



Na Wai Ola Public Charter School

Jason Keahi Wong

Subject: Crime Reporting Policy

Date: July 1st, 2016

To: All Nā Wai Ola Public Charter School Employees/Staff

Effective Date: January 8, 2016

Responsible Office: Nā Wai Ola Public Charter School Administration office

1. Scope

This policy applies to the Nā Wai Ola Public Charter School campus to include the Mountain View gymnasium and the adjacent classrooms and playgrounds.

Campus Security Authorities:

Campus Security is comprised of, (Mr. Porter & Mr. Keo-Maintenance), (Jason Wong-Educational Director)

What to Report:

There are many types of crimes:

- * **Theft**
- * **Sexual violence**
- * **Self reported offenses**
- * **Stealing**
- * **Assault on campus, While (School Bus-Vans) Transportation vehicles etc.**
- * **Vandalism to school property**
- * **Witnessing a crime on campus**
- * **Motor Vehicle Theft**
- * **Personal Property Theft**

When to report:

When a member of the School Staff/Employee becomes aware of conduct or behavior that reasonably appears to constitute a crime. The Staff member/Employee may become aware of a criminal act by witnessing an incident involving criminal behavior. This must be reported immediately to a Security Staff member on campus.

How and what to report:

The Campus Security staff must make sure that all reports are credible and annotated for future investigations.

Campus Security should provide as much detail about criminal behavior or acts to insure appropriate responses and accurate recording of all incidents.

A Nā Wai Ola PCS incident report will be filled out with all pertinent information by all Nā Wai Ola Public Charter School Employees/Staff.

Enforcement:

Campus Security officers must report all criminal behavior to The Hawaii County Police (935-3311 or 911) to enhance our security posture on campus.

Criminal Investigations Division 808 973- 1540

Failure to follow these procedures will result in disciplinary actions.

Source Document for Student Discipline:

Hawaii Compilation of School, Discipline Laws and Regulations Chapter 19

**Jason Keahi Wong
Educational Director
Nā Wai Ola Public Charter School
808 968 2319 Office
808 333-2724 Cell**