



UNIVERSITY of HAWAI'I®
HILO

2014 Annual Security Report



In compliance with the Jeanne Clery Disclosure of Campus Security Policy
and Campus Crime Statistics Act.

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September 15, 2014

Policy for Preparing the Annual Security and Fire Safety Report and Disclosure of Crime Statistics

The University of Hawaii at Hilo (UH HILO) is dedicated to providing a safe and secure campus environment for all students, faculty, staff and visitors. This information has been prepared to ensure that UH HILO is in compliance with the federal guidelines under the Crime Awareness and Campus Security Act of 1999 and the Higher Education Opportunity Act of 2008. This report includes crime statistics for the previous three years that occurred on campus and on public property adjacent to and accessible from the campus.

Crime statistics are collected from the law enforcement agencies and campus security authorities (CSAs) on an annual basis. Refer to Appendix A for listing of law enforcement agencies and CSAs by title for the Hilo campus.

Information for obtaining a copy of the Annual Security and Fire Safety Report is made available to all students, faculty and staff by email with a link to the Annual Security and Fire Safety Report by September 30th each year. A link to the Annual Security and Fire Safety Report is listed in the online enrollment application and employment application for prospective students and employees, respectively. The report is readily accessible 24 hours a day at the Security Office in room 103 of the Auxiliary Services Building and is also available on the UH Hilo Security website [by clicking here](#).

Campus Security (Jurisdiction, Enforcement, Arrest Powers)

The mission of the University of Hawaii at Hilo Security department is to provide a safe campus that is conducive to a learning, teaching and working environment by providing quality service and a secure campus for all students and the UH HILO community.

The UH Hilo does not employ commissioned police officers; however, it does maintain a security department that patrols the main campus and several off-site locations. The Security Department provides 24-hour security employing certified security officers through a contract with G4S.

The UH Hilo security department enforces the University of Hawaii System policies and regulations, as well as UH Hilo Rules and Standard Administrative Procedures. The local law enforcement agency is the sole law enforcement authority at each location. Refer to Appendix A for local law enforcement agency contact information and address for the Hilo campus. Each law enforcement agency is ready to assist 24 hours a day, every day of the year. Each law enforcement agency reports statistics to the Clery Compliance Officer. Local law enforcement agencies employ commissioned police officers and may respond to all criminal activity on the campus for which they have authority. Local law enforcement agencies have full arrest powers on the Hilo campus and are authorized to carry firearms. UH Hilo security officers conduct preventive patrol throughout the buildings.

UH Hilo security officers have the authority to ask persons for identification and to determine whether individuals have lawful business at each campus. The security officers have the authority to issue parking tickets; however, they do not possess arrest power. Criminal incidents are referred to the local law enforcement agency that has jurisdiction on the respective campus. UH Hilo security office maintains a highly professional working relationship with each local law enforcement agency. All crime victims and witnesses are strongly encouraged to immediately

report the crime to the UH Hilo security office and the local law enforcement agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

Interagency Relationships

The UH Hilo has Memoranda of Understanding for the investigation of alleged criminal offenses with local law enforcement agencies and security maintains a close working relationship with each local, state and federal law enforcement agency. The Hawaii Police Department is the primary law enforcement agency on the Hilo campus. They may be reached at:

HAWAII POLICE DEPARTMENT

349 Kapi'olani Street, Hilo, HI 96720

In an emergency situation, the Hawaii Police Department may be reached by dialing 911 from any campus phone.

Hawaii Community College (HCC) conducts academic programs on the Hilo campus. Due to this activity the UH Hilo currently possesses an agreement with HCC Security Staff that when they are present on the Hilo campus they will assist as needed.

Monitoring of Criminal Activity at Student Organization Locations by Local Law Enforcement

UH Hilo does not have off-campus student organizations.

Incident Reporting and Response

Crime Reporting Procedures

The campus community (faculty, staff and students) is encouraged to report all crimes to the security department in a timely manner. Crimes should be reported to the security department to ensure inclusion in the annual crime statistics. Security officers are available 24 hours a day year-round at the Hilo campus. Crimes can be reported to the Director of Security or the security department by phone, stopping and approaching an officer on patrol or going to the security office in person.

Blue Light Emergency Phones

The Hilo campus maintains blue light emergency phones that provide direct communication to the security office, which can notify local law enforcement. The blue light emergency phones are tested on a monthly basis.

Confidential Reporting

Due to the fact that UH Hilo is a state agency, all attempts to keep information reported as confidential will be handled as such. However, the UH Hilo must abide by the Hawaii Uniform Information Practices Act and disclose all information when a formal request is made. The UH Hilo does not have pastoral counselors, as defined by the Clery Act. The UH Hilo does have professional counselors. They are encouraged; if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

When to Call Security

- All emergencies including medical, fire and accidents.
- A firearm or weapon is seen in a room or on a person.
- Someone is displaying any type of unusual behavior.
- Someone states he/she wishes to hurt themselves or others.
- Suspicious persons in suspicious places.
- You or someone else is threatened with violence.
- You or someone you know is a victim of violence.
- Someone is harassing/stalking you or someone you know.
- A stranger entering your co-worker's workspace when you know they are gone.
- A person screaming (it may indicate they need help).
- Anyone looking into car window or trying door handles.
- The sound of breaking glass or other loud noises that may indicate an accident or other crime.
- Persons loitering around the building.
- Someone forcing entry into the building, car or vending machine.
- Anytime you feel unsafe or notice something that does not appear right.

Information Needed By Security

- What happened?
- When?
- Where?
- Is anyone injured?
- Vehicle license number
- Direction of travel
- Description of persons (including clothing)
- When describing suspects, notice age, race, sex, height and weight. Compare your weight and height with the suspect's. Pick out some unique characteristics that will help you identify the suspect in the future.

Security Response

If a crime or emergency occurs on the Hilo campus, call the security desk or local law enforcement agency.

Security officers are available 24 hours a day at the Hilo Campus. In response to a call, security officers will take the required action, dispatching an officer to file an incident report and/or asking the victim to report to the local law enforcement agency for further investigation.

All security incident reports are forwarded to the Vice Chancellor for Student Affairs for review and potential action. Security officers will investigate, or assist the local law enforcement agency if necessary, and report when it is deemed appropriate or requested by the victim. Additional information obtained via the investigation will also be forwarded to student services.

When a Serious Crime Occurs (Timely Warnings)

When a serious crime occurs on campus that represents an immediate threat to the campus, security will publicize a warning. Timely warnings will be distributed via email and/or text message. To sign up for text messages please [click here](#).

Circumstances for which a timely warning will be issued include, but are not limited to, the receipt of a good faith report to the security office or other campus security authorities of a crime reportable under the Clery Act that poses continuing threat to the campus community. The Vice Chancellor of Administrative Affairs and the Director of Security are responsible for determining if a timely warning will be issued. The determination will be made on a case-by-case basis after due consideration of all available facts of the crime, such as the nature of the crime and whether or not a continuing danger to the campus community exists.

Timely warnings will be issued through the UH Hilo email system to the students, faculty and staff of the respective campus. Timely warnings will contain sufficient information about the nature of an identified threat to assist members of the campus in taking appropriate action to protect themselves or their property. The timely warning will generally include:

- Date and time or timeframe of the incident;
- A brief description of the incident;
- Information that will promote safety and potentially aid in the prevention of similar crimes (crime prevention or safety tips);
- Suspect description(s) when deemed appropriate and if there is sufficient detail;
- Local law enforcement and UH Hilo security contact information;
- Other information as deemed appropriate by the Cleary Compliance Officer or designee.

It is important to note that in some cases, security may need to withhold some facts if releasing the information would compromise an ongoing investigation or the identity of the victim.

Crime Log

A daily crime log is at the security desk at the Hilo Campus 24 hours a day. It is also available on-line [by clicking here.](#) The information in the daily crime log includes the case number, classification, date reported, date occurred, time occurred, general location and disposition of each reported crime.

Crime Prevention and Awareness Programs

The Security Department and Student Health and Wellness Programs (SHWP) occasionally host workshops and learning events. A current list of courses being offered is available [by clicking here.](#)

As part of the crime prevention program, campus security offers security surveys for workspaces and buildings.

Securing Campus Facilities

The facilities of all campuses are well maintained. Students, faculty, and staff have access to all academic and administrative facilities. Access to private offices and certain other areas are restricted through the issuance of keys and or access cards. Visitors to the campus have access to those areas officially opened for study, work or related functions. Security patrols the property 24 hours a day, seven days a week at the Hilo campus.

Security Considerations Used in Maintenance

Security works closely with other departments to maintain a safe campus. Security personnel coordinates the repair of locks and doors that are not working properly, check the campus lighting on a regular basis and inform campus operations of all non-working lights. The campus

community is encouraged to report all safety concerns to Offices of Security, Campus Operations or Environmental Health and Safety.

Weapons/Alcohol/Drugs

Weapons

The use, possession or carrying of any kind of firearm on the property of an institution of higher education is a violation of state laws and the University of Hawaii System policies. Violations may result in an arrest and/or suspension from UH Hilo. The only exceptions are for authorized law enforcement officers.

Drug and Alcohol Use

The UH Hilo prohibits the illicit use, sale, attempted sale, conveyance, distribution, manufacture, cultivation, dispensation, purchase, attempted purchase, and possession of illegal drugs, intoxicants or controlled substances at any time and in any amount or in any manner. Illicit drugs include all drugs for which possession is illegal under federal or state law, including prescription drugs for which the individual does not have a valid prescription.

The purchase, consumption and possession of alcoholic beverages in facilities under the control of UH Hilo shall in all respects comply with state laws and with guidelines as defined in System Policy and Regulation. Misconduct may result in arrests and/or disciplinary action and penalties. Among the violations that could result in penalties are:

- The purchase, consumption, possession or transportation of alcoholic beverages by anyone under age 21.
- The furnishing of alcoholic beverages to anyone under age 21.
- Public Intoxication as defined by State Law

Consumption of alcoholic beverages shall be limited to the areas designated by the UH Hilo and shall be subject to all requirements of state law, local laws and UH Hilo regulations. Any use of alcoholic beverages should be in moderation. Loud or disruptive behaviors, interference with cleanliness of facilities, or drinking habits that are harmful to the health or education of an individual or those around him/her are reasons for appropriate disciplinary action by UH Hilo administration.

Drugs

The use, possession, consumption, sale, manufacture, or furnishing of illicit drugs and narcotics, including marijuana and drug paraphernalia, is prohibited by state law and UH Hilo regulations. Violations may result in arrest, suspension or the completion of a mandatory drug and alcohol education program.

Substance Abuse Programs

Substance abuse programs are held by University staff several times a year and may be attended by UH Hilo students. Student Health and Wellness Programs (SHWP) provides systems of holistic care that integrate education and prevention efforts with medical and mental health services, programs, and activities.

Sexual Assault

Sexual assault is a non-consensual sexual act involving force, manipulation or coercion. It is an act of aggression, violence and power and is a felony crime under Hawaii Statute. The perpetrator can be a stranger, acquaintance, relative or date.

Reporting Procedures

If a sexual offense occurs on campus, the victim has the option and will be encouraged to notify the local law enforcement agency or security. Assistance with notifying the police will be provided by other campus authorities if desired by the victim. It is important for the victim to receive prompt medical attention and for evidence to be preserved. The victim will be notified of existing counseling services on campus as well as off-campus services. If a sexual offense occurs on campus, the victim should report the offense to the local police department; however, the victim can still receive assistance from on-campus resources including UH Hilo Student Counseling Services. UH Hilo will assist the victim with academic and/or living situations if requested and reasonably available.

What to Do If You Are a Victim of Sexual Assault

- Do not destroy evidence by bathing, douching, washing hands, brushing teeth, changing clothes or linens, eating or drinking. It is important to preserve evidence to assist in the investigation.
- Notify a friend or family member to help you collect your thoughts. Call security and the local law enforcement agency.
- Seek medical attention in the emergency room of a local hospital. You need to have a sexual assault exam even if you decide not to press charges. The exam is used to collect evidence as well as to assure you that you did not sustain injuries, which may not be visible.
- Seek counseling. The University Counseling Center has counselors that can be available to students 24 hours a day.

What Happens When the Police Respond

- Police officers will respond immediately.
- The police will gather information from the victim and collect all evidence.
- The police will encourage the victim to seek medical attention and will arrange transportation.
- An investigator will interview the victim.
- The local police department's crime victim's liaison will be available to assist the victim.
- In all cases, the victim will be treated with compassion, consideration, understanding and patience during the interview.
- Security will make every attempt to maintain the confidentiality of the victim.
- Even if no criminal charges are filed, information gathered and evidence obtained by the police can be used in disciplinary action if the assailant is a student.

Disciplinary Actions for Alleged Sexual Offenses

The Division of Student Affairs conducts campus disciplinary proceedings in cases of alleged sexual offenses. Possible sanctions that may be imposed following the determination of on-campus disciplinary procedures regarding sexual assault, acquaintance sexual assault or other sex offenses, forcible or non-forcible, include actions such as loss of privileges, block of enrollment, probation, suspension, or dismissal. Accusers and the accused are both entitled to

have others present during the disciplinary proceedings, and the accuser and the accused will be informed of the outcome of the disciplinary proceeding.

UH Hilo will, upon written request, disclose to the alleged victim of a crime of violence or non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by UH Hilo against a student who is the alleged perpetrator of such crime or offense.

If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for the purpose of this paragraph.

Sexual Assault Programs

UH Hilo offers special programs throughout the year to raise awareness about sexual assault. These programs are sponsored by various organizations on campus along with Student Affairs and are available to UH Hilo students. For a list of the programs offered, please refer to Appendix B.

Sex Offender Registration

Information regarding sex offenders can be found on either the UH Hilo security website by clicking on the "Hawaii Sex Offenders Registry" link or the link provided below.

[Click Here.](#)

Victim's Assistance

The local law enforcement agency has a crime victim's liaison available for victims of crime. The liaison provides guidance to victims with medical, emotional or financial needs and makes referrals to the appropriate counseling agencies. The liaison assists and provides information to the victim during criminal investigations.

Personal Safety Tips

- Have a personal safety plan; know what you are going to do in the event of an emergency. ("What if" game)
- Keep all contact information current.
- When going out, go with a friend, arrive together, and leave together.
- Walk purposely. Be Confident. Look Confident. Stay Alert.
- Avoid dark and isolated areas. Use well-traveled routes.
- Change your daily routine; use different routes to and from class/work.
- Lock all doors and windows when leaving your vehicle, even for just a few minutes.
- Have your keys ready when you approach your vehicle or home. Check the area before entering.
- Do not enter if you notice anything suspicious or out of place.
- Don't keep large sums of money on your person or in your apartment.
- Lock all doors and windows to your residence, even if you are only leaving for a short while.
- Do not advertise that you are not home by leaving notes on your front door, social media posts or answering machines stating you are not home.
- Let someone know where you are going to be, especially if you are going to be out late at night.

Emergency Response and Evacuation Procedures

Emergency Response

In the event of an emergency on any campus, UH Hilo personnel (mainly safety and/or security personnel) will respond and generally are first on scene. The Incident Command System (ICS) is utilized when responding to an emergency. The ICS provides standard procedures for the confirmation of and response to an emergency.

Depending on the nature of the emergency, members of the Crisis Management Team will be notified and will report to the Emergency Operations Center. The UH Hilo Administration Intake Team will keep the UH Hilo Crisis Management Team apprised of the situation. UH Hilo will request assistance from outside law enforcement agencies or other response organizations and will coordinate response efforts.

Immediate Notification

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus, UH Hilo will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system for all or a segment of the campus, unless issuing a notification will, in the judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

Responsible authorities, who can confirm a significant emergency or dangerous situation and draft and issue an immediate notification, include:

- Chancellor
- Vice Chancellor for Administrative Affairs
- Director of Campus Security
- Environmental Health & Safety Officer
- Campus Designees
- Director of Auxiliary Services

Depending on the nature of the emergency, one or more notification systems may be utilized. These systems include, but are not limited to:

- Text messages
- UH Hilo email system
- Local media
- Social Media
- Building fire alarms
- Emergency Announcement Systems

UH Hilo maintains an opt-in emergency notification system – UH Alert – that may be used for immediate notifications via email and text messages. Pre-scripted messages have been developed and will be used – with appropriate modifications – during emergency situations.

All immediate notifications will have at least one follow-up message (i.e., the “All Clear” message). Generally, the follow-up messages will be issued utilizing the same notification systems as the initial notification. However, word-of-mouth, the UH Hilo website or other means may be utilized when appropriate.

The public information officer or designee may communicate with local media such as newspapers, television stations and radio stations to disseminate emergency information to the surrounding community. The public information officer will provide a statement for posting additional information on the UH Hilo website, which is another possible source for the larger community to obtain such information.

Campus Evacuation Procedures

The UH Hilo president or designee will authorize campus evacuation orders. Once an evacuation order has been given, students and employees should follow the instructions and timelines for leaving the campus and should alert others to do the same. Information about returning to campus will be communicated through the UH Hilo webpage.

Building Evacuation Procedures

An evacuation will occur when the fire alarm sounds and/or notification is given by appropriate personnel. All persons (students, employees and visitors) are to immediately vacate the building in as safe a manner as possible. All persons should follow orders given by UH Hilo officers at the scene. Personnel shall not return to an evacuated building until instructed by UH Hilo security or other appropriate officials. Evacuation drills are conducted periodically for on campus buildings. The building evacuation is documented and reviewed by the Office of Environmental Health and Safety.

UH HILO Crisis Management Team Members

- Vice Chancellor for Academic Affairs
- Vice Chancellor for Administrative Affairs
- Vice Chancellor for Student Affairs
- Director of Campus Security
- Environmental Health & Safety Officer
- Director of University Relations
- Human Resources Office
- Director of Equal Employment Opportunity and Affirmative Action

Testing Emergency Response and Evacuation Procedures

UH Hilo tests its emergency response and evacuation procedures as defined in the Clery Act on an annual basis. UH Hilo conducts a drill, an exercise and publicizes its emergency response and evacuation procedures via campus email annually. A description of the drill is documented and an after action report is completed and kept by the Emergency Management/Business Continuity Coordinator.

Fire Safety Report

UH Hilo Fire Safety Report is published separately, and is available at the Security Office 24 hours a day or [by clicking here](#).

Missing Students

Purpose

The UH Hilo takes student safety seriously. The following policy and procedures have been established to assist in locating missing UH Hilo students who reside in on-campus housing. The purpose of this policy and procedures is to promote the safety and welfare of UH Hilo students in accordance with the requirements of the Higher Education Opportunity Act of 2008.

Procedures for Reporting a Missing Student:

If an individual has reason to believe that a student who legally resides in on-campus housing is missing, he/she should immediately notify Campus Security (808-974-7911), the Dean of Students (808-932-7472), or the University Housing Office (808-932-7403). This team will work together to share information under the leadership and coordination of the Director of Campus Security.

For students who do not reside on-campus and are reported missing, the University may provide reasonable response and assistance as resources and time allow.

Investigating a Report of a Missing Student

Upon receiving information that a student cannot be located and may be missing, the Director of Campus Security in collaboration with University Housing personnel and the Dean of Students will initiate an investigation. Before presuming that the student is missing, reasonable measures will be taken to determine whether or not anyone familiar with the student has seen or heard from him/her recently or is aware of where he/she may be. Investigating a missing student report includes, but is not limited to, the following:

- Obtain information from the reporting individual about the student, such as a physical description, including clothes he/she may have been wearing when last seen; who he/she may be with or where he/she may be; his/her physical and mental well-being; and the reasons he/she believes the student is missing. (Campus Security Director)
- Attempt to contact the student via his/her cell phone (if available) and/or email address. (Dean of Students)
- Check the student's room to see if he/she is present. (University Housing personnel)
- Contact University Housing Community Coordinators, roommates, friends, employers, and members of clubs and organizations the student may be affiliated with, if known, to obtain information about when and where the student was last seen and if the student's absence is inconsistent with his/her established patterns of behavior. (University Housing personnel)
- Contact the student's professors to ascertain the student's recent attendance in class. (Dean of Students)
- Obtain a photograph of the student, if available, from student ID card records and use this information (and/or the physical description) to conduct a search, with the possible assistance from University Housing personnel or others, of campus and buildings where the student has classes. The Campus Security Director may issue an ID card photograph to personnel involved to assist in the identification of the missing student. (Campus Security Director)

- Contact the Parking Office to determine if the student has a vehicle registered on campus; if the student has a vehicle, Campus Security officers will attempt to locate the vehicle on campus. (Campus Security officers)
- Check access card logs (e.g., through Dining Services, Student Life Center) to determine the last time the student's UH Hilo ID card was used, access logs to UH email and/or UH Hilo computer accounts, as well as any surveillance video.(Campus Security Director)

Notifying Appropriate Persons of a Report of a Missing Student

If the student cannot be located after reasonable efforts, the following individuals will be notified no later than 24 hours after the student has been determined to be missing:

- The Dean of Students will contact the Confidential Contact identified by the student (see below).
- If the missing student is under the age of 18 and is not an emancipated individual, the Dean of Students will notify the student's custodial parent or legal guardian.
- The Director of Campus Security will notify the local law enforcement agency.
- The Dean of Students will notify the Vice Chancellor for Student Affairs.

This policy does not preclude the University from implementing the procedures described above in less than 24 hours if circumstances warrant a faster implementation.

Confidential Contact

Students residing in on-campus housing have the option to confidentially identify an individual to be contacted by UH Hilo in the event he/she is determined to be missing for more than 24 hours. Students will be provided the option of designating a confidential contact at the time he/she checks in to a residence hall. Students will be informed at that time that:

- if they identify such an individual, UH Hilo will notify that person no later than 24 hours after they have been determined to be missing
- if they are under age 18 and are not an emancipated individual at the time they are determined to be missing, UH Hilo will notify the student's custodial parent or legal guardian
- even if they do not provide a contact person, the University will notify local law enforcement that they have been determined to be missing
- The confidential contact information will be accessible only by authorized campus officials and law enforcement officers in furtherance of a missing person investigation.

Student Notification of this Policy

In addition to informing resident students of this policy at the time they check in to a residence hall, the University will notify students of this policy and procedures through the following methods:

- Posting it on the UH Hilo, University Housing, Campus Security, and Student Rights and Responsibilities websites
- Discussing it with resident students by University Housing personnel at the beginning of the academic year in residence hall meetings

External Communications

In cases of a missing student, local law enforcement agency may provide information to the media that is designed to obtain public assistance in the search for a missing student. In doing so, the local law enforcement agency will consult with UH Hilo University Relations. Any media requests to the University will be directed to the University Relations office.

Appendix A – Contact Information

Emergency Response

Police/Fire/Ambulance: 911

Campus Security: (808) 974-7911

HAWAII POLICE DEPARTMENT

349 Kapi'olani Street, Hilo, HI 96720

Emergency: 911 (TDD accessible) | Non-emergency (808) 935-3311

Crime Stoppers: Hilo (808) 961-8300 | Kona (808) 329-8181

Vice/Drug Tip Hotline: Hilo (808) 934-8423 | Kona (808) 329-0423

Information about arrested adults: (808) 961-2213

Reports/Police Records: East Hawai'i (808) 961-2233 | West Hawai'i (808) 326-4646, ext. 256

Community Policing: East Hawai'i (808) 961-2350 | West Hawai'i (808) 326-4646, ext. 259

Email: copsysop@co.hawaii.hi.us

[Link to HPD Website](#)

Campus Services and Support

Student Medical Services

(808) 932-7369, Campus Center Room 212

Medical Services provides follow-up treatment and care, including referral for a forensic medical examination at the Hilo Medical Center. The student can also be evaluated at Student Health Services for emergency contraception and testing for some sexually transmitted infections. For tests not conducted at Student Health Services, the Nurse will assist with arrangements for testing at an outside laboratory.

Counseling Services

(808) 932-7465, New Student Services Center, 2nd floor, Room E203

The Counseling Center offers continuing supportive individual counseling including support for traumatic events such as sexual assault as well as referrals to other mental health services.

When you contact the Counseling Center, you may request to work with a female or male counselor.

Women's Center

(808) 932-7381, New Student Services Center, 2nd floor, Room E223/E224

The Women's Center can assist a student who reports a sexual assault with initial consultation and information about available on- and off-campus services. The staff works to support a student who has been victimized at her/his request, through the reporting and investigation process.

University Housing

(808) 932-7406, PB 11 Room 5

University Housing staff members are trained to assist students who are residents with resources and referrals. Staff members will assist with connecting students to vital care and support services.

Appendix A Continued

Dean of Students Office

(808) 932-7472 or (808) 932-7470, Student Services Building Room W301

Students who have been assaulted by a UH Hilo student may report the incident to the Dean of Students office, which will investigate the matter and hold students who are found responsible accountable for their actions.

Off-Campus Services and Support

24-Hour Sexual Assault Crisis Line

(808) 935-0677

Sexual Assault Support Services (SASS) supports victims/survivors of sexual assault and their significant others immediately after an assault via a 24-hour telephone line. Victims/survivors who appear at the Hilo Medical Center or Kona Hospital or report an assault to the police will receive in-person contact with an SASS staff member for support and advocacy 24 hours a day.

Victim/Witness Assistance Programs

Office of the Prosecuting Attorney

655 Kilauea Avenue, Hilo: (808) 934-3306

Assists individuals by explaining procedures and provides orientation and support to victims/survivors and witnesses through the criminal justice system. Provides information on cases, promotes public awareness of victim/witness concerns, and provides referrals to service agencies providing further assistance to victims/survivors.

Temporary Restraining Orders

(TROs) Family Court, 777 Kilauea Avenue, Hilo: (808) 961-7500

District Court: 777 Kilauea Avenue, Hilo: (808) 961-7470

Responsible for administering restraining orders, both temporary and long-term ones. For cases involving family members, relations or roommates, restraining order are handled by Family Court; all other cases are handled by District Court. Turning Point for Families (see below) provides assistance with preparing requests for restraining orders administered through Family Court.

Child & Family Services

Alternatives to Violence

1045A Kilauea Avenue, Hilo: (808) 969-7798

Peer counseling, education groups and legal help for women and children. Advocacy and help for battered women including services such as preparing and filing requests for restraining orders. Therapeutic groups for children under 12. Court-mandated groups for men/women who batter.

Domestic Abuse Shelter

Child & Family Services, 1045A Kilauea Avenue, Hilo: (808) 959-8864

24-hour spouse abuse shelter for women and their children who are victims of spouse abuse within their household. Clients may stay up to 60 days and some transportation is provided.

National Sexual Assault Hotline

(800) 656-4673 (toll free)

24-hour access to information, resources and research regarding sexual assault.

What to do if you are sexually assaulted

- Know that no victim or survivor is ever at fault for their own sexual assault, regardless of their behavior, actions or whereabouts. Every person deserves to live in a safe environment free of violence.
- If you have been sexually assaulted, the most important thing is to take care of your safety and well-being. Get to a place away from the perpetrator and seek family or friends if possible.
- When reporting a sexual assault, document as many details as possible, as soon as possible. Accurate recall of events will fade quickly. Documentation in sufficient detail soon after an incident can serve as more reliable evidence in legal proceedings should they follow. Specifically:
 - Note the location and time of any events. Describe the number and characteristics of the assailant or assailants. Write down as much detail as possible about the circumstances surrounding the assault as possible. Note if you may have inflicted any injuries on the assailant, e.g., scratched the assailant's face with your nails. A greater level of detail increases the likelihood that the suspect will be apprehended and successfully prosecuted.
 - Maintain as much evidence as possible in its intact state. Do not wipe away or throw away any bodily fluids, secretions or tissue that can be identified. Refrain from brushing your teeth, drinking beverages, removing/changing clothing, or removing/changing bedding, furniture or any fabric/upholstery.
 - Resist the urge to clean up by washing, showering or douching. You may receive a forensic examination to collect sexual assault evidence by a trained health professional at a medical care facility. The specimens that will be collected are very important in establishing the guilt and identity of the assailant. Many of these specimens contain DNA evidence that can provide conclusive proof of the identity of the assailant.
- Before going to a hospital to receive a forensic examination, it is a good idea to bring an extra change of underwear, clothing and shoes, as these items will likely be kept by the hospital as part of the evidence collection process to be turned over to law enforcement.
- As soon as possible after a sexual assault, be sure to use available counseling or mental health services.

Appendix – B 2013 Student Health & Wellness Programs

Date of Training	Title of Training	Prevention Content	Number of Attendees
2/11/2013	Newspaper Article on Sexual Assault	Sexual Violence	1000 students made aware
2/11/2013	Men of Strength Movie Screening: Invisible Wars	Sexual Violence	10
4/4/2013	Presentation on Men of Strength Mission/Initiatives	Sexual Violence	20
4/15/2013	Substance Abuse Awareness Fair	Substance Abuse	60
4/27/2013	Rave Against Violence Presentation on Men of Strength	Sexual Violence	100
8/6/2013	Sexual Assault Response Training	Sexual Violence	29
8/6/2013	Outreach- Housing R.A GAP Model	Workplace Safety	20
8/7/2013	Outreach-Housing Staff Training	Workplace Safety	20
8/8/2013	Outreach Housing Staff Training	Workplace Safety	20
8/8/2013	Behind Closed Doors	Sexual Violence	29
8/12/2013	Sexual Assault Training	Sexual Violence	15
8/13/2013	Outreach-Kipuka Peer Mentors	Workplace Safety	4
8/14/2013	Outreach PISB Weaving Health and Wellness	Substance Abuse	15
8/15/2013	Sexual Assault Training	Sexual Violence	15
8/22/2013	VCSA Luncheon – Student Health & Safety	Sexual Violence	75
8/22/2013	Sexual Assault Training	Sexual Violence	20
8/23/2013	Outreach-Orientation Presentations	Sexual Violence	5
8/26/2013	Outreach- Athletics Reception	Sexual Violence	150
8/30/2013	Outreach- Auxiliary Services Grief	Workplace Safety	8
9/9/2013	Men of Strength Meeting	Sexual Violence	10
9/16/2013	Where Do You Stand? `	Sexual Violence	11
9/16/2013	Men of Strength Meeting	Sexual Violence	6
9/23/2013	Men of Strength Meeting	Sexual Violence	5
9/30/2013	Men of Strength Meeting	Sexual Violence	5
10/2/2013	Wellness Wednesday: Healthy Relationships	Sexual Violence	4
10/7/2013	Men of Strength Meeting	Sexual Violence	5
10/9/2013	21 Reasons to Raise the Age	Substance Abuse	48
10/9/2013	Outreach- Kipuka Peer Mentor Training	Workplace Safety	4
10/16/2013	Walk a Mile in Her Shoes	Sexual Violence	75
10/21/2013	Men of Strength Meeting	Sexual Violence	5
10/28/2013	Men of Strength Meeting	Sexual Violence	5
11/4/2013	Men of Strength Meeting	Sexual Violence	5
11/12/2013	Tobacco Cessation Tabling	Substance Abuse	30
10/21/2013	Informational Tabling: Relationship Violence	Sexual Violence	4

10/23/2013	Men of Strength Tabling	Sexual Violence	70
10/25/2013	Outreach Domestic Violence Walk and Vigil	Sexual Violence	1000
11/5/2013	Got Consent? Sexual Assault Training	Sexual Violence	13
11/6/2013	Got Consent? Sexual Assault Training	Sexual Violence	10
11/14/2013	Outreach- Amy Gregg's Class	Sexual Violence	30
11/14/2013	Outreach- University 101 Class	Sexual Violence/Substance Abuse	20
11/14/2013	Outreach- Amy Gregg's Class	Sexual Violence	20
11/25/2013	Town Hall : Campus Safety & Sexual Violence: Response & Risk-Reduction in the Social Media Era	Sexual Violence	100+
11/25/2013	Sexual Assault Policy Overview	Sexual Violence	6
11/25/2013	Outreach- Amy Gregg's Class	Sexual Violence	20
12/2/2013	Men of Strength Meeting	Sexual Violence	8
12/3/2013	Substance Abuse Training	Substance Abuse	11
12/3/2013	Outreach- University 101 Class	Substance Abuse	15

Appendix C – Crime Statistics

2013	Criminal Offenses	ON CAMPUS		ON CAMPUS (TOTAL)	NON CAMPUS	PUBLIC PROPERTY
		Student Housing	Other			
CRIMINAL HOMICIDE						
MURDER/NONNEGLIGENT MANSLAUGHTER		0	0	0	0	0
NEGLIGENT MANSLAUGHTER		0	0	0	0	0
SEX OFFENSES						
SEX OFFENSES: FORCIBLE SEX OFFENSES		1	0	1	0	0
SEX OFFENSES: NONFORCIBLE SEX		0	0	0	0	0
ROBBERY		0	0	0	0	0
AGGRAVATED ASSAULT		0	0	0	0	0
BURGLARY		0	4	4	0	0
MOTOR VEHICLE THEFT		0	2	2	0	0
ARSON		0	0	0	0	0

2012	Criminal Offenses	ON CAMPUS		ON CAMPUS (TOTAL)	NON CAMPUS	PUBLIC PROPERTY
		Student Housing	Other			
CRIMINAL HOMICIDE						
MURDER/NONNEGLIGENT MANSLAUGHTER		0	0	0	0	0
NEGLIGENT MANSLAUGHTER		0	0	0	0	0
SEX OFFENSES						
SEX OFFENSES: FORCIBLE SEX OFFENSES		0	1	1	0	1
SEX OFFENSES: NONFORCIBLE SEX		0	0	0	0	0
ROBBERY		0	0	0	0	0
AGGRAVATED ASSAULT		0	0	0	1	0
BURGLARY		0	2	2	2	0
MOTOR VEHICLE THEFT		0	3	3	1	1
ARSON		0	0	0	0	0

2011	Criminal Offenses	ON CAMPUS		ON CAMPUS (TOTAL)	NON CAMPUS	PUBLIC PROPERTY
		Student Housing	Other			
CRIMINAL HOMICIDE						
MURDER/NONNEGLIGENT MANSLAUGHTER		0	0	0	0	0
NEGLIGENT MANSLAUGHTER		0	0	0	0	0
SEX OFFENSES						
SEX OFFENSES: FORCIBLE SEX OFFENSES		2	2	4	0	0
SEX OFFENSES: NONFORCIBLE SEX		0	0	0	0	0
ROBBERY		0	1	1	0	0
AGGRAVATED ASSAULT		0	0	0	0	0
BURGLARY		4	0	4	0	0
MOTOR VEHICLE THEFT		0	2	2	0	1
ARSON		0	0	0	0	0

2013	Criminal Offenses	ON CAMPUS		ON CAMPUS (TOTAL)	NON CAMPUS	PUBLIC PROPERTY
		Student Housing	Other			
ARRESTS						
LIQUOR LAW VIOLATIONS		0	0	0	0	0
DRUG LAW VIOLATIONS		0	0	0	0	0
ILLEGAL WEAPONS POSSESSION		0	0	0	0	0
JUDICIAL REFERERRALS						
LIQUOR LAW VIOLATIONS		48	0	48	0	0
DRUG LAW VIOLATIONS		76	0	76	0	0
ILLEGAL WEAPONS POSSESSION		0	0	0	0	0

2012	Criminal Offenses	ON CAMPUS		ON CAMPUS (TOTAL)	NON CAMPUS	PUBLIC PROPERTY
		Student Housing	Other			
ARRESTS						
LIQUOR LAW VIOLATIONS		0	0	0	0	0
DRUG LAW VIOLATIONS		3	0	3	0	0
ILLEGAL WEAPONS POSSESSION		0	0	0	0	0
JUDICIAL REFERERRALS						
LIQUOR LAW VIOLATIONS		29	4	33	0	0
DRUG LAW VIOLATIONS		51	11	62	0	0
ILLEGAL WEAPONS POSSESSION		0	1	1	0	0

2011	Criminal Offenses	ON CAMPUS		ON CAMPUS (TOTAL)	NON CAMPUS	PUBLIC PROPERTY
		Student Housing	Other			
	ARRESTS					
	LIQUOR LAW VIOLATIONS	0	0	0	0	0
	DRUG LAW VIOLATIONS	0	0	0	0	0
	ILLEGAL WEAPONS POSSESSION	0	0	0	0	0
	JUDICIAL REFERERRALS					
	LIQUOR LAW VIOLATIONS	63	0	63	0	0
	DRUG LAW VIOLATIONS	99	0	99	0	0
	ILLEGAL WEAPONS POSSESSION	0	2	2	0	0

ON CAMPUS

Clery Bias Crime Statistics

2013	ON CAMPUS	Category of Bias				
Clery Act Reportable Offenses	Race	Gender	Religion	Sexuality	Ethnicity	Disability
MURDER/NONNEGLIGENT	0	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0
SEX OFFENSES: FORCIBLE SEX	0	0	0	0	0	0
SEX OFFENSES: NONFORCIBLE	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0
ARSON	0	0	0	0	0	0
ANY OTHER CRIME INVOLVING	0	0	0	0	0	0
SIMPLE ASSAULT	0	0	0	0	0	0
INTIMIDATION	0	0	0	0	0	0
LARCENY	0	0	0	0	0	0
DESTRUCTION OF PROPERTY	0	0	0	0	0	0
Totals	0	0	0	0	0	0

2012 ON CAMPUS		Category of Bias				
Clery Act Reportable Offenses	Race	Gender	Religion	Sexuality	Ethnicity	Disability
MURDER/NONNEGLIGENT	0	0	0	0	0	0
NEGLIGENTMANSLAUGHTER	0	0	0	0	0	0
SEX OFFENSES: FORCIBLE SEX	0	0	0	0	0	0
SEX OFFENSES: NONFORCIBLE	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0
ARSON	0	0	0	0	0	0
ANY OTHER CRIME INVOLVING	0	0	0	0	0	0
SIMPLE ASSAULT	0	0	0	0	0	0
INTIMIDATION	0	0	0	0	0	0
LARCENY	0	0	0	0	0	0
DESTRUCTION OF PROPERTY	0	0	0	0	0	0
Totals	0	0	0	0	0	0

2011 ON CAMPUS Clery Act Reportable Offenses	Category of Bias					
	Race	Gender	Religion	Sexuality	Ethnicity	Disability
MURDER/NONNEGLIGENT	0	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0
SEX OFFENSES: FORCIBLE SEX	0	0	0	0	0	0
SEX OFFENSES: NONFORCIBLE	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0
ARSON	0	0	0	0	0	0
ANY OTHER CRIME INVOLVING	0	0	0	0	0	0
SIMPLE ASSAULT	0	0	0	0	0	0
INTIMIDATION	0	0	0	0	0	0
LARCENY	0	0	0	0	0	0
DESTRUCTION OF PROPERTY	0	0	0	0	0	0
Totals	0	0	0	0	0	0

OFF CAMPUS

Clery Bias Crime Statistics

2013 OFF CAMPUS		Category of Bias				
Clery Act Reportable Offenses	Race	Gender	Religion	Sexuality	Ethnicity	Disability
MURDER/NONNEGLIGENT	0	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0
SEX OFFENSES: FORCIBLE SEX	0	0	0	0	0	0
SEX OFFENSES: NONFORCIBLE	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0
ARSON	0	0	0	0	0	0
ANY OTHER CRIME INVOLVING	0	0	0	0	0	0
SIMPLE ASSAULT	0	0	0	0	0	0
INTIMIDATION	0	0	0	0	0	0
LARCENY	0	0	0	0	0	0
DESTRUCTION OF PROPERTY	0	0	0	0	0	0
Totals	0	0	0	0	0	0

2012 OFF CAMPUS		Category of Bias				
Clery Act Reportable Offenses	Race	Gender	Religion	Sexuality	Ethnicity	Disability
MURDER/NONNEGLIGENT	0	0	0	0	0	0
NEGLIGENTMANSLAUGHTER	0	0	0	0	0	0
SEX OFFENSES: FORCIBLE SEX	0	0	0	0	0	0
SEX OFFENSES: NONFORCIBLE	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0
ARSON	0	0	0	0	0	0
ANY OTHER CRIME INVOLVING	0	0	0	0	0	0
SIMPLE ASSAULT	0	0	0	0	0	0
INTIMIDATION	0	0	0	0	0	0
LARCENY	0	0	0	0	0	0
DESTRUCTION OF PROPERTY	0	0	0	0	0	0
Totals	0	0	0	0	0	0

2011 OFF CAMPUS		Category of Bias					
Clery Act Reportable Offenses	Race	Gender	Religion	Sexuality	Ethnicity	Disability	
MURDER/NONNEGLIGENT	0	0	0	0	0	0	
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	
SEX OFFENSES: FORCIBLE SEX	0	0	0	0	0	0	
SEX OFFENSES: NONFORCIBLE	0	0	0	0	0	0	
ROBBERY	0	0	0	0	0	0	
AGGRAVATED ASSAULT	0	0	0	0	0	0	
BURGLARY	0	0	0	0	0	0	
MOTOR VEHICLE THEFT	0	0	0	0	0	0	
ARSON	0	0	0	0	0	0	
ANY OTHER CRIME INVOLVING	0	0	0	0	0	0	
SIMPLE ASSAULT	0	0	0	0	0	0	
INTIMIDATION	0	0	0	0	0	0	
LARCENY	0	0	0	0	0	0	
DESTRUCTION OF PROPERTY	0	0	0	0	0	0	
Totals	0	0	0	0	0	0	

PUBLIC PROPERTY

Clery Bias Crime Statistics

2013 PUBLIC PROPERTY		Category of Bias					
Clery Act Reportable Offenses	Race	Gender	Religion	Sexuality	Ethnicity	Disability	
MURDER/NONNEGLIGENT	0	0	0	0	0	0	
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	
SEX OFFENSES: FORCIBLE SEX	0	0	0	0	0	0	
SEX OFFENSES: NONFORCIBLE	0	0	0	0	0	0	
ROBBERY	0	0	0	0	0	0	
AGGRAVATED ASSAULT	0	0	0	0	0	0	
BURGLARY	0	0	0	0	0	0	
MOTOR VEHICLE THEFT	0	0	0	0	0	0	
ARSON	0	0	0	0	0	0	
ANY OTHER CRIME INVOLVING	0	0	0	0	0	0	
SIMPLE ASSAULT	0	0	0	0	0	0	
INTIMIDATION	0	0	0	0	0	0	
LARCENY	0	0	0	0	0	0	
DESTRUCTION OF PROPERTY	0	0	0	0	0	0	
Totals	0	0	0	0	0	0	

2012 PUBLIC PROPERTY		Category of Bias				
Clery Act Reportable	Race	Gender	Religio	Sexualit	Ethnicit	Disability
MURDER/NONNEGLIGENT	0	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0
SEX OFFENSES: FORCIBLE SEX	0	0	0	0	0	0
SEX OFFENSES: NONFORCIBLE	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0
ARSON	0	0	0	0	0	0
ANY OTHER CRIME	0	0	0	0	0	0
SIMPLE ASSAULT	0	0	0	0	0	0
INTIMIDATION	0	0	0	0	0	0
LARCENY	0	0	0	0	0	0
DESTRUCTION OF PROPERTY	0	0	0	0	0	0
Tota	0	0	0	0	0	0

2011 PUBLIC PROPERTY		Category of Bias				
Clery Act Reportable	Race	Gender	Religio	Sexualit	Ethnicit	Disabilit
MURDER/NONNEGLIGENT	0	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0
SEX OFFENSES: FORCIBLE SEX	0	0	0	0	0	0
SEX OFFENSES: NONFORCIBLE	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0
ARSON	0	0	0	0	0	0
ANY OTHER CRIME	0	0	0	0	0	0
SIMPLE ASSAULT	0	0	0	0	0	0
INTIMIDATION	0	0	0	0	0	0
LARCENY	0	0	0	0	0	0
DESTRUCTION OF PROPERTY	0	0	0	0	0	0
Tota	0	0	0	0	0	0