide, the “Official Notice to Faculty, Staff and Students Regarding Substance Abuse in University Campus Communities and Worksites.”

- The Division of Student Affairs has a drug and alcohol education program, aimed specifically for students who violated a University drug and/or alcohol policy or a federal and/or state law. The program is an online course designed to educate students about the physiological and psychological effects of drugs and alcohol, facts on drug and alcohol usage and statistics, personal assessments of drug and alcohol usage, strategies to reduce or eliminate drug and alcohol usage, and resources for assistance.
- Orientation programming for new students includes a play about life in college, which contains a scene involving the use of alcohol. After the play, staff meet with students in small groups to discuss the themes and issues raised, including a discussion about alcohol and drug use.
- The University provides an environment with alcohol-free options. In fact, all events, programs and activities sponsored by the University are alcohol-free. Alcohol is banned on campus, with the exception of one residence hall in which residents of legal drinking age may consume alcohol in their rooms. Even within the residence halls, restrictions on alcohol exist, such as not permitting drinking to the extent of intoxication, not permitting kegs or other large containers of alcohol, and not drinking in any public area. In addition, alcohol advertising on campus is not permitted.
- The learning outcomes for University 101 (Freshmen Experience Seminar) included the ability to identify resources related to and explain the consequences –both short- and long-term—of various decisions on personal wellness and community health, as well as the ability to describe the rights and responsibilities that students have relative to academic integrity and other aspects of the Student Conduct Code.
- The Student Handbook and Planner, as well as the University catalog, provide information on the restrictions on the use of alcohol on campus and the prohibited use of illicit substances and drug paraphernalia.
- Counseling Services are made available on its website and a alcohol screening instrument that can be completed by any student at any time, with information on who to contact for further assistance. Counseling Services also conducted an outreach program on alcohol and drug prevention in which information about its online screening program along with information on alcohol and drug issues were distributed to students dining in the residence hall dining hall and to students on the Campus Center Plaza (the main thoroughfare and gathering place on campus) during the busiest time of day. Counseling Services provides readily available individual counseling for self-referred students as well as those referred by faculty or staff.

### **Campus Security Escort Program**

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The University of Hawaii at Hilo offers the Escort Program seven days a week between the hours of 6:30pm and 11:30pm. The Program is available to ensure the safety of individual students, faculty and staff members. If someone feels uncomfortable about walking across the University Campus for any reason, they may contact the Security Department at (974-7911) and they will be escorted to their requested on-campus destination.

### **Student Conduct Code**

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UH Hilo has a code of student conduct that specifies types of behavior that are not permissible, as well as the procedures for reporting and handling such behavior and possible disciplinary

sanctions. For more information, visit the [Student Conduct Code](http://www.uhh.hawaii.edu/studentaffairs/conduct/student_conduct.php) website at :  
[http://www.uhh.hawaii.edu/studentaffairs/conduct/student\\_conduct.php](http://www.uhh.hawaii.edu/studentaffairs/conduct/student_conduct.php)

### **Missing Students Policy**

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If an individual has reason to believe that a student is missing, he/she should notify Campus Security (808-974-7911), the Dean of Students (808-933-0859), or the University Housing Office (808-974-7522). In compliance with the Higher Education Opportunity Act, the University will follow certain procedures to assist in locating missing students who reside on campus. For students who reside off campus, the University may provide reasonable response and assistance as resources and time allow. To access the University's Missing Student Notification Policy and Procedures,

<http://www.uhh.hawaii.edu/auxsvc/security/documents/MissingStudentPolicyProcedures.pdf>

### **Security Log Information**

The university community is kept aware of reported incidents on campus and in the nearby community by viewing the security log at the Campus Security Office in Bldg. 300 Rm. 104. The University Security Department will make the crime log for the most recent 60 day period open to public inspection during normal business hours, Monday through Friday, except holidays and closure of school. Any portion of the log beyond 60 days, if not immediately available will be made accessible within two business days of a request for public inspection.

### **Timely Warnings**

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate and/or on-going threat to the community and individuals, the University has established an emergency communications system (UHH Alert) to alert the entire campus of any immediate safety threat, man-made or natural. University email, text and voice messages will be sent to all persons that have signed up for the program. Students are strongly encouraged to register to receive text messaging through the "UHH Alert" program. Additionally, Timely Warning notices will be posted on UHH's Security Web Site.

Anyone with information warranting a timely warning should report the circumstances to the Security Department, by phone (974-7911), or in person.

More information on Clery Timely Warnings and Security Alerts may be found at  
<http://hilo.hawaii.edu/auxsvc/security/documents/CriteriaforIssuingaCleryTimelyWarningNotice.pdf>

### **Closed Circuit Television (CCTV)**

Dispersed throughout the UHH Campus CCTV cameras monitor activity and assist in the safety and security of students, faculty, employees and visitors. The cameras are located in public spaces and do not intrude on anyone's privacy. There is a current evaluation being made of the system to upgrade and expand the number of cameras and coverage. The CCTV system is monitored in the Security Office in Bldg. 300, Room 104.

### **Sex Offender Registry and Access to Related Information**

Incarceration may remove a sex offender from the streets, but it does nothing to prevent the offender from committing another crime when released.

The federal Campus Sex Crimes Prevention Act was enacted on October 28, 2000. The law requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student.

In the State of Hawaii, any person convicted at any time of a "sexual offense" or "crime against minors" or charged at any time with a "sexual offense" or "crime against minors" and who is found unfit to proceed and is released into the community or who is acquitted due to a physical or mental disease, disorder, or defect and is released into the community is required to register for life. Further information, including definition of the terms "sexual offense" and "crime against minor," can be found in chapter 846E, Hawaii Revised Statutes (HRS).

Information on sex offenders in the State of Hawaii can be obtained on the State Website:  
[http://hawaii.gov/ag/hcjdc/main/sex\\_off\\_info/](http://hawaii.gov/ag/hcjdc/main/sex_off_info/)

### **Alcohol/Drugs/Weapons Policies**

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The possession or use of alcohol by anyone under the age of 21, non-prescription drugs and paraphernalia or lethal weapons on University premises is strictly prohibited. Drugs include anything defined as a dangerous, harmful and/or detrimental substance. Lethal weapons include, but are not limited to, firearms, ammunition, spear guns, explosives, and other dangerous items. Any person found in violation is subject to the provisions of Hawaii State Law, University policy and/or the [Student Conduct Code](#).

### **Workplace Violence Policy**

The University of Hawai'i has adopted a policy of prohibiting any work related or workplace violence against its students, faculty, staff, and visitors. Prohibited violent acts involve physical attack, property damage, as well as verbal statements that express or suggest the intent to cause physical or mental harm to another person. More specifically, violent behaviors include but are not limited to hitting, pushing and shoving; throwing or breaking objects; theft; shouting or yelling; threatening gestures or remarks; disruptive or hostile actions; abusive or belligerent language; sabotage of equipment; repetitive unwanted phone calls, notes or emails, etc.

All incidents must be reported and will be addressed immediately according to statutes, rules, collective bargaining agreements, or policies. Employees should report all incidents to their supervisors. The decision to report an incident will never be questioned and will always be supported by management. The supervisor is responsible for addressing the complaint immediately in accordance with statutes or University policies. All administrators, faculty, staff, and students are responsible for maintaining a university campus environment that ensures that all members are treated with civility and respect to fulfill the University's missions and goals. The University fully supports the efforts of the State of Hawai'i and is committed to a workplace free of violence.

**The Jeanne Clery Disclosure of Campus Security Policy and Crimes Statistics Act  
(formerly Campus Security Act)**

The University of Hawaii at Hilo complies with the Campus Security Act by publishing, on an annual basis, crimes that occur on-campus, residence halls, non-campus and public property adjacent to the University Campus. These crimes include murder, negligent homicide, forcible and non forcible sex offenses, robbery, burglary, motor vehicle theft and arson. Additionally, hate crimes, weapons offenses, drug and alcohol use, arrests and fires in student housing are reported. Crime and fire statistics are available at:

<http://www.uhh.hawaii.edu/auxsvc/security/uhhilo.php>

**Copies of this security report can be accessed on the UHH Security Web Site at:**

<http://www.uhh.hawaii.edu/auxsvc/security/> or a paper copy will be provided upon request.