Section I: Information on Request

1. **Title of Request:** Security Office Safety And Security Requirements

2. **Description of Request:** Funding for UHCC required uniforms, telecommunications, and transportation for Security

3. **Justification for Request:** This request is required under the new (currently in final draft form) Standard Operation Guidelines for University of Hawai‘i Community College Security Departments. The S.O.G.'s are the process of being approved at the UH Executive Leadership level. SOG's will require new uniform and safety related equipment for each campus.

4. A number of violence related issues have captured the nations’ attention over the last decade. These incidents, while horrific, only translate the magnitude of a single incident and, unfortunately, lead people to believe that they are isolated situations and leave some thinking that we only need to protect from big impact events or situations. This takes away from the fact that the overall number of violent student and employee related issues has increased dramatically. The largest reason why many of these incidents don’t escalate is due to the diligence of Security offices and the preventive impact that these offices have on the overall escalation of violent episodes.

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**Check Boxes if the answer to the question is “Yes”**

5. ☒ Does this request meet the College’s Mission Statement?
6. ☒ Does this request meet the University of Hawai‘i’s Mission Statement?
7. ☒ Is this request due to an identified health or safety need?
8. ☐ Is request due to an Implementation Plan objective (Implementation plan that is generated due to Strategic Plan goals)

9. **Program Review Link:** Please type the web link to your most current program review
   
   http://honolulu.hawaii.edu/XXXXXXX

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**Estimated Cost of Resources**
Please provide your best projection of the costs of this request including positions, funds (i.e., personnel, operating, and equipment costs), and required space to implement request or activity.

**Positions:** 0.0  
**Funds:** $21,250

**Request Details:** Request is in line with the Standard Operating Guidelines which will be passed prior to Summer 2012. Request is for the following:
1) $6,250 ($1,250/uniform for each Security Officer) uniform needs are for batons, military grade gloves, flashlights, safety vests, safety kits, and other response equipment,
2) $2,800 for a radio repeater antennae to ensure clear transmission and signal on the main campus,
3) $1,000 field grade laptop for use in properly identifying people and campus locations, ensuring correct response locations, and appropriately assisting first responders
4) $10,000 motorized utility vehicles for use in quickly responding to incident locations between campuses. It should be noted that the current carts in use by Security Officers are NOT street legal and may pose both legal and employment related issues in the future.
5) $1,100 telecommunications resources to ensure all accepted and proper lines of communication remain open.

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Section II: Strategic Plan

Relationship to HCC Strategic Plan
Link: Honolulu Community College Strategic Plan 2010-2015

Each request MUST be tied to a Strategic Goal and Outcome. Many requests will be related on multiple goals and outcomes, in these instances please choose the primary as well as any secondary goals and outcomes that the request meets. Explain the relationship between the request and the goal/outcome as necessary.

1. **Primary Goal:** Goal E. Develop Sustainable Infrastructure for Student Learning
This request lies at the core of the entire strategic plan and mission statement. Should we not be able to effectively secure our campus, ensure employee and student safety, and promote a crime and violence free environment, we will not be able to carry the rest of the strategic plan forward.

2. **Secondary Goal:** Please indicate the secondary goal/outcome that this request helps to accomplish
Please explain the request's relationship to this goal

3. **Secondary Goal:** Please indicate the secondary goal/outcome that this request helps to accomplish
Please explain the request's relationship to this goal

4. **Secondary Goal:** Please indicate the secondary goal/outcome that this request helps to accomplish
Please explain the request's relationship to this goal

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Section III: Communicating the Request

Program Consultation

1. **Programs/Offices that will be impacted by this request include:** Security Office, VCAS, HCC Community

2. **Impacted Program/Office:** Submitter is responsible for including all programs/offices that will be impacted by the request and seek their comments on the request.
   
   a. **Impacted Program/Office Comments:** Impacted programs/offices comment/concerns section

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Section IV: Administration Review and Comments

NOTE: Save the form using an abbreviated title of the request in this format: AbbreviateTitleofRequest_BudReqAY12 (example: OfficeFurnReplacement_BudReqAY12.doc).

- **Routing** -

All requests require review and comment from:
1) Division Chair (if no Division Chair then to #2), 2) Lead Dean(s), 3) VCAA, and 4) VCAS

1. [ ] Reviewed by Division Chair
   a. N/A

2. [ ] Reviewed by Program/Division Dean
   a. N/A

3. [x] Reviewed by Vice Chancellor of Academic Affairs
   a. Per email from VCAA on 2/28, "These look good..I support them"

4. [x] Reviewed by Vice Chancellor for Administrative Affairs
   a. Request is necessary to carry forward the minimum requirements of the new UHCC Security Officer Standard Operating Guidelines that have been developed by UHCC VPCC Office. Moreover, I am concerned that an accident may occur when the current Security carts must be used to quickly respond to near off-campus incidents and situations. A recent event occurred on Saturday, January 28th in which a security officer was required to respond VERY quickly to three locations multiple times in a 2 hour span. One of the locations was just off the main campus and in hindsight presented a dangerous situation.

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