

CAMPUS SECURITY

Leeward Community College (LCC) is firmly committed to providing a safe and secure campus environment. Policies and procedures are designed to ensure that every possible precautionary measure is taken to protect persons and property. However, you need to be aware that preventive efforts on your part can effectively reduce your chances of becoming a victim. This brochure is part of our effort to promote awareness of the current programs that exist at LCC to provide for your safety and well-being.

LCC is situated on 49 acres of land with 16 two-story and 2 three-story academic, administrative and recreational facilities. The campus population consists of approximately 6,500 day and night students each semester. There is no student housing on campus. LCC has a regular staff of approximately 350, including 200 full-time instructional faculty. There are an additional 175 part-time instructional lecturers.

The Campus Security unit, under the administration of the Vice Chancellor of Administrative Services, is responsible for providing security service for the campus. The Campus Security Office is located in the Language Arts (LA) Building, room LA-238. Security Officers are on duty 24-hours a day, 7 days a week, 365 days a year. The unit is staffed by a Security Supervisor and six security officers.

SERVICES PROVIDED

Campus Security Officers conduct vehicle and foot patrols on campus. They are charged with the enforcement of federal, state and local laws, and rules and regulations of LCC. They perform the full range of public safety services dealing with incident reports; campus investigations, medical and fire emergencies; traffic accidents; enforcement of laws regulating the use of alcohol, drugs and weapons, inspection of lighting and shrubbery; and all other situations requiring Campus Security assistance. While Campus Security Officers do not have police powers and are not authorized to carry firearms, any campus incident requiring an arrest is referred to the Honolulu Police Department. Campus Security Officers are trained in areas such as emergency first-aid, CPR, report writing, investigative skills, and crowd control by experts from federal, state, and local law enforcement agencies. Campus security maintains a close working relationship with all law enforcement agencies within the State utilizing their resources and expertise as needed. Whenever appropriate, meetings are held with these external agencies and crime-related information reports and statistics are exchanged.

REPORTING OF CRIMES AND EMERGENCIES

Crimes and other emergencies on campus can be reported directly to the Campus Security Office by dialing **611** from

any LCC telephone on campus. There is one emergency “blue” call box located on the outside wall of the Security Office at LA-238 which automatically connects the caller to Campus Security when the handset is picked up. At times the office itself may be closed while officers are patrolling the campus; however, they are always accessible by phone. To reach the Campus Security Office campus via public pay phones or off-campus telephones, dial **455-0611**.

On the LCC campus, public pay phones are located on the second floor of the Physical Science building (outside, facing the parking lot), the Library (outside by the elevator), bus stop shelter, on the first floor of the Physical Science building (outside facing the courtyard), Fine Arts building (outside facing the courtyard), Automotive building (at the restrooms facing the courtyard), Theatre (outside the entry at the box office).

Students, faculty and staff are encouraged to report all suspicious activities and/or persons observed on campus. Such calls should be made promptly to improve Campus Security’s ability to investigate the situation and to apprehend suspects and/or prevent potential crimes. Upon receipt of a call, security officers will respond immediately to the site of the emergency. All incidents are investigated, and a report is filed by the investigating officer.

ACCESS TO CAMPUS FACILITIES

LCC facilities are open to students, faculty, staff and the public during the day and evening hours when classes are in session. LCC has a curfew; the campus must be vacated and cleared by 11:00 p.m. nightly. During the times that the College is officially closed, the parking lots are chained, buildings are locked, and access is limited to faculty, staff and authorized students only. During the weekends, holidays and vacation breaks, all personnel who come to do work in their offices are required to sign-in at the Security Office. The general public may attend cultural and recreational events on campus, but their access is limited to the facilities in which these events are held. Any other person(s) found on campus will be trespassing.

ALCOHOLIC BEVERAGES

The purchase, possession or consumption of alcoholic beverages is regulated by state law. Under state law, no one under the age of twenty-one may purchase, possess, or consume alcoholic beverages on campus.

Consumption of alcoholic beverages is forbidden in all public and common areas. LCC requires a special permit

for consumption of alcoholic beverages on campus which is issued by the Chancellor.

Students and employees found to be in violation may be subject to the provisions of state law, LCC Policy, and the [Student Conduct Code](#).

ILLEGAL DRUGS

As prohibited by state and federal law, LCC students and employees are not permitted to be under the influence of, possess, manufacture, distribute, or sell illicit drugs at LCC sponsored or approved events, on LCC property or in buildings used by the College for its educational or recreational programs.

Students and employees found to be in violation are subject to arrest. Conviction may result in probation, fines and imprisonment. Students are also subject to disciplinary action under the [Student Conduct Code](#).

WEAPONS

The possession or use of lethal weapons on LCC premises is strictly prohibited. Lethal weapons include but are not limited to firearms, ammunition, spear guns, explosives and dangerous substances. Any person found in violation subject to the provisions or State law, LCC Policy and the [Student Conduct Code](#).

SEXUAL OFFENSE

As with any criminal offense that occurs on campus, any sexual assault should be reported to either the Sex Abuse Treatment Center Hotline: 524-7273, Campus Security: 611, or the Honolulu Police Department: 911 regardless of whether or not the student or staff member plans to press charges. A victim’s physical and emotional well-being is of paramount concern. However, it is important to consider preserving physical evidence to assist in apprehending and prosecuting any attacker. At the student’s request the Dean of Student Services will assist in notifying HPD of any offenses.

Any member of the University of Hawaii community who commits a sexual offense is subject to criminal prosecution and University disciplinary procedures. Under University disciplinary procedures, a variety of sanctions may be imposed including dismissal or loss of employment. By law, all University disciplinary procedures provide due-process protection for the accuser and the accused. At the conclusion of the mandated hearings related to sexual offense, both the accuser and the accused shall be informed of the decision and sanction.

Assistance is available in the Student Services Office for students who would like to change their academic and/or living situations following an alleged sexual assault incident, as well as for those who need counseling.

While forcible rape has long been recognized as a sex offense, students should be aware that acquaintance (date) rape is also a crime. Prevention is the best remedy. The College presents regular workshops on how to prevent rape. Please check bulletin boards or call the Counseling Office for dates and location.

These and other services for victims of sexual assault are listed under the “Assistance Programs” section of this brochure.

CRIME PREVENTION PROGRAMS

The LCC crime prevention program is based upon the dual concept of eliminating or minimizing opportunities for crime while encouraging students and employees to assume responsibility for their own safety and the safety of others by taking common sense precautions. The following is a listing of LCC crime prevention programs.

[Escort Service](#): Campus security provides walking escort service for anyone requesting an escort when walking on campus at night. An escort can be summoned to your location by calling Security at Ext. **611**. The escort will walk you to any facility or vehicle parked on campus.

[Emergency Call Boxes](#): There is one (1) blue call box located on the outside wall of the Security Office at LA-238. This emergency call box is activated by picking up the hand set.

[Facilities and Grounds Surveys](#): All potential safety and security hazards observed by our officers on patrol are promptly reported to the appropriate unit for corrective action. The Security Supervisor also participates in the review of the safety issues and concerns of the College.

DISCIPLINARY ACTION

Any member of the University community who commits a crime on campus will be subject to criminal prosecution and University disciplinary procedures. Under University disciplinary procedures, a variety of sanctions may be imposed including dismissal or loss of employment. Off-campus behavior which indicates that the student represents a danger to the health and safety of other members of the LCC community may also be subject to the University’s disciplinary procedures. (The University’s disciplinary procedures are described more fully in the Student Conduct Code. Copies are available upon request at the Student Services Office.)

SAFETY PRECAUTIONS

Through this brochure, the LCC website, and special workshops that will be offered from time to time, students and employees will be reminded to exercise caution and to actively practice crime prevention. Workshops for students and employees on how to avoid rape and other crimes both on and off campus will be announced in the campus bulletin, the LCC website, and by email notification.

Criminals often act when opportunities to commit crimes present themselves. By taking precautions, such opportunities may be minimized.

A successful campus safety program needs the cooperation, involvement and support of students and faculty. Exercise these simple, common sense precautions.

1. Travel/park in lighted areas; travel in pairs if possible; use the escort service.
2. Report any suspicious persons or activities; report all incidents no matter how minor, report losses immediately.
3. Be sure to lock/secure windows and doors in your office or room; lock your vans, cars, trucks and bikes; store valuables in the trunk of your car.
4. Never loan keys to anyone. They may be lost, stolen or duplicated.
5. Mark or engrave your belongings; don't leave belongings/valuables unattended.
6. Register your bike/moped.
7. Familiarize yourself with the locations of phone, blue call box, and the Security Office.
8. Keep alert, be aware of your surroundings. Walk briskly.
9. Have keys ready when approaching your car, so you will be able to get into your car quickly.

REMEMBER: The person who is most responsible for your security is YOU. Always keep safety in mind.

This brochure is provided in compliance with the Crime Awareness and Campus Security Act of 1990 and Higher Education Amendments of 1998.

Leeward Community College is an equal opportunity/affirmative action institution

CRIME STATISTICS

Criminal Offense	2004	2005	2006
Murder/Non-Negligent Manslaughter	0	0	0
Forcible sex offenses (including forcible rape)	0	0	0
Nonforcible sex offenses	0	0	1
Robbery	0	0	0
Aggravated assault	0	0	1
Burglary	3	3	0
Motor vehicle theft	11	5	1
Arson	1	0	0
Negligent manslaughter	0	0	0

ASSISTANCE PROGRAMS

LCC Campus Health Center455-0216
 LCC Kako'o `Ike ("KI" - Support & Services
 For students with disabilities455-0421
 LCC Sexual Harassment Officer455-0260
 (Call Dean of Student Services Office)
 LCC Student Services (Counseling)455-0233

Aloha United Way (Statewide Referral Service) 211
 Hawaii Centers for Independent Living..... 522-5400
 Narcotics Anonymous Helpline..... 734-4357
 Sex Abuse Treatment Center524-7273
 Shelter for Abused Partners & Children 841-0822
 Suicide & Crisis (ACCESS) 832-3100

EMERGENCY NUMBERS

Campus Security455-0611
 (on campus) 611
 Honolulu Police Department 911

Leeward Community College
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CAMPUS SAFETY AND SECURITY

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