

Hawai'i Pacific University, Crime Prevention, Reporting Policy and Procedures

Hawai'i Pacific University believes in a safe, crime-free campus. In striving to maintain this atmosphere, HPU observes the following policy for all students, faculty and staff on the downtown campus, the windward Hawai'i Loa campus, the Oceanic Institute campus, at the military campuses, and at all University-sanctioned functions on or off campus.

It is expected that all faculty, staff, and students will exercise sound judgment and care in their day-to-day activities, both on and off campus, to keep university, as well as personal possessions, secure and safe, and to make every effort to promptly report dangerous situations or criminal actions – both major and minor.

Reporting Crimes and Emergencies

Whether it happens to you or you are a witness, you have the responsibility to report a crime. If a crime occurs on or around campus, report it immediately to Campus Security Authorities or the Honolulu Police Department (HPD). HPD has primary jurisdiction over the areas surrounding HPU's campuses and is generally called for any incident, crime, or emergency that is outside of the authority of campus security or HPU.

For non-emergencies contact the campus security at 236-3515 (Windward) or 753-7304 (Downtown) or 911 for emergencies. Note: All those using HPU landlines must dial **#-9-1-1**. Whenever possible, the actual victim or witness of the crime should call the police directly. Firsthand information is always more accurate and complete. If someone merely gives you information and leaves, please include this information. There are Emergency Phones on the first or second floor of each Residence Hall; these phones are directly linked to HPU Security at the Front Gate and also call **#-9-1-1**. The HPU Front Gate is staffed 24-hours a day by a trained security officer. The Front Gate Security Officer will dispatch the appropriate Security Officer or contact HPD, firefighters or paramedics/EMTs to handle the call if necessary.

The HPU security officers on the downtown and windward campuses are in constant radio contact with other HPU Security Officers who are stationed or roving in each respective campus and available to respond to situations as they arise.

On receiving information concerning an incident, a security officer or police officer will investigate the incident, document the information, and take appropriate action. Hawai'i Pacific University Security may work with the Honolulu Police Department and other state and federal agencies. Cases are adjudicated through the county in which the incident occurred and/or through the university's judicial system.

Campus Security Authorities

Students are encouraged to report crimes to Campus Security Authorities. The following are campus security authorities as defined by federal legislation, specifically the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

- Hawai'i Pacific University Director of Security and Safety, Hawai'i Pacific University Security staff, in-house and contracted.
- Athletic Director, Head Coaches, Assistant Coaches, Trainers, Athletic Staff
- Computer Center staff
- Cheerleading and Dance Coaches, Assistant Coaches
- Advisors to student organizations
- Academic Advisors
- Financial Aid Counselors
- Registrar and Staff
- Dean of Students and Staff
- Intramural Coordinator/Fitness Center Manager
- Windward Campus Activities Coordinator
- Military Campus Program admissions counselors
- Honor Society sponsors
- Center for Academic Success staff
- Sea Warrior Center staff
- Downtown Campus Activities staff and Student Center Coordinator
- Director of First Year Programs
- Coordinator, Leadership Programs
- Associate Director of Spirit Programs
- Center for Graduate and Adult Services counselors
- Commuter Services Staff/Shuttle Drivers
- Director of Performing Arts and Staff
- Director of Counseling and Bal health Services
- University Chaplain
- HPU Director of Residence Life and staff
- Officer of Student Affairs

The Jeanne Clery Act states that if someone **“has significant responsibilities for student and campus activities,”** he or she is a Campus Security Authority (CSA). By law, CSAs must report a crime (that has been reported to them) to Security personnel or higher authority. There is no

discretion. The CSAs “must” report the crimes that come to their attention. There is not a need to investigate, only to officially report crimes that are reported to them.

Licensed counselors (including certified Sexual Assault Victim Counselors) and the HPU clergy (pastoral counselors) are exempt from reporting requirements. HPU encourages counselors and clergy, if and when they deem appropriate, to inform those they counsel of procedures for reporting crimes on a voluntary and confidential basis for inclusion in the Campus Security Report. Confidential/anonymous reports are extremely valuable in order to prevent further victimizations and to obtain a more accurate description of HPU campus crime.

Confidential Reporting

In certain instances, a crime victim may be reluctant to file a report fearing the process and/or loss of his/her anonymity. In such circumstances, crime victims are encouraged to consider making a confidential report to one of the designated Campus Security Authorities. At a minimum, crime victims will receive valuable counseling and referral information. Confidential reports are important because they provide valuable information that will enhance the safety of the community-at-large and they will, at least, provide a more accurate portrait of actual campus crime. (Remember, help is available. All you need to do is ask.)

If you are the victim of a crime and do not want to pursue action within the University judicial system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Director of Security and Safety can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the University can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

CRIME PREVENTION TIPS

Safety Tips

Hawai'i Pacific University's safety and security measures are designed to address most areas of campus life, but a safe environment also depends on the awareness and cooperation of individual community members. Here are some common-sense steps you can take for personal safety and loss prevention:

- When walking the campus at night, stay within well-lit walkways. Avoid taking shortcuts through unknown areas.

- If you cannot avoid walking alone at night, call security for an escort at 808-753-7304 (Downtown) and 808-236-3515 (Windward).
- Never prop doors open, even for a short period of time.
- Wallets, purses, book bags, backpacks should never be left unattended.
- Keep the doors and windows to your residence locked, even if you will be gone for a short time.
- Keep car doors and windows locked. Check front and back seats and the cargo area before entering.
- Use Operation Identification to engrave your portable valuables, and do not keep them unattended.
- Laptops and iPods should never be left unattended.
- Do not put personal information on social networking sites.
- Do not put an ID tag with your name, address, or license number on your key chain; if lost, the key chain could lead to theft.
- Keep your bicycle locked in a rack when not using it.
- Immediately call the University Security at 808-753-7304 (Downtown) or 808-236-3515 (Windward) to report any criminal incidents or suspicious persons or emergency 9-1-1, campus phone #-9-1-1.
- Carry only the cash and credit cards you need.
- Carry a whistle or other means of making a loud noise.
- Avoid working or studying alone a building at night.
- Do not accept drinks from strangers or leave your drink unattended because it could be drugged.
- If you suspect someone of having alcohol poisoning, call 911 (#911 if using a University phone) immediately. Do not wait until it is too late.

