



University of Hawai'i  
**Windward Community College**  
**2024 Annual Security Report**



UNIVERSITY of HAWAII  
**WINDWARD**  
COMMUNITY COLLEGE



## **Windward Community College 2024 Annual Security Report**



UNIVERSITY of HAWAII®  
**WINDWARD**  
COMMUNITY COLLEGE

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Windward Community College does not discriminate on the basis of age, race, sex, color, religion, national origin, or disability in its programs and activities.

For more information or inquiries regarding these policies, please contact Vice Chancellor of Administrative Services Monique Tingkang at (808) 235-7405, Title IX coordinator Mykie Ozoa-Aglugub at (808) 235-7468, or Karen Cho, EEO coordinator, at (808) 235-7404.



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# Introduction

The Annual Security Report is intended to be used by Windward Community College (WCC) students, employees and visitors. It provides useful information, policies, procedures, and references for issues relating to safety and security at WCC. It is organized into the following sections:

- **Quick Reference:** Lists emergency, counseling, health, mental health, legal, and other services offered by the WCC and within the community.
- **About WCC:** Includes basic information about WCC campus and the WCC Security Department.
- **Safety on Campus:** Includes an overview of emergency response policies, procedures, and safety considerations.
- **Policies & Safety Procedures:** Gives information on University policies and state laws concerning alcohol, drugs, and weapons.
- **Gender-Based Violence Prevention & Response:** University policies and procedures, including resources available to victims of sexual assault, sexual harassment, domestic violence, dating violence, and stalking, the reporting and judicial review processes, and university policies concerning these crimes.
- **Crime Statistics:** This section lists statistics for crimes reported within WCC Clery geography (on campus, non-campus property, and public property) for the past three years.
- **Glossary of Terms:** Defines crimes listed in this report, for which statistics are gathered.

## About the Jeanne Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, as a part of the Higher Education Act of 1965, is a federal law that requires colleges and universities to disclose certain timely and annual information about campus security and fire safety policies. All public and private institutions of postsecondary education participating in federal student aid programs are subject to its rules and regulations. The act includes:

Publishing annual security and fire safety reports, to disclose campus security policies and three years of selected crime and fire statistics.

- Issuing emergency notifications and timely warnings to the campus community about crimes that pose a serious or ongoing threat to campus safety.
- Keeping a daily crime log of alleged criminal incidents that is open to public inspection.
- Providing educational programs and campaigns to promote the awareness of dating violence, domestic violence, sexual assault, and stalking.
- Having procedures for institutional disciplinary action in cases of sexual assault, domestic violence, dating violence, and stalking.
- Disclosing missing student notification procedures that pertain to students residing in student housing facilities.
- Submitting accurate crime statistics to the U.S. Department of Education, which centrally collects and disseminates campus crime statistics at the national level.
- Facing possible sanctions from the U.S. Department of Education when schools fail to comply with the Jeanne Clery Act.

# Quick Reference Resource Guide

## Emergency Contacts:

### WCC Security Department

**Campus Emergency** (808) 235-7355  
24 hours/day, seven days/week (on-campus) Non-Emergency Safety Escort Service

### Honolulu Police Department

Emergency 9-1-1

### Honolulu Fire Department

Emergency 9-1-1

### Emergency Medical Services Department

Emergency 9-1-1

## Mental Health & Substance Abuse

WCC Mental Health Counselor (808) 235 7393

Sexual Assault, Domestic Violence, Dating Violence, and Stalking (Reporting & Advocacy)

WCC Title IX Coordinator (808) 235-7468

## Employee Resources

WCC Office of Human Resources (808) 235-7404

Equal Employment Opportunity and Affirmative Action (EEO/AA) Office (808) 235-7404

Employee Assistance Program (808) 597-8222

## Local & National Resources:

Sex Abuse Treatment Center

24-Hour Hotline (808) 524-7273

Domestic Violence Action Center (808) 531-3771

Child and Family Service Oahu

Domestic Violence Hotline (808) 841-0822

Suicide & Crisis Line (24-Hour) (808) 832-3100

Crisis Text Line(24-Hour) 741741 (text)

Alcoholics Anonymous Oahu Helpline (808) 946-1438

Narcotics Anonymous Oahu Helpline (808) 734-4357

# About WCC

Windward Community College (WCC) is firmly committed to providing a safe and secure campus environment. Policies and procedures are designed to protect people and property, and each member of the WCC community is strongly encouraged to use good judgment and take appropriate precautions to reduce the possibility of becoming the victim of a crime on campus. The following report is provided to notify the WCC community about certain crimes that have been committed within WCC Clery geography, as well as to promote awareness of current programs available for their safety and wellbeing.

WCC is a 2-year, public institution that offers both liberal arts and vocational education programs. The campus is located at 45-720 Kea'ahala Road in the town of Kāne'ohe on the island of O'ahu. There are no residential facilities at this campus.

WCC has a proven commitment to affordable and quality education that is a foundation of its mission. As part of the ten-campus University of Hawai'i (UH) system, the College is dedicated and responsive to the community, providing an open door to the world of educational opportunities. WCC is accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC) of the Western Association of Schools and Colleges (WASC). ACCJC is a regional accrediting body recognized by the Council for Higher Education and the U.S. Department of Education.

## WCC Safety and Security Department

WCC Safety and Security Department (WCC Security) consists of eight (8) department positions: one Safety and Security Manager, one University Security Officer Supervisor, and six University Security Officer positions. The department selects each recruit carefully; they must pass a screening and background check conducted by the State of Hawai'i Attorney General's Office. Each selected recruit completes a field training and evaluation program before being assigned to any patrol duty on his or her own.

## WCC Jurisdiction

WCC has response authority for on-campus property that is owned by WCC, including:

- Buildings plus parking lots in addition to open space and lawn areas occupy
- WCC's estimated 64 acres of on-campus property is delineated by a single, two-way roadway that surrounds the entire campus.
- The building inventory includes: Hale Kuhina, Hale Alaka'i, Hale Kako'o, the Hale A'o Complex ('Ōpio Kākela, 'Ōpio Kelakela and the "White House"), Hale Mana'opono, Hale Uluwehi, Hale 'Imiloa, Hale La'akea, Hale Hōkūlani, Hale Pālanakila, the campus' maintenance warehouse, Lanihuli Observatory, Hale 'Iolani, Hale Manaleo, Hale Na'auao, Hale 'Ākoakoa, and Hale Awa with corresponding cottages which are currently occupied by a charter school under a facilities use agreement.
- A public bus stop is located at the upper portion of Kea'ahala Road just below the campus administration building (Hale Alaka'i). Note that the approximate 150-foot upper section of Kea'ahala Road from the public bus stop is designated as public property.
- This campus does not have buildings or properties classified as non-campus.

WCC Security officers are assigned with beats and regularly patrol these facilities. Officers are located on-site 24 hours a day, 7 days a week at WCC main campus. Our community is encouraged to call the Honolulu Police Department (HPD) Department at 911 for incidents occurring off campus.

## Arrest Authority & Working Relationships

While WCC Security officers have the authority to enforce WCC policies, WCC Security officers are not sworn and do not have police powers or arrest authority (other than citizen's arrest), and are not authorized to carry firearms. Security officers may detain person(s) involved in the violation of laws and those involved in criminal acts they personally view, or those positively identified as having committed such an act by victims or witnesses until HPD arrive to take custody of the individual(s). WCC Security officer's authority to enforce WCC policies comes directly from the University of Hawai'i Office of the President. The USO's enforcement authority is outlined in the Board of Regents [Policy, Chapter 11, Section 205 \(RP 11.205\), Public Health, Safety and Security](#).

All WCC Security officers and third-party contract security guards are registered with the State of Hawai'i Board of Private Detectives and Guards and possess a Hawai'i State Guard Card, in accordance with Act 208, Session Laws of Hawai'i 2010. Any campus incident requiring an arrest is referred to HPD.

WCC has a close working relationship with HPD Department. WCC staff works with other law enforcement agencies, such as the State of Hawai'i Public Safety Division (Sheriff's Department). Meetings are held between the leaders of these agencies, on both a formal and informal basis. The officers of these departments communicate regularly on the scene of incidents that occur on and around the campus area. WCC Security works closely with HPD when incidents arise that require joint investigative efforts and resources. Crime-related reports and information are exchanged, as deemed necessary.

While WCC does not have a written agreement or memorandum of understanding with HPD Department for the investigation of criminal incidents, HPD possesses law enforcement authority and jurisdiction. There is a memorandum of understanding between all UH System campuses and HPD Department relating to communications and procedures regarding reports of sexual assault on campus. This memorandum only covers sexual assault incidents. There is no written memorandum of understanding between WCC Security and HPD regarding any other issues, including the investigation of alleged criminal offenses.

## **Local Police Monitoring & Recording of Crimes**

The WCC Security Department has a strong working relationship with the local police department. As the primary law enforcement agency, HPD Department (HPD) monitors and responds to all crimes reported to them, regardless of location.

The HPD Department maintains a Crime Mapping website that is publicly available for view. The Safety and Security Manager utilizes the information from this website as an additional means to gather campus crime statistics.

We recommend this Crime Mapping tool to our campus community. This site can provide you with direct access to information that can assist you in making sound personal decisions when living, studying, working, or recreating on the island of O'ahu.

<http://www.honolulupd.org/information/index.crimemap ping>.

WCC does not have any officially recognized student organizations that have housing facilities on or off campus.

There are no specific agreements in place that HPD will contact WCC Security when a crime occurs at any on campus or non-campus location.

# **Safety on Campus**

## **EMERGENCY NOTIFICATION & RESPONSE**

### **Emergency Response**

WCC's Comprehensive Emergency Management Plan includes general information about situational and operational requirements, and incident priorities and responsibilities. WCC conducts annual assessments of our emergency management plan, including table top discussions, field exercises, and tests of the emergency notification systems. These tests are designed to evaluate the emergency response plans and capabilities of the institution.

WCC staff have received training in the National Incident Management System (NIMS) and Incident Command System (ICS), and are able to respond to incidents on campus. When a serious incident occurs that poses an immediate threat to the WCC community, first responders to the scene are usually WCC Security, HPD Department (HPD), Honolulu Fire Department (HFD), and Honolulu Emergency Medical Services Department (EMS). These agencies respond and work together to manage the incident. Depending on the nature of the incident, other WCC departments and local or federal agencies may also be involved in incident response. WCC receives the cooperation of HPD in informing the campus of any situations reported to them that may warrant an emergency response or evacuation of campus.

General information about the emergency response and evacuation procedures for WCC is published each year in the disclosure announcement for the Annual Security Report, as part of the University's Clery Act compliance efforts, and is available on the WCC Security website. Detailed information and updates to the WCC Emergency Response Plan and UH Alert System are

available on the following websites:

WCC Campus Emergency Preparedness and Evacuation Procedures is located at:

- <https://windward.hawaii.edu/campus-life/safety-security/campus-emergency-preparedness-and-evacuation-procedures/>
- UH Alert: <https://www.hawaii.edu/alert>

During an emergency, WCC recommends calling (808) 235-7355 from any landline or mobile phone. In the event of a campus-wide power outage, WCC has backup generators and periodically tests the department's ability to receive emergency calls on campus as normal during an electrical failure.

## **Evacuation & Shelter in Place Procedures**

Every incident poses its own unique set of circumstances, and therefore may require different steps for safe evacuation or shelter in place. WCC recommends that if you are confronted with a dangerous situation (such as an armed suspect), that the campus community utilize the Avoid, Deny, Defend concept that has been adopted by HPD.

Should there be an incident that requires seeking shelter or sheltering-in-place (e.g., an incident involving a person with a knife), the Campus Crisis Management Team will, based on the assessment of Campus Security or other Campus Security Authority personnel, initiate an emergency notification as described under the topic of "Emergency Notifications."

To learn more about your personal safety and security options during such confrontations, contact the Safety and Security Manager at (808) 235-7343 to schedule a presentation of Civilian Response to Active Shooter Events. Although the scenario is for an active shooter incident, the Avoid, Deny, Defend concept can be applied to other situations involving a threatening person.

Please note that every emergency poses a unique and ever-changing combination of factors and challenges, so no guide can ever be complete.

## **Notification About an Immediate Threat**

In the event of a serious incident that poses an immediate or ongoing threat to members of the WCC community, WCC has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated: network

emails, postings to the WCC website, social media, and text messages.

WCC students, employees, and visitors are encouraged to notify WCC Security of any situation or incident on campus that involves a significant emergency or dangerous situation that poses an immediate or ongoing threat to the health and safety of students and/or employees on campus. WCC Security has the responsibility of responding to and summoning the necessary resources to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, WCC Security has a responsibility to respond to such incidents to determine if the situation does, in fact, pose a threat to the community. If so, federal law requires that the institution notify the campus community of the situation. Students and employees are encouraged to report any suspicious activities or crimes that occur on campus, by calling WCC Security directly at (808) 235-7355. WCC will withhold as confidential the names of victims in all emergency notifications and timely warning notices.

## **Emergency Notifications (UH Alert)**

In accordance with the Higher Education Opportunity Act (HEOA), the campus will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus. Examples of a significant emergency or dangerous situation include (but are not limited to) a person at large on campus with a dangerous weapon, a fire in a building or nearby area, or any other emergency that requires immediate notification to campus. The University has implemented a comprehensive communications system, UH Alert, to provide prompt emergency notifications to the campus community using a variety of methods, including: network emails, text messages, postings to the WCC website, and social media postings.

In the event of an immediate threat to campus, WCC Security will receive information from various offices/departments on campus, or from local, state, and federal agencies. These agencies may include (but are not limited to) HPD, Honolulu Fire, the City & County of Honolulu Department of Emergency Management (DEM), and/or the State of Hawai'i Emergency Management Agency.

If WCC Security or any of the above-listed agencies confirms that there is an emergency or dangerous



situation that poses an immediate threat to the health or safety of some or all members of the WCC community, a member of the WCC Crisis Management Team (CCMT) will determine the content of the message and use some or all of the systems described below to communicate the threat to the appropriate segment or segments of the WCC community. WCC also collects incident information from direct reports made to WCC Security, and from Campus Security Authorities on the WCC campus (see Campus Security Authorities section for more information.) In addition, WCC Security may be notified of an incident by another local, state, or federal agency.

Students and employees with a UH username and password can sign up for the text message UH Alert service on the UH Alert website. Please note that the UH Alert system is an "opt in" system, which means that users must register for the text message service. The UH Alert system requires a UH username in order to opt into the system and receive text messages. UH usernames are only provided to students and employees of the University. When the emergency notification system is initiated, WCC will provide adequate follow-up information to the WCC community as needed, via the same method(s) used to send the initial notification. When the emergency is declared over and the situation returns to normal, an announcement using the same dissemination method will be used to declare the "all-clear." Depending on the nature of the situation, local media may be utilized to notify the community.

Upon confirmation of an immediate threat to the health or safety of students or employees occurring on campus, WCC will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the system(s) unless issuing the notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim, or to contain, respond to or otherwise mitigate the emergency.

### **Campus Crisis Team (CCMT)**

The Campus Crisis Management Team (CCMT) member(s) have primary responsibility for writing content and distributing emergency notifications. In cases that require some sort of administrative decision or campus closure,

The CCMT can initiate some or all of the notification systems described, to inform the campus community of emergencies or dangerous situations that have occurred which necessitate caution, evacuation, or other action on

the part of students, employees, and campus visitors.

The Campus Crisis Management Team member(s) made up of WCC leadership members will determine:

- The content of the emergency notification;
- The appropriate segment(s) of the campus community to receive the emergency notification;
- By what means the emergency notification is to be disseminated.
- An emergency notification for WCC can be issued through any or all of the available means as follows:
- University of Hawai'i System "UH Alert System" (with SMS/text and emergency email capabilities in addition to social media posts); students, faculty, and staff (who have an active UH Account) are encouraged to sign up for the UH Alert System (at no charge) to receive text or email notification of security issues. To sign up, go to: <https://www.hawaii.edu/alert/>
- Communication by Campus Security Department personnel; in person and/or by phone
- WCC broadcast email
- Announcement through the outdoor loudspeakers

### **Emergency Notification for Community Members, Visitors, and Parents**

WCC will post updates during a critical incident on the WCC home page. Community members or parents of students who do not have a UH username or password, can receive emergency alerts and updates through the WCC main website and social media pages and social media pages, and local mass media.

### **Timely Warning Notices (UH Announce)**

In an effort to keep the community informed of security issues, "timely warning" bulletins are issued. A timely warning may be issued when there is an occurrence of a crime listed in the Jeanne Clery Act or any other crime considered by the institution to present a serious or continuing threat to students or employees. Typically, a timely warning is issued when a situation poses a threat to the health or safety of the community, but it is not an emergency requiring immediate action. Examples of a timely warning include a notification to the community about a string of moped thefts, a burglary, or any other

situation that does not require immediate action on behalf of the community. Notifications regarding an aggravated assault would be sent on a case-by-case basis depending on the facts of the case. For example, if an aggravated assault occurs between two students and there is no ongoing threat to the campus community, a timely warning may not be distributed.

In cases that involve a crime that was reported after several days or weeks have passed, the passage of time may deem that the report is no longer timely, and the crime may not prompt a warning. For example, in cases involving a sexual assault, these crimes are often reported long after the incident occurred, and thus, there is no ability to distribute a notice that is timely to the community. Sex offenses will be considered on a case-by-case basis depending on when and where the incident occurred, when it was reported, and the amount of information known by WCC Security.

WCC Security receives crime reports. Reports may be received from students, employees, visitors, or other departments. WCC also collects incident information regarding Clery Act crimes from direct reports made to WCC Security, and from Campus Security Authorities on WCC campus (see Campus Security Authorities section for more information.) In addition, WCC Security may be notified of an incident by another local, state, or federal agency.

All WCC students and employees are automatically subscribed to the campus email system, UH Announce, which provides timely warning notices. There is no further action required on behalf of students and employees, as this system does not require an "opt in" as the text messaging system does. UH usernames are only provided to students and employees of the University.

### **Content & Distribution of Timely Warning Notices**

The WCC CCMT has primary responsibility for writing content and distributing most timely warnings to campus concerning Clery Act crimes or incidents that occur within the campus Clery geography and present an ongoing danger to the safety of the WCC community. The WCC CCMT has primary responsibility for writing content and distributing content and distributing any notification concerning situations that don't involve a Clery Act crime, such as an approaching hurricane, power

outage, building/campus closure, or any message that affects multiple campuses in the UH System or requires administrative decision and approval.

A timely warning may be distributed to the campus community using some or all of the following methods of communication: email notices, website postings, and social media postings. Timely warnings are written and distributed by a member of the WCC CCMT. Please note that WCC is not required by the Jeanne Clery Act to issue a timely warning with respect to crimes that are reported to a professional or pastoral counselor. Timely warning notices shall be provided to students in a manner that is timely, that withholds the names of victims as confidential, and that will aid in the prevention of similar occurrences.

### **Timely Warning Notices for Community Members, Visitors, and Parents**

Community members or parents of students who do not have a UH username or password, can receive timely warning notices and updates through the WCC website and social media pages, and local mass media. Please see below for links to these resources.

### **Circumstances for Timely Warning vs. Emergency Notification**

If a circumstance arises that could warrant either an emergency notification or a timely warning, WCC is not required to send both emergency alert and timely warning messages, however this may change as circumstances allow.

Emergency notifications take precedent over timely warning messages in these situations. See graphic below.

### **NEW "RAVE" Alert System**

The University will be implementing the new UH "RAVE" system which will be an upgrade to the current UH Alert system. The "RAVE" Alert system will enhance the timely notification to the campus community in the event of an emergency to include text, voice, email, and messaging to all social media platforms. This new system will be implemented in the near future. The campus community will be notified when the system goes "live" which will utilize the current UH Alert weblink, login, and opt-in procedures.

## Summary of Timely Warning vs. Emergency Notification

	Timely Warning (UH Announce)	Emergency Notification (UH Alert)
<b>Circumstance</b>	Clery Act crimes that have been reported to WCC Security or a Campus Security Authority	Significant emergency or dangerous situation
<b>Triggered by?</b>	Crimes that occurred in the past) and represent an ongoing threat; as soon as pertinent information is available	Event that is currently occurring on or imminently threatening campus; immediately upon confirmation of situation
<b>Where incident occurs?</b>	Anywhere within WCC geography	Only on campus
<b>Means of Notification (can include some or all means listed)</b>	Email, social media and website postings, and local media	Text Message, email, social media and website postings, and local media
<b>Sign-up Required</b>	None—students and employees with UH username are automatically enrolled to receive email messages	Requires UH username, and the student must “opt in” using the UH Alert website

## Emergency Response & Evacuation Testing Procedures

### Testing of Emergency Notification (UH Alert)

The emergency notification (UH Alert) text message system is tested at least once per year, during which time students and employees are reminded to sign up for the UH Alert system and are reminded of evacuation procedures. These tests are typically announced to campus in advance via the UH Announce email system. In these email messages, WCC students and employees are reminded of the campus basic safety procedures, and information on how to sign up for the UH Alert text message system.

### Evacuation Tests & Drills for WCC Campus

WCC Security Department conducts tabletop and full-

scale exercises on a periodic basis. WCC conducted one campus-wide test of the UH Alert system in 2021.

On Sept. 16, 2024, the WCC Security Department held its annual emergency exercise to address an active threat to WCC. This year's topic focused on a Bomb Threat to the campus. The Campus Crisis Management Team (CCMT), WCC Campus Security Department, along with members of the administrative staff were present for the exercise. The exercise was held in conjunction with training on the UH RAVE Alert system.

The exercise focused primarily on CCMT roles and responsibilities following the federal 5 “R” guideline for an active threat or critical incident. WCC administration were directly involved throughout the duration of the exercise. Roles and responsibilities will be clearly defined to ensure an organized response to a crisis or threat to

the campus.

Evacuation tests and drills, in general, may be announced or unannounced. The purpose of evacuation drills is to prepare building occupants for an organized evacuation in the case of a fire or other emergency. At WCC, evacuation drills are used as a way to educate and train occupants on fire safety issues specific to their building. During the drill, occupants practice procedures and familiarize themselves with the location of exits and the sound of the fire alarm.

## **REPORTING A CRIME**

### **Crime in Progress**

1. Do not attempt to apprehend or interfere with a suspected criminal except in cases of self-protection.
2. If safe, get a good description of the criminal. Note size, height, weight, gender, color of skin, hair, facial hair, eyes, age, clothing, distinguishing characteristics or marks, and method and direction of travel. If there is a vehicle involved, note its license plate number, make and model, color, and outstanding characteristics.
3. In an emergency, dial 9-1-1. For WCC Security, call (808) 235-7355 for help. Inform the call taker of your situation, provide your name and location, and then remain where you are (if safe) until contacted by a security officer.
4. If you are involved in a monetary theft, you should:
  - Not resist—do as the perpetrator says
  - Give up the money immediately
  - Wait for WCC Security and HPD to arrive
  - Attempt to get a good description of the perpetrator and direction of flight. Write down any information about the suspect that you can remember (see item 2 above)
  - Ask any witness(es) to remain for the arrival of WCC Security and HPD
5. In the event of a civil disturbance, continue with a normal routine as much as possible. If the disturbance is outside, stay away from doors and windows. Do not interfere with persons creating the

disturbance, or with law enforcement on the scene.

### **Procedures for Reporting a Crime**

Students, faculty, staff, community members, and guests of main WCC campus are encouraged to accurately and promptly report all crimes, emergencies and public safety related incidents to the WCC Security Department by dialing (808) 235-7355. In an emergency, we recommend calling HPD by dialing 911.

For sexual assaults and VAWA offenses (i.e., domestic violence, dating violence, and stalking) we encourage our community to contact WCC Security or the Deputy Title IX Coordinator. WCC Security accepts reports of criminal activity in confidence, and crimes may be reported by a third party. WCC Security requests that all campus counselors encourage their clients, when appropriate, to report criminal violations on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. However, pastoral and professional counselors are exempt from reporting obligations and may choose to withhold statistics at their discretion.

### **Voluntary Confidential Reporting Procedures**

If you are the victim of a crime and do not want to pursue action within the WCC system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Safety and Security Manager or a designee of WCC Security 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 wishes to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, WCC can keep an accurate record of the number of incidents involving students, employees, and visitors, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

WCC protects the confidentiality of victim information through Clery Act reporting and disclosures, and does not release personally identifying information about crime victims within the Daily Crime Log, Emergency Notifications, or within the Annual Security Report. Statistics are gathered for this report by the Safety and Security Manager, who is responsible for managing all Campus Security Authority reporting. Individuals should be aware that for certain types of gender-based misconduct, WCC Security cannot accept confidential reports. Specifically, if WCC Security receives any reported crimes involving sexual discrimination, sexual harassment, gender-based harassment, sexual assault,



domestic violence, dating violence, and/or stalking, it must report that to the Title IX Coordinator. If one wishes to make a confidential report regarding gender-based misconduct, WCC has a list of confidential resources available at;

<https://www.hawaii.edu/titleix/help/confidential/>.

For more information about victim confidentiality concerning sexual assault, domestic violence, dating violence, and stalking, please see the [Interim University of Hawai'i Executive Policy EP 1.204 -Interim Policy on Title IX Sex Discrimination](#).

Please be aware that WCC cannot guarantee confidentiality with respect to crime reports involving minors (those under the age of 18). Reporting of an incident involving a minor may require reporting to state agencies and/or local law enforcement.

## **Response to Reports of Crimes & Other Emergencies**

WCC Security Officers are available 24 hours a day, 7 days a week to answer your call. In response to a crime or other emergency, WCC Security will take the required action, either by dispatching a security officer to the victim's location, or by asking the victim to meet with officers to file an incident report. In an emergency, the department will summon the additional resources as necessary, to respond to the emergency, including but not limited to the HPD, HFD, and Emergency Medical Services. While WCC does not have a written agreement or memorandum of understanding with HPD for the investigation of criminal incidents, HPD possesses law enforcement authority and jurisdiction on WCC campus. The memorandum of understanding between HPD and UH campuses mentioned in the Arrest Authority and Working Relationships section of this Annual Security Report only relates to communications and procedures regarding reports of sexual assault on campus, but not investigations of sexual assault or any other criminal investigation.

When a sexual assault, dating violence, domestic violence or stalking incident is reported to WCC Security, staff on the scene, including WCC Security, will offer the victim a variety of campus and other local resources. The WCC Safety and Security Manager is responsible for compiling crime statistics for purposes of completing the WCC Annual Security Report. Crimes may also be reported to any Campus Security Authority for statistical inclusion in the Annual Security Report.

## **Campus Security Authorities**

The Jeanne Clery Act mandates that each institution must report statistics concerning the occurrence of certain criminal offenses reported to the local police agency or any official of the institution who has "significant responsibility for students and campus activities." This position is defined as a Campus Security Authority (CSA).

"Campus Security Authority" means:

1. A campus police department or a campus security department of an institution.
2. Any individual or individuals who have responsibility for campus security but who do not constitute campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property).
3. Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
4. An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

Because official responsibilities and job titles vary significantly on campuses, the U.S. Department of Education does not provide a list of specific job titles. Campus Security Authorities are defined by function and not title. Examples include:

- a dean of students who oversees student housing, a student center, or student extracurricular activities;
- a director of athletics, all athletic coaches (including part-time employees and graduate assistants);
- a student resident advisor or assistant;
- a student who monitors access to dormitories or buildings that are owned by recognized student organizations;
- a Title IX coordinator;
- a director of a campus health or counseling center;
- victim advocates or others who are responsible for providing victims with advocacy services, such as assisting with housing relocation,

disciplinary action or court cases, etc.;

- members of a sexual assault response team or other sexual assault advocates;
- an advisor to a club or group; and
- an advisor who oversees student travel

Each campus must identify these individuals. The Clery coordinator is responsible for ensuring that CSAs are trained and aware of their responsibilities, and that they submit statistics for any crimes that have been reported to them.

### **Professional and Pastoral Counselors**

Campus “pastoral counselors” and campus “professional counselors,” when acting as such, are not considered to be a Campus Security Authority and are not required to report crimes for inclusion in the annual disclosure of crime statistics. As a matter of policy, professional counselors at WCC are encouraged if and when they deem it appropriate, to inform persons being counseled, of the procedures to report crimes on a voluntary confidential basis to WCC Security. Pastoral and professional counselors are exempt from being a CSA as long as they are acting in a professional capacity at the time of the report. For this purpose:

- A Pastoral Counselor is a person who is associated with a religious order or denomination, is recognized by the religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that role as a pastoral counselor.
- A Professional Counselor is a person whose official responsibilities include providing mental health counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification.

Other individuals who have significant responsibility for campus and student activities and who informally counsel or advise students and employees outside of their job roles, are not exempt from reporting, even if the counseling is confidential. Examples of individuals who would not meet the criteria for being CSAs include faculty members who do not have any responsibility for student and campus activity beyond the classroom and clerical or cafeteria staff. CSAs are expected to keep records of reported incidents, including dates, times, and locations.

If the CSA is not sure of the date and time, they should

record the date that it was reported. If the location is unknown, any general identifying information (residence hall, academic building) concerning the offense can be helpful in the investigation. CSAs may report Clery crimes to WCC Security using the reporting form. WCC Security requests that all campus counselors encourage their clients, when appropriate, to report criminal violations on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. However, counselors may choose to withhold statistics at their discretion.

If a serious crime that may cause an ongoing threat to the WCC community is reported to anyone who is defined as a Campus Security Authority, the CSA must notify WCC Security immediately. The institution has a responsibility to notify the campus community of any crimes which pose an ongoing threat to the community, and therefore, Campus Security Authorities are obligated to report crimes immediately to WCC Security. If there is any question about whether an ongoing threat exists, immediately contact WCC Security at (808) 235-7355.

“Campus Security Authority” is a Clery-specific term that encompasses individuals and organizations associated with an institution. For more information, see the 2016 Handbook for Campus Safety and Security Reporting. For a full list of Campus Security Authorities at WCC, please contact the WCC Clery coordinator.

### **CSA Confidentiality**

In most cases it is possible for a CSA to fulfill his or her responsibilities while still maintaining victim confidentiality. CSA reports are used by WCC to compile statistics for Clery Act reporting and to help determine if there is a serious or continuing threat to the safety of the campus community that would require an alert (see Emergency Notification & Response section). However, those responsibilities can usually be met without disclosing personally identifying information. A CSA report does not need to automatically result in the initiation of a police or disciplinary investigation if the victim does not want to pursue this action.

### **CSA Training**

CSAs are required to complete an online training, which is offered on a continuous basis through WCC Security Department. In order to receive CSA training, please contact the campus Clery coordinator at WCC Security Department.

### **WCC Clery Coordinator**

Chester Kahalepuna

Safety and Security Manager  
Hale Alaka'i 125  
Phone: (808) 235-7343  
Email: [ckahalep@hawaii.edu](mailto:ckahalep@hawaii.edu)

## Crime Victim and Witness Rights

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

A crime of violence is defined as:

- an offense that has the use, the attempted use, or threatened use of physical force against the person or property of another, or
- any other offense that is a felony, and that, by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense.

As a victim or witness of a crime, individuals have certain rights under the Victim-Witness Assistance Program through the District of Hawai'i U.S. Attorney's Office. If you have questions about this program, please call (808) 541-2850, or visit

<https://www.justice.gov/usaohi/victimwitnessassistanceprogram>.

## Adam Walsh Child Protection and Safety Act

The Hawai'i Criminal Justice Data Center maintains a central registry of sex offenders and other covered offenders for the State of Hawai'i. Persons who have been convicted of certain sex offenses are required to register. Information regarding sex offenders in the State of Hawai'i under the Adam Walsh Child Protection Act of 2006 (42 U.S.C. 16921) may be obtained by clicking on the State of Hawai'i Department of the Attorney General's database list at:

<http://sexoffenders.ehawaii.gov/sexoffender/search.html>

## ACCESS TO & SECURITY OF CAMPUS FACILITIES

### Academic and Administrative Buildings

The WCC campus is state-owned properties, and are therefore, open to the public. The academic and

administrative buildings are open, at a minimum, during normal business hours. Most facilities have individual hours, and hours may vary at different times of the year. Buildings have varied levels of access, and some buildings require card access after normal business hours. Most academic buildings do not have a WCC Security officer assigned to them. However, WCC Security officers patrol the academic and administrative buildings on a regular basis. For information about the access protocol for a specific building, contact WCC Security at (808) 235-7355. WCC Security secures these buildings based on a list provided by the WCC Office of Operations and Maintenance (O&M). Officers perform daily lock-ups of on-campus buildings, and regularly patrol the campus grounds, including the interior areas of WCC facilities.

The electronic and hard-key access control systems for the campus are a shared responsibility between the campus' Business Office and the O&M Department. The Business Office is responsible for the sign-out/sign-in of all the key cards, fobs, hard keys, and accessory locking devices (examples are padlocks and combination locks). To obtain a key card, fob, or hard key, a Key Request Form must be submitted through the requestor's respective Vice Chancellor or Dean. The Key Request Form can be obtained from the Business Office (Hale Alaka'i 114C).

## Security Considerations Used in Maintenance

WCC campus is well-lighted in many areas, and on-duty WCC Security officers regularly report if they observe overgrown shrubbery, uneven or obstructed pathways, inadequate lighting, or any other type of safety hazard. In addition, all reported safety hazards are submitted to the WCC O&M for review and potential action. WCC encourages students, employees, and visitors to report any maintenance deficiencies or security concerns to the WCC O&M Department.

## WCC SAFETY SERVICES & PROGRAMS

### Crime Prevention & Safety Awareness Programs

WCC Security Department offers a variety of crime prevention programs and Safety awareness programs to students and employees, including:

1. Utility cart (both motor and electric cart) and foot patrol to deter potential crime and respond to emergencies. Officers are trained in emergency first-aid, Cardiopulmonary Resuscitation (CPR), and use of

Automated External Defibrillator (AED).

2. A campus-wide Safety Escort Service, which provides a walking escort or vehicle transportation from dusk until dawn for any student, faculty, or staff walking on WCC main campus at night to any parking lot, or facility. By calling (808) 235-7355 or extension 355 from any campus phone, a WCC Security Officer will arrive at the requested on-campus location.
3. Campus Relations–The campus community is a good source for gathering information about crime and other activities that are of concern or inconsistent with campus policy and codes of conduct for students, faculty, and staff.
4. In an effort to provide timely notice to the campus community, and in the event of a serious incident which may pose a threat to members of the WCC community, emergency alerts and timely warnings may be utilized.
5. Creating or initiating work request(s) to facilities maintenance for repairs (see Access to & Security of Campus Facilities section.)
6. As a part of their regular patrol regimen, our University Security Officers (USO's) conduct walk-throughs of various departments and offices to maintain rapport with the campus community. In addition to promoting open-communication, the USO's are also conducting preventive patrols to curb criminal activity. The officers also receive information about any unreported safety issues, hazards, or new reports of suspicious circumstances or persons. These issues and concerns are promptly reported to the appropriate campus official for action or monitoring.
7. Surveillance Cameras System–Electronic surveillance cameras are located at critical locations or at strategic vantage points to provide a panoramic view of campus facilities/grounds. This system increases the awareness and capability of Campus Security.
8. Intrusion Alarm System (also called Burglar Alarm)–Certain departments and offices are equipped to detect unauthorized access. An alarm will sound to alert on-duty security personnel. Campus security personnel will respond to the site, conduct an assessment, and call for the police if required.
9. Fire Detection System–Required by law, our campus buildings have fire detection and suppression systems installed. Upon activation of the system, campus security personnel will respond to the site, conduct an assessment, and call the fire department

if required.

10. WCC Security encourages all students, faculty, and staff to exercise these simple precautions:

### **Personal/Walking Safety**

- Program the number for WCC Security into your phone: (808) 235-7335. Please call WCC Security immediately if you see suspicious activity on campus.
- If you are studying/working alone at night on the WCC campus, call the WCC Security for a security escort at (808) 235-7355 for safe passage to any on-campus parking lot, or building.
- Be aware of your surroundings while walking/jogging alone. If using headphones, always leave one earbud out so you can stay alert.
- When you go to social gatherings, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together.
- If you are being harassed, loudly say "Leave me alone!" If that doesn't stop the harassment, continue to attract people's attention and head towards a store or other populated area.
- Advise someone of your whereabouts and how long you expect to be out. Inform that person if you end up staying longer than expected.
- Let someone know if you plan to be in a building after normal business hours.
- If you are on an elevator with someone who makes you feel uneasy, get off at the next floor.

### **Vehicle, Bike, and Moped Safety**

- Move with Aloha! Whether you walk, drive, bike, or skateboard to campus, please be considerate of other commuters on campus.
- Always observe all traffic signals on and around campus; never ride your bike, moped, or skateboard in designated pedestrian areas.
- Park in designated bike, moped, or vehicle parking areas. Racks are installed in all parking lots.
- Refrain from parking in staff/faculty/reserve stalls unless you have the proper permit.
- Never leave personal items or valuables



unattended; always keep them with you or lock them away. Mark or engrave your belongings so you can easily identify them.

- Always lock your bicycle/moped. Bicycles/mopeds should be locked around the frame to a bike rack.
- Register with the City & County of Honolulu.
  - Bike: <http://www.honolulu.gov/bicycle/> or
  - Moped: <http://www.honolulu.gov/csd/26091-moped-registration>. Do not keep valuables in your car. If you must, keep them in the trunk where they are out of sight. If you have an internal trunk lock, use it.

- New student orientations at the start of Fall Semester
- New employee orientations (full-time, part-time, and student hires)
- Materials provided for student events such as Welina Windward, Early College
- Signage of campus security contact information in all classrooms and posted public boards
- Appearances at student life functions
- Information tables at campus-sponsored events, mass emails for campus security awareness tips for self and others

## **Security Awareness Programs**

# WCC Policies & Safety Procedures

## ALCOHOL AND DRUG POLICIES & PREVENTION PROGRAMS

### Alcohol and Drug Policies

State law and the University's Executive Policy 11.202 regulate the sale, possession, and use of alcoholic beverages. Under state law, no one under the age of 21 may purchase, possess, or consume alcoholic beverages. It is the responsibility of both the server and consumer to be aware of and abide by all existing laws and regulations. WCC employees and students, in accordance with state and/or federal law, are not permitted to manufacture, sell, distribute, possess, use, dispense or be under the influence of illegal drugs and/or alcohol at WCC-sponsored or approved events or on WCC property or in buildings used by the WCC for education, research, or recreational programs.

### Possession, Sale, and Use of Drugs & Alcohol

Consumption and service of alcoholic beverages are generally forbidden on WCC property. This campus policy includes all buildings/facilities and all common areas. An exception to this restriction is an approval for the use of alcoholic beverages on campus property.

WCC strives to maintain campus communities and worksites free from the illegal use, possession, or distribution of alcohol or controlled substances. Unlawful manufacture, distribution, dispensation, possession, use, or sale of alcohol or controlled substances by WCC employees and students in the workplace, on WCC premises used for education, research, or recreational programs, at official WCC functions, or on WCC business is prohibited. The WCC also will not excuse misconduct by employees and students whose judgment is impaired due to substance abuse.

Employees found to be in violation of the University substance abuse policies, including student employees if the circumstances warrant, may be subject to corrective action, up to and including dismissal, under applicable University policies and collective bargaining unit agreements, and/or may be required to participate satisfactorily in a drug and/or alcohol counseling, treatment, assistance, or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency. Students found to be in violation of the University substance abuse policies may be subject to corrective

action up to and including expulsion or rescission of grades or degree as designated in the Student Conduct Code.

Special requirements for employees engaged on federal contracts and grants: The Federal Drug-Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D) requires that WCC employees directly engaged in the performance of work on a federal contract or grant shall abide by this policy as a condition of employment.

Employees working on federal contracts or grants shall notify WCC within five calendar days if they are convicted of any criminal drug statute violation occurring in the workplace or while on WCC business. This requirement also applies to all indirect charge employees who perform support or overhead functions related to the federal contract or grant and for which the federal government pays its share of expenses, unless the employee's impact or involvement is insignificant to the performance of the contract or grant. WCC is required to notify the appropriate federal contracting or granting agency within ten calendar days of receiving notice of such conviction and to take appropriate corrective action and/or to require the employee to participate satisfactorily in a drug and/or alcohol counseling, treatment, assistance, or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency within thirty calendar days of having received notice of such conviction.

Consistent with its mission, WCC will cooperate with law enforcement agencies in any cases related to the illegal use of drugs, tobacco, and alcohol. Students and employees found to be in violation may be subject to the provisions of Hawai'i state law, University policy and/or the Student Conduct Code. Faculty and staff found in violation of this part are subject to disciplinary action as provided in collective bargaining agreements, University policy, and other applicable state laws and rules.

### Use of Medical Marijuana Prohibited on Campus

The information below serves to provide further clarification on the current policies regarding marijuana on campus, specifically relating to medical use. Clarification relies on the understanding that current policies are understood in full:

WCC: Prohibited and subject to disciplinary process and

sanctions

- [Student Conduct Code \(EP7.208\): IV.B.14:](#) Use, possession, manufacturing, distribution, or other unauthorized use of controlled substances or paraphernalia except as expressly permitted by law. Controlled substances include but are not limited to marijuana, methamphetamine, narcotics, and opioids.

Hawai'i state codes and regulations related to medical marijuana:

- Medical marijuana was adopted into Hawai'i state law via Act 228 (2000) and further codified into Hawai'i Revised Statutes at part IX, Chapter 329, HRS
- Medical marijuana dispensaries were adopted into Hawai'i state law via Act 241 (2015) and codified in Hawai'i Revised Statutes (HRS) at Chapter 329D, HRS
- Hawai'i Revised Statutes 328, Chapter J outlines the law on prohibited smoking areas:
- Section 3: Prohibition in enclosed or partially enclosed places open to the public. Smoking shall be prohibited in all enclosed or partially enclosed areas open to the public, including but not limited to the following places:
- 7: educational facilities, both public and private

WCC prohibits the possession and use of marijuana on campus. The federal government has ruled that use, possession, or growing of marijuana is illegal. This federal statute supersedes state statutes in cases in which disparities exist. Further, the Drug Free Schools & Communities Act of 1989, a federal law, requires institutions of higher education who receive federal financial assistance (i.e., financial aid, research grants, tax benefits) to adhere to federal laws and rulings on drug use and possession.

If a student requires the use of medical marijuana, the following options are recommended:

- Relocate off-campus, in a secured location safe for consumption and within the state statutes noted above.

Any questions regarding the University policy of marijuana/controlled substances on campus, or this clarification on medical marijuana, should be referred to the Office of Judicial Affairs ((808) 956-4416 or OJA@hawaii.edu)

## **Tobacco-Free Campuses and Facilities Policy**

On July 10, 2018 all University of Hawai'i campuses and facilities became tobacco-free, joining more than 2,000 U.S. universities and colleges in an effort to provide a healthy environment for all students, faculty and staff. Hawai'i state law (SB 134, Act 160, SLH 2018) now prohibits the use of tobacco products on all ten campuses in the UH System, including all WCC-owned facilities. We encourage everyone to refrain from using tobacco products while on property owned or operated by UH. Tobacco products include, but are not limited to, cigarettes, cigars, pipes, smoking tobacco, electronic cigarettes, vapes and chewing tobacco.

## **Weapons Policy**

Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on WCC premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others is strictly prohibited. Illegal and dangerous weapons include, but are not limited to, firearms, ammunition, spear guns, explosives, tasers, and dangerous substances. Any person found in violation may be subject to all applicable state and federal laws, University policy, and the Student Conduct Code. Should you suspect or discover someone on campus in possession of a weapon, contact WCC Security immediately.

Since 2003, public displays of any type of "replica" firearm are illegal; this includes pellet, air, water, and toy guns.

## **B.I.T. Team**

The Behavioral Intervention & Threat Assessment & Management (BITAM) Team is a supportive, multidisciplinary body for any student who may be in distress or whose behavior is concerning to others. The BIT helps assess and find solutions for disruptive, problematic, or concerning behavior.

The team collaborates, collects information, identifies risks, and intervenes when appropriate to protect people from harming themselves or others. BITAM Teams use a proactive approach that balances the needs of the student who may be in crisis and the overall safety of the campus community. This proactive approach to identify and address safety concerns on campus is based on recommendations for best practices by the American College Counseling Association.

## **Student Conduct and Discipline**

At WCC, there are programs that protect your rights as a student. For more information please go to:

- [Student Conduct Code](#)
- [Current Title IX Policies & Procedures \(interim EP 1.204 and interim AP 1.204\)](#)

### **Employee Assistance Program**

WCC employees dealing with drug and/or alcohol problems are encouraged to seek help either through their own resources or through the University's Employee Assistance Program (EAP). This program provides confidential, short-term, professional counseling services to employees who may be experiencing personal problems that are affecting job performance. Eligible employees may receive up to a maximum of three (3) hours of free counseling. All regular, temporary and exempt employees are eligible for EAP services. Employee Assistance of the Pacific has been contracted to provide EAP services through a voluntary program that permits employees to seek help on their own.

### **C.A.R.E Team**

The Campus Assessment Response and Evaluation (CARE) Team is an interdisciplinary group of WCC professionals that meet on a regular basis to discuss and implement proactive strategies for supporting individual students identified by their level of need. This forum enables the campus to support individual students in a more comprehensive and holistic manner. The team works to provide a coordinated and streamlined response to students who need access to services such as counseling, mental health support, and behavioral health support. This proactive approach to identify and address safety concerns on campus is based on recommendations for best practice by the American College Counseling Association.

### **Alcohol and Drug Prevention Programs**

WCC encourages employees and students to seek assistance in overcoming drug or alcohol abuse. Early recognition and treatment are important for successful rehabilitation. Students may contact their campus Vice Chancellor for Student Affairs for assistance regarding counseling and treatment referral services. Employees may contact their supervisors for assistance and referral services. The State Department of Health has contacts with numerous private agencies to provide a range of counseling and treatment services. See listing of assistance and treatment services.

## **Campus Drug and Alcohol Awareness Campaign–Health Risks, Treatment and Resources**

WCC Counseling: WCC students dealing with drug and/or Alcohol problems are encouraged to seek help through their own resources. Individual counseling by a WCC Mental Health & Wellness Counselor is also available for students who need assistance with substance & alcohol abuse issues or referral services.

For more information on this subject please go to; <https://windward.hawaii.edu/about-wcc/policies/wcc-drug-and-alcohol-abuse-prevention-program-and-procedures/> health support. This proactive approach to identify and address safety concerns on campus is based on recommendations for best practice by the American College Counseling Association.

### **Alcohol and Drug Prevention Programs–Employees**

WCC recognizes dependency on alcohol and other drugs as a treatable condition and as a complex problem that is not easily resolved by personal effort. WCC has established a substance abuse awareness program for the purpose of informing employees about the dangers of substance abuse as well as the penalties that may be imposed for substance abuse violations and available counseling, treatment, assistance, and rehabilitation programs. Employees, including student employees, are encouraged to seek assistance, as appropriate, from available support programs. WCC has an Employee Assistance Program (EAP) where employees may receive confidential, short-term professional counseling services in accordance with the EAP plan.

The Human Resources Department, in consultation with the Associate Vice President for Student Affairs, is responsible for updating and distributing the annual notification to all employees regarding the Illegal Drugs and Substance and Alcohol Abuse Prevention Program. Academic Affairs, and Student Affairs, is responsible for distributing the annual notification to all students. Such notification shall be in compliance with the provisions of the Drug-Free Schools and Communities Act Amendments of 1989, and any subsequent amendments. Chancellors shall assist with notification. The annual notice shall include:

1. Standards of conduct that clearly prohibit at a minimum the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of



its activities;

2. A description of the applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;
3. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
4. A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students; and
5. A statement concerning disciplinary sanctions which will be imposed for violations of the standard of conduct required in paragraph 1 in accordance with the applicable collective bargaining agreement or

Student Conduct Code.

### **Information About the “Date Rape Drug”**

Date rape drugs, such as Rohypnol, can be placed into any beverage, not just alcohol. The drug may act as an aphrodisiac or an intoxicant. Common side effects of these drugs include feelings of euphoria, short-term memory loss, decreased inhibitions, drowsiness, lightheadedness, staggering, confusion, muscle relaxation, and amnesia that can last as long as 24 hours. Serious adverse effects can occur, such as seizures, insomnia, anxiety, nausea, dizziness, hallucinations, coma and even death.

# Gender-based Violence Prevention & Response

## GENERAL INFORMATION & DEFINITIONS

### Definitions of VAWA Crimes

The Violence Against Women Act (VAWA) requires institutions to provide definitions of certain terms, including sexual assault, domestic violence, dating violence stalking, and consent. The State of Hawai'i has laws and definitions regarding sexual assault, domestic violence, and stalking, which are outlined in addition to the Clery Act/VAWA definitions, in the Glossary of Terms section of this Annual Security Report.

The University of Hawai'i also defines these terms in its interim Executive Policy EP 1.204–Interim Policy on Title IX Sex Discrimination, which is outlined in the next section of this document. The State of Hawai'i does not have definitions regarding dating violence specifically, however, the state does have a definition of what constitutes a “dating relationship.” The State of Hawai'i also does not have a definition of “consent” in reference to sexual activity. The Clery Act/VAWA definition of dating violence, and the University of Hawai'i definition of consent are both included in the Glossary of Terms section. In addition, dating violence and consent are defined in the interim Executive Policy EP 1.204–Interim Policy on Title IX Sexual Harassment, which is outlined in the next section of this document.

### WCC Policies on Response, Investigation, and Adjudication of VAWA Crimes

WCC is committed to creating a community free from intimidation, harassment and violence. Sexual assault is prohibited by law and is a serious offense that violates the standards of behavior expected of members of the WCC community. WCC prohibits acts of sexual assault, domestic violence, dating violence, stalking, sex discrimination, sexual harassment, and gender-based harassment. WCC will take appropriate action to prevent sexual assault and will correct and discipline behavior that is found to violate University policies.

Definitions of sexual assault, domestic violence, dating violence, and stalking are also located in the Glossary of Terms section of this Annual Security Report. For information on reporting a VAWA offense, please see the Reporting and Response for VAWA Offenses section. The University has two separate policies regarding reports of VAWA crimes, as outlined below. For more information about these policies, please contact the University of

Hawai'i Office of Institutional Equity.

### Interim UH Executive Policy (EP) 1.204 on Sex Discrimination:

This policy includes definitions of VAWA crimes, an overview of prohibited behaviors, how to obtain supportive measures, standards of review, institutional roles and responsibilities, procedures for reporting violations, and other University procedures concerning VAWA crime reports. To view the full University of Hawai'i Executive Policy EP 1.204–Interim Policy on Title IX Sexual Harassment, please visit <https://wcc.hawaii.edu/policy/docs/temp/ap1.204.pd>.

### Interim UH Administrative Procedure (AP) 1.204 on Title IX Sexual Harassment Grievance Process:

This policy outlines procedures for the complaint process, including how advisors may be selected, information on the standard of evidence used, standards of investigation and review, hearing procedures, appeals, and possible sanctions that may be imposed. To view the full document visit; <https://wcc.aii.edu/policy/docs/temp/ap1.204.pd>.

## AWARENESS PROGRAMS & RESOURCES

WCC provides an array of services to victims of VAWA crimes, including counseling and support, assistance with police reporting, and information on legal procedures. This section outlines these resources, and additional contact information can be found in the Reporting Options & Resources for victims of sexual assault, domestic violence, dating violence, stalking, and harassment chart.

### Our Commitment to Students Who Experience Sexual Assault, Stalking, Dating, and Domestic Violence\*

If you or someone you know has experienced interpersonal violence, we want you to know:

1. Your safety is WCC's primary concern.
2. Speaking to a confidential advocate does not initiate a formal report or investigation.
3. Confidential advocates can provide information on services, options and safety planning.
4. WCC Security Department personnel will meet with

you privately, at a time and place of your choice, to take a report.

5. You will not be judged and you will not be blamed for what occurred.
6. You will be treated with professionalism, courtesy, sensitivity, and dignity.
7. WCC will assist you in arranging any necessary medical treatment. You will also be assisted in emergency housing if needed.
8. If you feel more comfortable talking with a friend or advocate of your choice present at the time of reporting, you will be accommodated at your
9. It is your choice to contact the HPD. You will have full support of WCC whether or not you choose to report to HPD.
10. You can privately contact the Sex Abuse Treatment Center, Counseling, Title IX Coordinator, and any other available services needed.
11. You can contact any member of the WCC Security Department to answer questions, explain the system and process involved, and to be a listening ear if you wish.
12. Your case will be taken seriously, regardless of your gender and background or the gender or status of the person that harmed you.
13. If your experience disrupts your academic work, you will be provided academic advocacy at your request.

*\*Courtesy of the UH Mānoa Sexual Assault Task Force*

## **Common Myths and Misconceptions about Domestic Violence\***

### **Myth 1: Domestic violence is an anger issue.**

- Anger is an emotion we all have.
- Some individuals say that they “just lost control” or “need anger management.” If anger is a regular emotion and one could “lose control,” an angry person would be violent and express that anger on anyone. Given that violence is controlled and targeted at an intimate partner, we have to realize it’s not an anger issue because the behavior is definitely managed and focused.
- Domestic violence is an issue of using physical, emotional, mental, and economic abuse to control the behaviors of an intimate partner.

### **Myth 2: Domestic violence is an alcohol or drug problem.**

- Substance use can increase the severity of abuse.
- Perpetrators sometimes use substance abuse as a tool to control the behaviors of the victim.
- Survivors sometimes use substances as a coping mechanism to deal with the abuse.
- Substance and alcohol abuse do not cause violence; however, they can impact the severity of violence.

### **Myth 3: Domestic violence only happens to the poor and uneducated.**

- Domestic violence knows no boundaries. It occurs amongst all socio-economic groups, all levels of education, all races, heterosexual and homosexual relationships, amongst individuals with abilities and disabilities, and amongst all age groups.
- Domestic violence is often portrayed as an issue that only impacts the poor and uneducated because there is a societal belief that domestic violence is solely the use of physical violence, which is not expected of educated or rich individuals.

### **Myth 4: Leaving the relationship will end abuse.**

- Ending a violent relationship is the most dangerous time for a survivor. Violence may increase when there is a threat to the relationship.
- The end of a relationship means the end of control over the survivor.
- On average, a victim will attempt to leave seven to nine times before safely getting out of an abusive relationship.
- Restraining orders may not stop abuse, but can help to criminalize abusive and stalking behaviors.

*\*Information courtesy of the PAU Violence Program*

## **WCC Title IX Coordinator**

Title IX is a landmark federal civil rights law that prohibits sex discrimination in education. Members of the WCC community, guests, and visitors have the right to be free from all forms of sex/gender harassment, discrimination

and misconduct, examples of which can include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others.

When an allegation of misconduct is brought to an appropriate administrator's attention, protective and other remedial measures will be used to reasonably ensure that such conduct ends, is not repeated, and the effects on the victim and community are remedied. The Title IX Coordinator has the specific responsibility to provide prompt and effective response to all complaints of sex discrimination or harassment for faculty, staff and students.

The Title IX Coordinator reports directly to the Chancellor of the College. Questions regarding Title IX should be directed to the Title IX Coordinator. Anyone wishing to make a report relating to sex discrimination or harassment may do so by reporting the concern to WCC's Title IX Coordinator.

Reports of all domestic violence, dating violence, sexual assault and stalking made to Campus Public Safety will automatically be referred to the Title IX Coordinator for investigation regardless of if the complainant chooses to pursue criminal charges.

#### **Title IX Coordinator**

Mykie Ozoa-Aglugub

Hale Kako'o 109

Phone: (808) 235-7468

Email: [mozoo@hawaii.edu](mailto:mozoo@hawaii.edu)

#### **Confidential Advocacy**

The WCC Confidential Advocates provide confidential advocacy services and case management to victims\* of sex discrimination and gender-based violence (including sexual harassment, gender-based harassment, dating and domestic violence, stalking, and sexual assault) who are involved in the University system on O'ahu.

\*Advocates cannot keep cases confidential if the Respondent (alleged perpetrator, offender, or abuser) is an employee as the University may have a duty to respond. However, the victim's privacy will be upheld to the extent permitted by law.

#### **UH Confidential Advocate**

Phone: (808) 341-4952

Email: [advocate@hawaii.edu](mailto:advocate@hawaii.edu)

Web: <https://www.hawaii.edu/titleix/help/confidential/>

#### **WCC Counseling & Mental Health Services and Confidential Advocate**

Office: Hale Kako'o 101

Phone: (808) 235-7393

Email: [dkahale3@hawaii.edu](mailto:dkahale3@hawaii.edu)

#### **WCC Counseling and Mental Health Services**

Counseling services are open during regular business hours 8:00am–4:00pm, providing all services via telehealth, telephone or in person (when able to COVID safety measures). All mental health services and support offered through the WCC Mental Health Office are free of charge.

- Individual therapy
- Couples therapy
- Family therapy
- Clinical consultation
- Help with referrals
- Linkage to resources
- Treatment recommendations
- Coordination of mental health care

Selected group sessions will be offered via a Zoom telehealth platform until COVID safety measures are lifted. Groups are facilitated by a licensed professional clinician for WCC student mental health services. Each weekly meeting is sequenced to help members make progress in their individual journey toward desired change.

Due to state law and restrictions, students enrolled at WCC who are not currently on O'ahu (i.e. out of the state or the country), are only eligible for clinical coordination. Referral to a provider in their local area can be made, based on available resources in their area and the student's available insurance plan. All mental health sessions are reinforced by strict HIPAA and FERPA privacy guidelines except when the following warrants the release of information:

- a) Court subpoenas
- b) Reporting child, adult or elderly abuse
- c) Duty to warn others of harm
- d) Client self-harm
- e) Client consent

Office phones are answered Monday through Friday



8:00am –4:00pm. For after hours and crisis support, please refer to contact information below.

- 24/7 Crisis Help available from: Hawaii CARES (Crisis Line of Hawaii): (808) 832-3100 or (800) 753-6879 (from neighbor islands).
- Crisis TEXT Line: Text ALOHA to 741741
- National Suicide Prevention Lifeline: (800) 273-8255
- Disaster Distress Helpline: (800) 985-5990 or text TalkWithUs to 66746.
- Domestic Violence Action Center: Oahu Helpline (808) 531-3771, Toll-Free Helpline: (800) 690-6200
- Trevor Lifeline: 1-866-488-7386 Sex Abuse Treatment Center
- 211 Community Resources

The eCHECKUP program is a confidential resource that can be coupled with counseling from the WCC mental health counselor. This service is available to all currently enrolled WCC students who may have alcohol, tobacco or vaping, cannabis, and sexual assault prevention concerns. This program also allows the WCC student to complete a personal “check-up” on multiple occasions to track changes in use and risk behavior. Students are encouraged to contact WCC Counseling and Mental Health Services for more information.

### **Primary Prevention & Awareness Programs**

WCC has several comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking, that: Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research or assessed for value, effectiveness, outcome; and consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and society levels.

WCC’s proposed activities include awareness month campaigns, informational poster campaigns or resource websites, and educational programming that focuses on sharing resources and information about these issues.

WCC’S proposed activities include pamphlets, handouts, posters, banners, and artwork about what constitutes sexual assault, dating violence/intimate partner abuse, and stalking; and other roundtable discussions with various audiences.

### **PAU (Prevention, Awareness, Understanding) Violence Program**

WCC’s primary prevention activities include social media campaigns, pamphlets and handouts. As a part of the University of Hawai’i System, WCC also collaborates with other campuses through the Prevention, Awareness, Understanding Violence Program (“PAU Violence”). PAU Violence is a University of Hawai’i systemwide program supported by the Hawai’i State Department of Health, Maternal and Child Health Branch.

Prevention, Awareness and Understanding (PAU—the Hawaiian word for end or finish) Violence exists to inspire, educate, and empower incoming students, new employees, and campus communities to build safe living-learning environments, end interpersonal violence and encourage holistic wellbeing in ways that are supportive, collaborative, student-centered and strengths-based. PAU Violence provides training and education to students, faculty and staff on issues of relationship violence (including domestic violence and dating violence), sexual assault, and stalking.

PAU Violence also provides referrals to students reporting sexual and relationship violence. The PAU Violence Program Student Respondent Support Service assists responding parties in institutional sexual misconduct procedures. PAU Violence provides training and education for the campus community around issues of sexual violence, intimate partner violence and stalking.

#### **PAU Violence Program goals:**

When working with students and the campus community, the program endeavors to create an environment that is welcoming and safe, where people of all identities and experiences feel validated and supported. We strive to ensure that we provide a wide range of resources and referrals that assist students in making informed decisions that are in line with their personal wellbeing and academic success.

The program uses innovative practices and culturally appropriate approaches to engage the campus community on multiple levels to understand sexual assault, domestic violence, dating violence, and stalking.

Using experiences, education and knowledge, we challenge our campus and students to be role models in ending interpersonal violence.

#### **Online and In-Person Primary Prevention & Awareness Courses**

Each of the programs listed above are available to all

students and employees. In addition, WCC offers several additional training opportunities:

Employees: "[Preventing Harassment and Discrimination](#)."

This two-hour course trains employees to recognize, prevent, and respond to workplace harassment and discrimination based on "protected characteristics." Preventing Harassment and Discrimination invites employees to consider the nature of harassment and discrimination, and provides practical tips on creating a safe, inclusive environment for work, including safe and positive options for bystander intervention.

In addition, employees learn how to identify and report sexual and interpersonal misconduct against students, covering awareness and prevention subjects required by Section 304(a)(5) of the Violence Against Women Reauthorization Act of 2013 (known as the "Campus SaVE Act"), as well as Title IX of the Education Amendments Act of 1972. In addition, as required by the Campus SaVE Act, the course includes summaries of the legal definitions of consent, sexual assault, domestic violence, dating violence, and stalking, and provides copies of the relevant statutes for Hawai'i.

There are seven modules in this training:

### **Module 1: Building Positive Workplaces**

This section introduces learners to the course topics, functionality, and the idea of positive workplace culture in which everyone plays a role. This section also introduces bystander intervention.

### **Module 2: Developing Awareness and Recognizing Discrimination**

This module introduces learners to the concept of developing awareness in the context of discrimination, protected categories, and bias in the workplace. They also learn about the personal and professional impacts of discriminatory behavior, and topics such as inclusivity and equity.

### **Module 2s: Developing Awareness and Recognizing Discrimination**

The supervisor-only module prepares learners with supervisory duties to set a positive example for their employees, identify and respond to problematic behavior, be aware of discriminatory biases in the context of hiring, promotion, termination, etc., and provide reasonable accommodations to employees with disabilities or other individual needs.

### **Module 3: Cultivating Attitudes and Identifying Harassment**

This module allows learners to explore the attitudes that people bring to the workplace, and those that they expect from their colleagues. They also learn about the spectrum of behavior that can lead to harassment, and steps to prevent harassment. With a focus on cultivating positive, productive attitudes in the workplace, this module addresses barriers to intervention and problematic behaviors, including microaggressions, hostile work environments, quid pro quo harassment, and abusive conduct (bullying).

### **Module 3s: Leading Workplaces Resistant to Harassment**

In this module, learners with supervisory duties will be prepared to promote a respectful workplace culture, communicate and support their employees, and intervene when appropriate. Supervisors also review the consequences of harassment, including legal implications, and their duty to report misconduct.

### **Module 4: Taking Action Against Retaliation**

This module introduces learners to the steps that can be taken to address a broad range of potential or actual harmful conduct, and available remedies and penalties to hold offenders accountable.

### **Module 4s: Leading Workplaces Resistant to Retaliation**

This supervisor-only module prepares learners with supervisory duties to lead in the workplace by modeling appropriate responses to troubling behaviors, and addresses legal obligations to take action in situations involving retaliation and other misconduct.

### **Module 5: Maintaining Positive Workplaces**

This section concludes the course by reinforcing the elements of bystander intervention and why a positive workplace culture matters.

### **Module 6: Building Supportive Communities**

This module prepares faculty and staff to provide supportive and effective responses when someone may have experienced sexual violence, relationship abuse or violence, or stalking. Legal definitions of sexual harassment, including consent, sexual assault, dating and domestic violence, and stalking, are provided, and scenarios present situations to show how these behaviors manifest. Interactions give learners an opportunity to practice identifying signs that someone may be experiencing abuse or violence, how to respond in a supportive manner, what are the available reporting options, and what may occur after a report is made.

## Module 7: Conclusion

This module provides the learner with a brief review of content covered in Module 6.

### Students: EverFi–Sexual Assault and Prevention Online Student Training Program

This course takes approximately one to two hours to complete. Students will learn about sex discrimination, gender-based violence, and the rights and resources available to them on campus and in the community. The curriculum covers Title IX, VAWA, and relevant Hawai'i State statutes. This training establishes standards for what constitutes sexual violence and how to respond to problematic situations. Because these problems occur on both an intimate and institutional level, the training takes a look at these issues from a personal and academic lens. There are six parts to the training:

#### Section 1: Values, Identities, and Relationships

Abusive language and behavior can violate a person's identity and values. It's important to treat everyone with the respect they want and deserve. In this section we will: Reflect on our personal values; analyze how we perceive our personal identities; recognize how values and identities influence and impact our relationships; explore the importance of being mindful of the values and identities of others, even if they are different from yours.

#### Section 2: Understanding our identities

A stereotype is an overgeneralization — a shortcut used to make a quick judgment about someone's identity based on things that can easily be observed: how they look, how they act, the way they talk, or what they like. In this section we will: recognize when stereotypes are negatively impacting how we think about or treat someone; learn how gender stereotypes can impact how we think about and respond to sexual violence; identify the potential impacts of gender stereotypes as it relates to preventing sexual violence.

#### Section 3: Sex-Based Harassment and Stalking

Relationship abuse comes in many forms, and it may be difficult to recognize the signs. An abusive partner often exercises more than one form of control at the same time and frequently uses different tactics over the course of a relationship. In this section we will: explore the dynamics of relationship abuse; review forms of relationship abuse and signs of each; identify the warning signs and safety strategies for targets of digital abuse.

## Section 4: Consent, Coercion, and Bystander Intervention

You make decisions, set boundaries, and respect other people's choices in your day-to-day life. Anytime you do something with anyone, whether it's grabbing some food or watching a movie, it's important that you're both in agreement about—consent to—what you're doing. In this section we will: explore the role of communication in healthy relationships; review examples of what a respectful conversation about sexual activity might look like; identify strategies to potentially prevent a problematic situation from occurring or escalating. This section of training also includes information on options for bystander intervention.

## Section 5: Sexual Harassment and Stalking

Sexual harassment and stalking are similar in many ways. In this section, we will: learn how to recognize and address sexual harassment and stalking; identify what to do if you or someone you care about is affected by these issues.

## Section 6: Reporting and Responding

Being present and truly listening are important skills in communicating with friends and intimate partners, as well as in supporting those who have been sexually assaulted or abused. Your supportive response to a friend can make a critical difference in their healing process. In this section we will: explore how to support survivors by listening and discussing reporting options; learn how to access resources for additional support; explore how to empower others to make their own choices about their experience.

**Students and Employees:** WCC also collaborates with other campuses through the University of Hawai'i system, which provides several online and in-person training sessions that cover VAWA and Title IX, and a variety of other topics related to sexual harassment and gender-based violence.

- Title IX training opportunities: UH System Title IX and Office of Institutional Equity training opportunities:
  - <https://manoa.hawaii.edu/titleix/training/>
  - [UH System Title IX and Office of Institutional Equity training opportunities](#)
  - <https://www.hawaii.edu/titleix/training/training-overview>

For more information, please contact the WCC Title IX

Coordinator at (808) 235-7468. Bystander intervention training is offered by PAU Violence Program and is explained in the next section.

## Bystander Intervention

### Bystander Intervention Definition & Purpose

A bystander is someone who is present at an event but does not take part. A bystander might be someone at a bar who sees a drunk person being taken advantage of, someone who notices a family member's bruises, or someone who hears screaming from a neighbor's home. In situations of domestic violence or sexual assault, bystanders may think "it's not my problem" or "it's none of my business." A bystander might rationalize their decision not to take action in a situation by telling themselves that they don't have to act because someone else will. Some bystanders feel overwhelmed and unsure of what they can do to help. However, anyone can become an active bystander. Here are some tips to help you to take an active role in safely preventing and interrupting sexual assault and domestic violence. For students, the online training offered to WCC students contains helpful information regarding how to be an active bystander.

Bystander Intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

### The 3Ds of Intervention Before, During, and After

**Direct:** To directly interact with the people involved in a situation and address the behavior of concern.

Examples:

- Before: "I don't think you should be giving them more alcohol."
- During: "Are you OK?"
- After: "Hey, I saw what happened. Can I do anything to help?"

**Distra**ct: To defuse a situation without directly addressing the behavior of concern.

Examples:

- Before: "Let's go somewhere else. I don't feel like hanging out with them."
- During: "Did anyone see my keys?"
- After: Offer to take them out for coffee or a snack to talk about what happened.

**Delegate:** Notifying someone else of what is happening so as not to be alone in addressing the situation.

Examples:

- Before: Talking to other friends about what can be done for a friend in an abusive relationship.
- During: Calling law enforcement and the WCC Security Department to let them know of a situation of concern.
- After: Informing officials (i.e. Housing staff, host of event, etc.) of what happened to prevent recurrence.

WCC also provides descriptions of several safe and positive options for bystander intervention in this report. These options may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking.

### Risk Reduction

Risk reduction means options that are designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence. No victim is EVER to blame for being assaulted, abused, or victimized in any way. Because bystander intervention includes recognizing situations of potential harm, WCC provides information on early warning signs of high-risk situations, such as parties where drugs or alcohol are involved, and situations where you may be isolated.

WCC also seeks to further the understanding of institutional structures and cultural conditions that facilitate violence.

The existence of a relationship often creates barriers to reporting. Domestic and dating abuse often escalates from threats and verbal abuse to violence. And, while physical injury may be the most obvious danger, the emotional and psychological consequences of domestic and dating violence are also severe.

### Overcoming Barriers to Intervening

WCC encourages its community members to re-frame common barriers to intervening, in order to promote

safe and effective intervention options.

- **In/Out Groups (Barrier):**

When making decisions, labeling the victim in an “out group” reduces a sense of responsibility to act. Therefore, instead of having the rationalization that a situation may not involve someone you know, an active bystander can reframe the issue by thinking that if it’s happening, it affects you.

- **Role Morality (Barrier):**

We act differently based on our roles. If we rationalize a situation by saying “It’s not my job,” then we may not respond. However, if we think “as part of the WCC community, I have a duty to keep our campus safe,” then the re-framed role helps to encourage being an active bystander.

- **Diffusion of Responsibility (Barrier):**

The more people present in a situation, the less likely a person will act. This is because many people think that if lots of people are around, someone will take care of the situation. By understanding that this happens, we can reframe the situation and think that because everyone else might be feeling the same way, you must be the one to act.

### **Taking Action: Safe and Effective Intervention Options**

To ensure intervention is safe, WCC encourages bystanders to evaluate the risk for intervening. If intervening means putting yourself in danger, call 911 instead.

- **Offer Assistance (Taking Action):**

As long as intervening does not put you in danger, you can step in and ask if the person needs help. By remaining at the scene and being a witness, you can make it less likely that the situation will escalate.

- **Buddy System (Taking Action):**

By letting a friend know you are there for them, you can help reduce isolation and create effective group support systems.

- **Safety Plans (Taking Action):**

Encouraging people to seek professional help can place them with trained professionals such as victim advocates and/or law enforcement officers. Professionally prepared safety plans can help to address case specific circumstances, reducing the risk of further harm.

### **Bystander Intervention Programs**

In accordance with VAWA and the Jeanne Clery Act, the

PAU Violence Program provides bystander education and awareness education on the dynamics of interpersonal violence. In addition, online training is available to students and employees:

- For students, the [Vector Sexual Assault and Prevention Online Student Training Program](#) contains helpful information on how to be an active bystander (see full description in Primary Prevention & Awareness Programs section.)
- For employees, the online [Preventing Harassment and Discrimination training](#) provides information on bystander intervention (see full description in Primary Prevention & Awareness Programs section.)

## **REPORTING & RESPONSE FOR VAWA OFFENSES**

### **Procedures for Reporting Domestic Violence, Dating Violence, Sexual Assault and Stalking**

In addition to seeking resources, information, and counseling, students and employees have the option to report any of these crimes through the avenues explained below. These services may be sought regardless of whether or not the victim decides to report the crime to law enforcement (reporting a crime to the authorities is not a requirement for using any WCC resources). A student may utilize any, all, or none of the options listed without necessitating use of the other options.

### **Reporting to WCC Security**

Students and employees can report any crime to the WCC Security Department by calling (808) 235-7355.

For students with cell phones, we recommend programming the number into their phone for quick access in case of emergency. The WCC Campus Security Department office is located at Hale Alaka’i 113. Officers are on duty 24 hours per day, seven days per week. For emergency services, including HPD, HFD, and EMS, please call 911. Victims have the option to decline law enforcement or WCC Security services, and may still receive WCC counseling, advocacy, and other resources regardless. Any of the WCC organizations listed within this Annual Security Report will assist the victim in reporting to any other agency, including HPD. For more information, please see the Reporting a Crime section.

### **Reporting to Title IX Coordinator**



Individuals may also report sexual assault, domestic violence, dating violence, and stalking to the institution's Title IX Coordinator, who can meet with you to discuss different options. You may request that the Title IX Coordinator provide you with remedies and resources without initiating a formal resolution process. Generally, WCC will be able to respect your wishes, unless it believes there is a threat to the community based on the use of weapons, violence, pattern, predation, or threatening conduct by the person being accused.

You are not obligated to pursue formal resolution in order to access the resources that are available. If WCC decides that it is obligated to pursue a formal resolution based on the notice you have given, you are not obligated to participate in the resolution process. However, the ability of WCC to enforce its policies or provide some remedies may be limited if you choose not to participate.

## **Confidential Reporting**

If the reporting party (referred to as Complainant under interim University of Hawai'i [Executive Policy EP 1.204–Interim Policy on Sex Discrimination](#)) would like the details of an incident to be kept confidential, the Complainant may speak with on-campus licensed professional counselors and their staff, on-campus health service providers and their staff, and on-campus advocates. These individuals will maintain confidentiality when acting under the scope of their licensure, professional ethics, and/ or professional credentials, except in extreme cases of immediate threat or danger or abuse of a minor, or when required to disclose by law or court order. Going to a Confidential Resource will not put WCC on notice of a specific allegation under this policy. Campus mental health counselors and campus advocates are available to help free of charge and may be consulted during normal business hours.

## **Reporters (Formerly referred to as Responsible Employees)**

When an Employee, who is not a Confidential Employee, has information about conduct that reasonably may constitute Sex Discrimination or Retaliation in a University Education Program or Activity, the Employee must notify the Title IX Coordinator promptly.

Student Employees whose primary relationship with the University is to receive an education are not considered Employees.

However, for purposes of these Reporting requirements,

Resident Advisors and Graduate Assistants are required to notify the Title IX Coordinator of information they have about conduct that reasonably may constitute Sex Discrimination or Retaliation in a University Education Program or Activity only if they gained that information while performing work duties.

While there is no time limit for reporting potential Sex Discrimination or Retaliation to the University under EP 1.204, individuals are encouraged to make a report as soon as possible in order to maximize the University's ability to obtain evidence and to conduct a timely, thorough, impartial, and reliable investigation. Supportive Measures may still be available as appropriate.

Allegations of prohibited behavior may be Reported to the campus Title IX Coordinator. Reports can be made at any time in person, or by mail, telephone, or electronic mail using the contact information listed for the Title IX Coordinator, via the online Title IX or EEO portal, or by any other means that result in the Title IX Coordinator receiving the person's verbal or written Report.

The University also recognizes that under certain circumstances individuals who believe that they have experienced or witnessed prohibited behavior may wish to make an anonymous report. An individual can make an anonymous report via the University's Whistleblower Hotline or via the University's Title IX portal or EEO portal. However, due to the nature of the anonymous reports, the University's ability to take responsive action may be limited.

The University will not investigate Sex-Based Harassment disclosed during a public awareness event to raise awareness about sex-based harassment that was held on the University's campus or through an online platform sponsored by the University unless it indicates an imminent and serious threat to the health or safety of a complainant, any students, employee, or other persons. However, the University will use the information provided at such an event to inform its efforts to prevent sex-based harassment.

For information on options and resources for victims of sexual assault, domestic violence, dating violence, stalking, and harassment, see the Options & Resources chart at the end of this section.

## **Temporary Restraining Order (TRO)**

Also known as an "order for protection" or "civil protective order," a TRO is a legal initiative to court order (i.e., restrain) an alleged defendant from further abuse

against a plaintiff. WCC does not issue TROs, however, this document can be obtained through the Hawai'i State Judiciary to provide legal assistance which prevents one individual from contacting another if they have a history of harassing, threatening, or abusing that individual. For assistance from the WCC Security Department in enforcing a TRO, the complainant must provide all necessary TRO information, including a clear copy of the TRO to the WCC Security Department. In addition to a copy of the TRO, the complainant must provide a current photo of the subject of the TRO, along with a description of any vehicle the subject may own or operate. Should the subject of the TRO violate their order, WCC Security will assist the victim in contacting the HPD and will issue a trespass warning to the subject, within the parameters of the court orders. Information regarding TROs can be obtained from the Office of Title IX, Office of Gender Equity, or by visiting:

[http://www.courts.state.hi.us/self-help/protective\\_orders/protective\\_orders](http://www.courts.state.hi.us/self-help/protective_orders/protective_orders).

## **Victim Assistance & Preservation of Evidence**

WCC Security encourages victims of sexual assault, domestic violence, dating violence and stalking to make every attempt to preserve any physical evidence, even if they decide not to report the incident immediately. For sexual assault, this includes not showering or disposing of any damaged clothing or other items that are present during or after the assault. The preservation of Evidence will be a key factor should the victim wish to obtain a court order such as a TRO or Protective order.

If any of these incidents should occur, the victim can take the following actions:

- Get to a safe place.
- Contact WCC Security at (808) 235-7355
- Victims have the option to notify the HPD by dialing 911, and WCC Security personnel will assist in notifying HPD if the student chooses.
- Contact someone you trust to be with you or ask the police dispatcher to contact them for you.
- Victims of sexual assault should not shower, bathe, douche, change, or destroy clothing.
- Victims of sexual assault should also not eat, drink, smoke, or brush their teeth if oral contact took place.
- DO NOT clean or straighten up the area.
- Write down all details remembered as soon as possible.

In the event that sexual assault, domestic violence, stalking, or dating violence has taken place, it is very important to preserve all physical evidence of the crime. Do not shower or brush your teeth, and save all of the clothing you were wearing at the time. Place all garments in a paper (not plastic) bag.

WCC Security will call for an ambulance or assist the victim in making other arrangements for prompt medical attention, as appropriate. WCC Security accepts reports of criminal violence, particularly in the case of sexual violence, through a third party (i.e., a friend, Resident Assistant, family member, or other party). For information on reporting options and resources, see the Reporting Options & Resources chart at the end of this section.

## **What Happens After I File a Report?**

WCC's reporting process is separate and distinct from the criminal reporting process. Reports made to WCC regarding prohibited behavior will not necessarily trigger a report to law enforcement. Should an individual wish to report allegations to law enforcement or initiate civil proceedings, they may do so at any time, and WCC will not interfere with any such processes.

Procedurally, when the WCC Security receives a report of sexual assault, domestic violence, dating violence, or stalking, the campus Title IX Coordinator is notified and determines if the complaint, if substantiated, constitutes a policy violation under interim EP 1.204. The Title IX Coordinator or an advocate will explain the options available to the Complainant including supportive measures, filing a formal complaint and referral of the complaint to the grievance process, as well as the option for informal resolution once the formal complaint has been filed. Definitions used in this section\* (as defined in [Interim University of Hawai'i Executive Policy EP 1.204 on Sex Discrimination](#)):

**Complainant:** A Student or Employee who is alleged to have been subjected to conduct that could constitute Sex Discrimination or Retaliation under EP 1.204; or a person other than a Student or Employee who is alleged to have been subjected to conduct that could constitute Sex Discrimination or Retaliation under EP 1.204 and who was participating or attempting to participate in the University's Education Program or Activity at the time of the alleged Sex Discrimination or Retaliation.

**Respondent:** an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment as defined in interim EP 1.204 and

- Interim Policy on Title IX Sexual Harassment (also defined in the Glossary section). Please note that the University's definition of Sexual Harassment includes the offenses of sexual assault, dating violence, domestic violence, and stalking. For purposes of maintaining consistency with university policy, we may refer to these collective VAWA offenses by using the term Sexual Harassment.

*\*Please note that the broad term "Sexual Harassment" is used in this section, as defined in interim EP 1.204*

## **Availability of Written Explanation: Rights and Options**

When a student or employee reports to the institution that they have been a victim of dating violence, domestic violence, sexual assault, or stalking, regardless of whether the offense occurred on or off campus, the institution will provide the student or employee with a written explanation of their rights and options. This written explanation includes notification to victims about options for, available assistance in, and how to request changes to academic, transportation, and working situations or protective measures on or off campus. This written explanation also includes notification to students and employees about existing resources available for victims within the institution and within the larger community. These resources are available to the complainant regardless of whether the person chooses to report the crime to WCC Security or local law enforcement.

WCC provides written notification to students and employees about existing resources within the institution and within the larger community via its Title IX Resource Guide, which is available online. The Resource Guide is currently being reviewed for updates. An electronic copy of this written explanation is available at <https://uhcc.hawaii.edu/titleIX/>

## **Law Enforcement Involvement**

It is the policy of the WCC not to notify local law enforcement when sexual misconduct occurs, unless a Complainant wishes or there is an immediate threat to health or safety. Reporting parties have the option to notify law enforcement directly, or to be assisted in doing so by campus officials. If requested, campus officials can facilitate reporting to local law enforcement, but may also respect a complainant's request not to do so.

## **Confidentiality of Personally Identifying Information**

Information is shared internally between administrators who need to know. Privacy of the records specific to the investigation is maintained in accordance with existing WCC administrative procedure relating to protection of the educational right and privacy of students and the Federal Educational Rights and Privacy Act (FERPA) statute. Any public release of information needed to comply with the open crime logs or timely warning provisions of the Clery Act will not include the names of the parties or information that could easily lead to their identification. Additionally, the WCC maintains privacy in relation to any supportive measures or protective measures afforded to the parties, except to the extent necessary to provide the supportive measures and/or protective measures. Typically, if faculty, staff or administrators are asked to assist with supportive measures for a specific student, they are told that such measures are necessary under Title IX or the Clery Act, but they are not given any details of the incident, or what kind of incident it is. Irrespective of state law or public records access provisions, information about the parties are maintained privately in accordance with Title IX and FERPA.

## **Supportive Measures**

Supportive Measures individualized measures offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent to:

1. Restore or preserve that Party's access to the University's Education Program or Activity, including measures that are designed to protect the safety of the parties or the University's educational environment; or
2. Provide support during the administrative complaint procedure or during an informal Resolution process.

Supportive Measures may include services, adjustments, or other assistance that WCC puts in place on a temporary basis after receiving notice of a complaint and before any outcomes—investigatory, disciplinary, or remedial—have been determined. WCC will maintain as confidential any supportive measures implemented, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the specific supportive measure. These measures may be instituted to protect all parties during the investigation process, including appeals. WCC may also provide

supportive measures regardless of whether a formal disciplinary action occurs.

[Interim University of Hawai'i Executive Policy EP 1.204 – Interim Policy on Sex Discrimination](#) is applicable to both students and employees. This policy serves to inform the Complainant about their right to file criminal charges as well as the availability of resources to include but not limited to counseling, health services, mental health, advocacy, legal assistance, visa and immigration assistance and other services on and/or off campus as well as additional remedies to prevent contact between a Complainant and Respondent, such as housing, academic, transportation and employment remedies, if reasonably available. WCC will provide supportive measures, if the Complainant requests them and if they are reasonably available, regardless of whether the Complainant chooses to report the crime to local law enforcement.

WCC will offer and implement appropriate and reasonable supportive measures to the parties upon receiving a report of alleged prohibited behavior under interim EP 1.204. The determination of appropriate supportive measures in a given situation must be based on the facts and circumstances of that situation. They are not intended to be permanent resolutions and may be amended or withdrawn as additional information is gathered. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

WCC may provide supportive measures regardless of whether a formal complaint is filed, or whether the Grievance Process is engaged under [Interim University of Hawai'i Administrative Policy EP 1.204–Interim Title IX Sex Discrimination](#). These measures may also be instituted to protect all parties during a Grievance Process, including investigation, decision-making, and appeals. WCC will act to ensure as minimal an academic impact on the parties as possible.

No Complainant is required to take advantage of these services and resources, but WCC provides them in the hopes of offering help and support without condition or qualification. A summary of rights, options, resources, and procedures, is provided to all reporting parties, in writing, whether they are students, employees, guests, or visitors. If the Title IX Coordinator determines that the complaint, even if substantiated, does not rise to the

level of a violation under interim EP 1.204, the Title IX Coordinator will dismiss the complaint but may recommend follow-up actions to be taken, as appropriate. Reporting parties can contact the WCC Title IX Coordinator to receive assistance with supportive measures.

## **Grievance Process and Procedures**

The University's grievance process under [Interim University of Hawai'i Administrative Policy AP 1.204–Interim Title IX Sexual Harassment Grievance Process](#) includes a prompt, fair, and impartial investigation and resolution process, which may lead to the imposition of sanctions based upon a preponderance of evidence standard (more likely than not), upon a Respondent.

In all instances, the process will be conducted in a manner that is consistent with the institution's policy and procedure, and that is transparent to the Complainant and the Respondent. Usually, the resolution of sexual assault, domestic violence, dating violence, and stalking complaints are completed within a timely manner. However, each proceeding allows for extensions of timeframes for good cause with written notice to the Complainant and the Respondent of the delay and the reason for the delay. Good cause may include, but is not limited to, ensuring the integrity and completeness of the investigation, complying with a request by external law enforcement, accommodating the availability of witnesses, or delays by the parties, or for other legitimate reasons.

WCC officials involved in the investigation or adjudication of Sexual Harassment are trained annually on the issues related to sexual assault, domestic violence, dating violence, and stalking as well as how to conduct an investigation that protects the safety of the Complainant and promotes accountability.

### **Administrative Complaint Procedures for Complaints of Sex Discrimination, Including Complaints of Sex-Based Harassment Not Involving a Student Complainant or Respondent.**

Complaints of Sex Discrimination or Retaliation addressed under Section IV. of these procedures will proceed in accordance with the following parameters:

#### **A. Complaints;**

1. The following persons may make a Complaint of Sex Discrimination or Retaliation other than Sex-Based Harassment:
  - a. A Complainant;

- b. An authorized legal representative with the legal right to act on behalf of a Complainant;
  - c. The Title IX Coordinator;
  - d. Any Student or Employee of the University; or
  - e. Any person other than a Student or Employee who was participating or attempting to participate in the University's Education Program or Activity at the time of the alleged Sex Discrimination.
2. The following persons may make a Complaint of Sex-Based Harassment:
- a. A Complainant;
  - b. An authorized legal representative with the legal right to act on behalf of a Complainant; or
  - c. The Title IX Coordinator.
    - i. A person is entitled to make a Complaint of Sex-Based Harassment only if they themselves are alleged to have been subjected to the Sex-Based Harassment, if they have a legal right to act on behalf of such person, or if the Title IX Coordinator initiates a complaint.
3. The University may consolidate Complaints of Sex Discrimination or Retaliation against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one Party against another Party, when the allegations arise out of the same facts or circumstances. Consolidation is not permitted if it violates the Family Educational Right and Privacy Act ("FERPA"). When more than one Complainant or more than one Respondent is involved, references below to a Party, Complainant, or Respondent include the plural, as applicable.

#### **B. Dismissal of Complaint**

1. The University may dismiss a Complaint of Sex Discrimination or Retaliation under Section IV. of this administrative complaint procedure if:
- a. The University is unable to identify the Respondent after taking reasonable steps to do so;
  - b. The Respondent is not participating in the University's Education Program or Activity and is not employed by the University;
  - c. The University obtains the Complainant's voluntary withdrawal in writing of any or all of the allegations in the Complaint, the Title IX Coordinator declines to initiate a Complaint, and the University determines that, without the Complainant's withdrawn allegations, the conduct

that remains alleged in the Complaint, if any, would not constitute Sex Discrimination or Retaliation even if proven or;

- d. The University determines the conduct alleged in the Complaint, even if proven, would not constitute Sex Discrimination or Retaliation. Before dismissing the Complaint, the University will make reasonable efforts to clarify the allegations with the Complainant.

Upon dismissal, the University will promptly notify the Complainant in writing of the basis for the dismissal. If the dismissal occurs after the Respondent has been notified of the allegations, then the University will notify the Parties simultaneously in writing.

The University will notify the Complainant that a dismissal may be appealed on the bases outlined in the Appeals section, below. If the dismissal occurs after the Respondent has been notified of the allegations, then the University will also notify the Respondent that the dismissal may be appealed on the same basis. If a dismissal is appealed, the University will follow the procedures outlined in the Appeals section.

2. When a Complaint is dismissed, the University will, at a minimum:
- a. Offer Supportive Measures to the Complainant as appropriate;
  - b. If the Respondent has been notified of the allegations, offer Supportive Measures to the Respondent as appropriate; and
  - c. Take other prompt and effective steps, as appropriate, through the Title IX Coordinator to ensure that Sex Discrimination or Retaliation does not continue or recur within the University's Education Program or Activity.
3. If a Complaint is dismissed, the University may still address the allegations under other University policies or procedures

#### **C. Informal Resolution**

In lieu of resolving allegations or a Complaint through the University's administrative complaint procedures, the Parties may instead elect, with approval from the

Title IX Coordinator, to participate in an Informal Resolution process, including, but not limited to, facilitated discussions, mediation, ho'oponopono, etc. A Party may request that the matter be resolved



through Informal Resolution at any time prior to reaching a Decision.

Informal Resolution is a completely voluntary process and requires the written consent of the Complainant and Respondent and the approval of the Title IX Coordinator to proceed. The University does not offer Informal Resolution when such a process would conflict with federal, state, or local law.

Before the initiation of an Informal Resolution process, the University will explain in writing to the Parties:

1. The allegations;
2. The requirements of the Informal Resolution procedures.
3. That any Party has the right to withdraw from the Informal Resolution process and initiate or resume administrative complaint procedures at any time before agreeing to a resolution;
4. That if the Parties agree to a resolution at the end of the Informal Resolution process, they cannot initiate or resume the administrative complaint arising from the same allegations;
5. The potential terms that may be requested or offered in an Informal resolution agreement, including notice that an Informal Resolution agreement is binding only on the Parties; and
6. What information the University will maintain and whether and how the University could disclose such information for use in administrative complaint procedures if such procedures are initiated or resumed.

The terms of an Informal Resolution, may include Supportive Measures, as well as other arrangements agreed to by the Parties. If an agreement acceptable to the University, the Complainant, and the Respondent is reached through Informal Resolution, the matter is considered to be resolved and the terms are implemented.

#### **D. Written Notice of Allegations**

Upon initiation of these administrative complaint procedures under this Section IV., the University will notify the Parties in writing of the following with sufficient time for the Parties to prepare a response before any initial interview:

1. The University's administrative complaint procedures and Informal Resolution process;
2. Sufficient information available at the time to allow

the Parties to respond to the allegations, including the identities of the Parties involved in the incident(s), the conduct alleged to constitute Sex Discrimination or Retaliation, and the date(s) and location(s) of the alleged incident(s);

3. Retaliation is prohibited;
4. The Respondent is presumed not responsible for the alleged Sex Discrimination or Retaliation until the conclusion of the administrative complaint procedures. Prior to the conclusion, the Parties will have an opportunity to present relevant and not otherwise impermissible evidence to a trained, impartial Decision Maker;
5. The Parties may have an Advisor of their choice, who may be, but is not required to be, an attorney. If a Party selects an Advisor who is not an Employee of the University, the Party does so at their own expense;
6. The Parties are entitled to an equal opportunity to access the draft Fact-Finding Report that accurately describes the relevant and not otherwise impermissible evidence. The Parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any Party; and
7. The Interim Policy on Sex Discrimination and Section IV.B.1.b. of EP 7.208 Systemwide Student Conduct Code prohibits knowingly making false statements or knowingly submitting false information during the administrative complaint procedures.

If, in the course of an investigation, the University decides to investigate additional allegations of Sex Discrimination or Retaliation by the Respondent toward the Complainant that are not included in the written notice or that are included in a consolidated Complaint, the University will provide written notice of the additional allegations to the Parties.

#### **E. Administrative Complaint Procedure Requirements**

The administrative complaint procedures under this Section IV. incorporate the following general requirements:

1. The University will treat Complainants and Respondents equitably.
2. The University requires that the Title IX Coordinator, Investigator, or Decision Maker not have a conflict of interest or bias for or against Complainants or Respondents generally, or an individual Complainant or Respondent.
3. The University presumes that the Respondent is not

responsible for the alleged Sex discrimination or Retaliation until a Decision is made at the conclusion of its administrative complaint procedures.

4. The University will not impose discipline on a Respondent for prohibited Sex Discrimination or Retaliation unless there is a Decision at the conclusion of the administrative complaint procedures that the Respondent engaged in prohibited sex discrimination retaliation.
5. The University will not discipline a Party, witness, or others participating in the administrative complaint procedures for making a false statement or for engaging in consensual sexual conduct based solely on the Decision whether Sex Discrimination or Retaliation occurred.
6. The University has established the following timeframes for the major stages of the administrative complaint procedures:
  - a. Evaluation: 15 business days from the University's receipt of the Complaint.
  - b. Investigation: 60 business days from the date the Investigator is assigned and receives the Complaint file.
  - c. Decision: 20 business days from the conclusion of the investigation process.
  - d. Appeal and Final determination, if any: 20 business days from the Appeal Officer's receipt of the final written statement or the expiration of the deadline to do so. The above time frames are good-faith approximations and also may be extended for good cause.
7. The University has also established the following process that allows for the reasonable extension of time frames on a case-by-case basis for good cause with written notice to the Parties that includes the reason for the delay:
  - a. The Title IX Coordinator may reasonably extend timeframes for good cause. Good cause includes the availability of the Parties and witnesses; the timing of breaks; efforts to utilize Informal Resolution; compliance with a request by external law enforcement; accounting for complexities of a case such as the number of witnesses and volume of information provided by the Parties; or addressing other legitimate reasons.
  - b. The Parties or Investigator(s) may request extensions that will be granted, if reasonable, at the discretion of the Title IX Coordinator. Extensions granted to one Party will be granted to the other Party. Requests for an extension for the

purpose to simply prolong the process will not be permitted. Deadlines will be enforced, and a failure to meet deadlines may result in forfeiture of a Party's ability to participate in that aspect of the investigation.

8. The University will take reasonable steps to protect the privacy of the Parties and witnesses during its administrative complaint procedures. These steps will not restrict the ability of the Parties to obtain and present evidence, speak with witnesses; consult with family members, confidential resources, or Advisors; or otherwise prepare for or participate in the administrative complaint procedures.
9. The University will objectively evaluate all evidence that is relevant and not otherwise impermissible – including both inculpatory and exculpatory evidence. Credibility assessments will not be based on a person's status as a Complainant, Respondent, or witness.
10. The following types of evidence, and questions seeking that evidence, are impermissible (i.e., will not be accessed or considered, except by the University to determine whether one of the exceptions listed below applies; will not be disclosed; and will not otherwise be used), regardless of whether they are relevant:
  - a. Evidence that is protected under a privilege recognized by federal or state law or evidence provided to a Confidential Employee, unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality;
  - b. A Party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the Party or witness, unless the University obtains that Party's witness's voluntary, written consent for use in its administrative complaint procedures; and
  - c. Evidence that relates to the Complainant's sexual interests or prior sexual conduct, unless evidence about the Complainant's prior sexual conduct is offered to prove that someone other than the Respondent committed the alleged conduct or is evidence about specific incidents of the Complainant's prior sexual conduct with the Respondent that is offered to prove Consent to the alleged Sex-Based Harassment.

The fact of prior consensual sexual conduct between the Complainant and Respondent does not by itself demonstrate or imply the Complainant's consent to the alleged Sex-Based

Harassment or preclude a Decision that Sex-Based Harassment occurred.

11. Formal rules of process, procedure, and technical rules of evidence, such as those applied in criminal or civil court, are not used in these proceedings.

#### **F. Investigation**

The Title IX Coordinator will designate an Investigator(s) to conduct a prompt, thorough, and impartial Investigation of the Reported Sex Discrimination or Retaliation and create a Fact-Finding Report.

The Title IX Coordinator will also designate a Decision Maker. The Parties will be provided notice of the name of the Decision Maker, and Parties may request a substitution if the Decision Maker poses a conflict of interest or has bias. The request will be considered by the Title IX Coordinator.

#### **G. During the Investigation:**

1. The University will provide for adequate, reliable, and impartial investigation of Complaints.
2. The burden is on the University – not on the Parties – to conduct an investigation that gathers sufficient evidence to determine whether Sex Discrimination or Retaliation occurred.
3. The Investigator(s) will interview the Parties, review any documentary evidence, and interview witnesses deemed by the Investigator(s) to have relevant and material information pertaining to the Complaint.
4. The University will provide to a Party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all meetings or proceedings with sufficient time for the Party to prepare to participate. Such notice also will include any applicable rules of order and decorum.
5. The University will not unreasonably extend the timelines established in these procedures to accommodate the schedule of a Party's Advisor.

The University may establish restrictions regarding the extent to which the Advisor may participate in these administrative complaint procedures, as long as the restrictions apply equally to the Parties. In particular, the role of a Party's Advisor shall be limited to support and consultation.

6. The Title IX Coordinator and Investigator must be advised in writing be present at least 24 hours before any scheduled meeting or proceeding.<sup>3</sup> The University reserves the right to have its own legal counsel present. If any Advisor's conduct is not consistent with

the University's guidelines or any other applicable rules of order and decorum, they may be excluded from the process.

7. The University will provide the Parties with the same opportunities, if any, to have people other than the Advisor of the Parties' choice present during any meeting or proceeding.
8. The University may include another Employee in the interviews to act as a notetaker or witness. When a Party or witness meets with the Investigator, the Investigator will ask the Party or witness questions related to the allegations and may ask if the witness has any information to submit (e.g. documents, texts, emails, images, etc.) for the Investigator to review and consider. In some cases, the Investigator may ask to interview a witness more than once if additional information becomes available since the previous interview with the witness and/or to follow up with a witness to clarify information or previous statements.
9. The University will provide an equal opportunity for the Parties to present fact witnesses and other inculpatory and exculpatory evidence that are relevant and not otherwise impermissible. The University does not permit the Parties to present expert witnesses.
10. The University will review all evidence gathered through the investigation and determine what evidence is relevant and what evidence is impermissible regardless of relevance.
11. The University will provide each Party and the Party's Advisor, if any, with an equal opportunity to access the evidence that is relevant to the allegations of Sex-Based Harassment and not otherwise impermissible, in the following manner:
12. The University will provide an equal opportunity to access the draft Fact-Finding Report that accurately summarizes the relevant and not otherwise impermissible evidence. The University will also provide the Parties with an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any Party;
  - a. The University will provide a reasonable opportunity to review and respond to the evidence and/or the draft Fact-Finding Report in advance of the live hearing; and
  - b. The University will take reasonable steps to prevent and address the Parties' and their Advisors' unauthorized disclosure of information and evidence obtained solely through the administrative complaint procedures. Disclosures of such information and evidence for purposes of external administrative proceedings or litigation related to the Complaint of Sex-Based

Harassment are authorized.

## **H. Hearings**

### **1. Selection of Decision Maker**

At least ten (10) business days before the live hearing, the Parties will be provided notice of the name(s) of any Decision Maker. The Parties may request a substitution if the Decision Maker poses a conflict of interest or has bias. The request will be considered by the Title IX Coordinator.

The Decision Maker will conduct a hearing on the matter as described more fully below. Neither the Title IX Coordinator nor the Investigator may serve as the Decision Maker.

### **2. Initial Notice of Hearing**

At least seven (7) business days before the hearing, the Decision Maker will provide an initial, written notice to the Parties that includes the following:

- a. Date, time, and location of the hearing;
- b. Allegations to be reviewed by the Decision Maker;
- c. Provisions of policy alleged to have been violated;
- d. Sanctions that may be imposed; and
- e. Specific rules and procedures for the hearing, including any rules of order or decorum.

### **3. Pre-Hearing Review of Documents**

In advance of the hearing, both the Complainant and Respondent will have the opportunity to review the final Fact-Finding Report, including any responses provided during the Investigation. Each Party may also review the relevant and not otherwise impermissible evidence if requested by any Party.

The Decision Maker will be provided with the final Fact-Finding Report, including any responses provided during the Investigation, and the relevant and not otherwise impermissible evidence. A copy of this information shall also be provided to the Title IX Coordinator.

### **4. Witnesses**

The Decision Maker will identify any witnesses that they wish to hear from at the hearing based on a review of the final Fact-Finding Report and relevant and not otherwise impermissible evidence. The Complainant and Respondent also each have the right to request the presence of any additional relevant witnesses at the hearing, provided such witnesses were identified and interviewed as part of the investigation.

The Decision Maker may permit the participation of a witness who was not interviewed during the investigation only if the Decision Maker determines that the new witness' participation at the hearing is relevant and appropriate under the circumstances. In such cases, the Decision Maker may refer the matter to the Investigator for additional investigation, which may delay the timing of the hearing. The University cannot compel the attendance of any witness.

### **5. Hearing Setting and Standards**

The University's process for proposing and asking relevant and not otherwise impermissible questions and follow-up questions of Parties and witnesses, including questions challenging credibility, will allow the Decision Maker to ask such questions, and allow each Party to propose such questions that the Party wants asked of any Party or witness and have those questions asked by the Decision Maker, subject to the procedures for evaluating and limiting questions discussed below.

### **6. Advisors During the Hearing**

The Complainant and the Respondent both have the right to be accompanied and advised by an Advisor of their choice at any hearing and any related meetings. The institution will not limit the choice or presence of an Advisor to either party. Proceedings will be closed to non-participants and to the public, including friends and University personnel without an official interest in the case. The University reserves the right to have its own legal counsel present during any hearing.

The role of a Party's Advisor shall be limited to support and consultation. The Advisor must comport themselves in a manner that is not disruptive during a hearing and act with appropriate decorum.

### **7. Review of Evidence**

All relevant evidence, including both inculpatory and exculpatory evidence, will be objectively evaluated. Credibility assessments will not be based on a person's status as a Complainant, Respondent, or witness.

### **8. Procedures for a Live Hearing**

A live hearing will be conducted with the Parties physically present in the same geographic location or, at the University's discretion or upon the request of either Party, will be conducted with the Parties physically present in separate locations with

technology enabling the Decision Maker and Parties to simultaneously see and hear the Party or witness while that person is speaking.

## **9. Format**

During a live hearing, the following format will be applied. The Decision Maker has the discretion to supplement or revise this format with additional procedures. Any such procedures will be consistent with the required format and applied equally to all Parties. The Decision Maker will explain the hearing process, provide an opportunity to all Parties to ask questions about the procedures and read the charges.

- a. The Decision Maker will inquire whether the Complainant wishes to present their position.
- b. The Decision Maker may then pose any additional questions to the Complainant. After the Decision Maker has concluded asking questions, the Respondent may then submit written questions to the Decision Maker to be asked of the Complainant.
- c. The Decision Maker will inquire whether the Respondent wishes to present their position.
- d. The Decision Maker may then pose any additional questions to the Respondent. After the Decision Maker has concluded asking questions, the Complainant may submit written questions to the Decision Maker to be asked of the Respondent.
- e. The Decision Maker will hear from witnesses that the Decision Maker determines to have information that is relevant to the matter, first on behalf of the Complainant and then on behalf of the Respondent. Invited witnesses may provide statements. When each witness is called, the Decision Maker may pose questions. After the Decision Maker has concluded asking questions, the Complainant may submit written questions to the Decision Maker to be asked of the witness. The Respondent may then submit written questions to the Decision Maker to be asked of the witness.
- f. The Decision Maker will ask the Complainant if they wish to provide any additional information. If the Complainant provides additional information, the Decision Maker may then ask follow-up questions to the Complainant. After the Decision Maker has

concluded asking questions, the Respondent may submit written questions to the Decision Maker to be asked of the Complainant.

- g. The Decision Maker will ask the Respondent if they wish to provide any additional information. If the Respondent provides additional information, the Decision Maker may then ask follow-up questions to the Respondent. After the Decision Maker has concluded asking questions, the Complainant may submit written questions to the Decision Maker to be asked of the Respondent.
- h. The Decision Maker will determine whether a proposed question is relevant and not otherwise impermissible before the question is posed and will explain any decision to exclude a question as not relevant or otherwise impermissible. Questions that are unclear or harassing of the Party or witness being questioned will not be permitted. The Decision Maker will give a Party an opportunity to clarify or revise a question that the Decision Maker determines is unclear or harassing. If the Party sufficiently clarifies or revises the question, the question will be asked. At no time will either Party be permitted directly to ask the other Party or witnesses questions.
- i. The University will make available for inspection and review the audio or audiovisual recording of any live hearing if requested by either Party.

## **I. Decision on Whether Sex-Based Harassment Occurred;**

1. Following the hearing, the Decision Maker:
  - a. Will use the preponderance of the evidence standard of proof to determine whether the alleged conduct occurred, whether the conduct met the definition of Sex-Based Harassment, and whether a violation of EP 1.204 occurred by issuing a Cause Finding or No Cause Finding. The preponderance of the evidence standard means that it is more likely than not that a policy violation occurred and requires the evaluation of relevant and not otherwise impermissible evidence for its persuasiveness. If the Decision Maker is not persuaded under the preponderance of the evidence standard that Sex-Based Harassment occurred, whatever the quantity of the evidence is, the Decision Maker



will not determine that Sex-Based Harassment amounting to a policy violation occurred.

- b. May choose to place less or no weight upon all statements by a Party or witness who refuses to respond to questions deemed relevant and not impermissible. The Decision Maker will not draw an inference about whether Sex-Based Harassment occurred based solely on a Party's or witness's refusal to respond to such questions. However, the potential impact on the weight to be given to a Party's statements may have a significant effect on the preponderance of the evidence and, consequently, the Decision Maker's ultimate Decision.
- c. Will notify the Parties simultaneously in writing of the Decision whether Sex-Based Harassment occurred under EP 1.204 including:
  - i. A description of the alleged Sex-Based Harassment;
  - ii. Information about the policies and procedures that the University used to evaluate the allegations;
  - iii. The Decision Maker's evaluation of the relevant and not otherwise impermissible evidence and rationale for the Decision whether Sex-Based Harassment occurred;
  - iv. To the extent appropriate, when the Decision Maker finds that Sex-Based Harassment occurred, any disciplinary sanctions that the University is permitted to share pursuant to state or federal law that the University will impose on the Respondent, whether remedies other than the imposition of disciplinary sanctions will be provided by the University to the Complainant, and other Students identified by the University to be experiencing the effects of the Sex-Based Harassment; and
    - a. The University's procedures and permissible basis for the Complainant and Respondent to appeal.
    - i. Will comply with the Title IX administrative complaint procedures before the

imposition of any disciplinary sanctions against a Respondent; and

- ii. Will not discipline a Party, witness, or others participating in the Title IX administrative complaint procedures for making a false statement or for engaging in consensual sexual conduct based solely on the Decision of whether Sex-Based Harassment occurred.

2. If there is a Decision that Sex-Based Harassment occurred, the Title IX Coordinator, as appropriate, will:

- a. Coordinate the provision and implementation of Remedies to the Complainant and other people the University identifies as having had equal access to the University's Education Program or Activity limited or denied by Sex-Based Harassment;
- b. Coordinate the imposition of any disciplinary sanctions on a Respondent, including notification to the Complainant of any such disciplinary sanctions that the University is permitted to share pursuant to state or federal law; and
- c. Take other appropriate prompt and effective steps to ensure that Sex-Based Harassment does not continue or recur within the University's Education Program or Activity.

## **J. Appeals**

1. The University will offer an appeal from a dismissal or Decision on the following bases:

- a. Procedural irregularity that would change the outcome;
- b. New evidence that would change the outcome and that was not reasonably available when the Decision or dismissal was made; and
- c. The Title IX Coordinator, Investigator, or Decision Maker had a conflict of interest or bias for or against Complainants or Respondents generally, or the individual Complainant or Respondent that would change the outcome.

2. If a Party appeals a dismissal or Decision, the University will:

- a. Notify the Parties in writing of any appeal, including notice of the allegations, if notice was not previously provided to the Respondent;
  - b. Implement appeal procedures equally for the Parties;
  - c. Ensure that the Appeal Officer did not take part in an investigation of the allegations, dismissal of the Complaint, or serve as the Decision Maker; and
  - d. Ensure that the Appeal Officer has been trained consistently with the Title IX regulations.
3. An appeal by either Party must be made in writing to the Title IX Coordinator within seven (7) business days after such Party has received notice of the dismissal or Decision. An appeal must state the ground on which the appeal is made.
4. Upon receipt of an appeal, the Title IX Coordinator shall consider the stated basis for the appeal. If the appeal does not set forth a permissible basis, the Title IX Coordinator will make reasonable efforts to clarify the basis for the appeal with the appealing Party. The Party may have an additional seven (7) business days to clarify the basis for the appeal.
5. The Title IX Coordinator shall forward the appeal to the other Party. The non-appealing Party will have five (5) business days to submit a written statement in support of or against the appeal to the Title IX Coordinator. The Title IX Coordinator shall appoint an Appeal Officer and forward the appeal and any additional written statement, if applicable, to the Appeal Officer within five (5) business days of receipt.
6. The Appeal Officer will examine the information presented and issue a written conclusion or Final Determination, as applicable, regarding the appeal and the rationale for the appeal decision within twenty (20) business days from when the Title IX Coordinator forwarded the appeal documents. This written conclusion or Final Determination will be provided to both Parties simultaneously and cannot be further appealed under these procedures or policy, EP 1.204.
7. For all included Respondent Employees covered by collective bargaining, appeals of disciplinary actions shall be filed in accordance with the applicable collective bargaining agreement. For all excluded Respondent Employees, appeals of disciplinary actions shall be filed in accordance with AP 9.110.

## **K. Disciplinary Sanctions and Remedies**

1. Following a Decision without a subsequent Appeal or Final Determination that Sex-Based Harassment occurred, the University may impose disciplinary sanctions upon the Respondent, in accordance with the appropriate collective bargaining agreements, which may include but are not limited to:
  - a. For a Student Respondent: disciplinary warning; disciplinary probation; residential probation; residential suspension; suspension; expulsion; fines; behavioral agreements; no-contact orders; letter of apology; reflection/research papers; community restitution; mandatory training and education; mandatory meeting(s) with the Title IX Coordinator or designee; mandatory counseling; withholding or delaying the conferral of degree.

To maintain consistency, the Decision Maker should consult with the Senior Student Affairs Officer prior to imposing Student disciplinary actions.

  - b. For an Employee Respondent: written warning; final written warning; suspension; involuntary termination. To maintain consistency, the Decision Maker should consult with Human Resources prior to imposing Employee disciplinary actions.
2. The University may provide Remedies designed to restore or preserve equal access to the University's Education Program or Activity, which may include, but are not limited to:
  - a. a campus directive of no contact; limiting and/or scheduling access of individual buildings; making an escort available to assist a Complainant or Respondent to move safely between classes and campus activities;
  - b. adjusting class or work schedules or methods of participating in activities to minimize campus contact between a Complainant and a Respondent; moving a Complainant or Respondent to a different residence hall and/or dining hall;
  - c. counseling services; medical services; academic support, such as extensions of deadlines or other course-related adjustments; changes in work locations; leaves of absence; increased security and monitoring of certain areas of

campus; or adjusting reporting lines.

For Employee Respondents, the University may also issue no-contact orders, mandated counseling and/or training, verbal warnings/reprimands, and/or conference summaries as Remedies.

**L. Disclosure of Outcome**

The University will not share information obtained during the course of a proceeding with individuals or entities external to the University unless required by federal or state law or compelled to do so, such as by receipt of a lawfully issued subpoena or court order. The University may also share information about the proceeding and outcome that is consistent with FERPA.

## Options & Resources for victims of sexual assault, domestic violence, dating violence, stalking, and harassment

Type	Dept/Office Name	Student Resources	Employee Resource	Services
Reporting	WCC-Safety and Security Department (808) 235-7355 or extension 355 if using campus landline	✓	✓	Reports, incident response, & TRO filing
Reporting	WCC Title IX Department (808) 235-7468	✓	✓	Reports, investigation, assistance w/ supportive measures (academic, interim housing, visa/immigration assistance, etc.), and adjudication
Law Enforcement	HPD 9-1-1	✓	✓	Law enforcement incident
Local & National Resources	Sex Abuse Treatment Center Hawai'i (808) 524-7273	✓	✓	24/7 crisis intervention, referral services, medical exams
Local & National Resources	Domestic Violence Action Center (808) 531-3771	✓	✓	Advocacy, crisis support, safety planning, referral services
Local & National Resources	Child & Family Service Oahu Abuse Hotline (808) 841-0822	✓	✓	Temporary housing for domestic violence victims
Local & National Resources	Rape, Abuse, & Incest National Network (RAINN) (800) 656-HOPE	✓	✓	24/7 support, information, referral services
Local & National Resources	Volunteer Legal Services Hawai'i (808) 528-7046 <a href="https://www.clsh.org">https://www.clsh.org</a>	✓	✓	Legal services
Local & National Resources	O'ahu Family Peace Center (808) 832-0855 <a href="http://pacthawaii.org">http://pacthawaii.org</a>	✓	✓	Domestic Violence Prevention and intervention and other resources
Local & National Resources	Domestic Violence Support & Shelter (808) 526-2200	✓	✓	Domestic Violence Support & Shelter Access Line 24/7
Temporary Restraining Orders	Ala Kuola 677 Ala Moana Blvd, Suite 1005, Honolulu, HI 96813 (808) 545-1880	✓	✓	The two primary areas of focus are assisting victims of domestic violence in obtaining Temporary Restraining Orders (TRO's) through the Family Court.

# Crime Statistics

The chart below represents all incidents reported to CSAs during calendar years 2022, 2021, and 2020 for WCC.

## Criminal Offenses 2023

Offense	Student Housing	Total On Campus	Public Property	Non-Campus
Murder and Non-Negligent Manslaughter	N/A	0	0	0
Manslaughter by Negligence	N/A	0	0	0
Robbery	N/A	0	0	0
Aggravated Assault	N/A	0	0	0
Burglary	N/A	1	0	0
Motor Vehicle Theft	N/A	0	0	0
Arson	N/A	0	0	0
Sexual Assault Rape	N/A	0	1	0
Sexual Assault Incest	N/A	0	0	0
Sexual Assault Fondling	N/A	0	0	0
Sexual Assault Statutory Rape	N/A	0	0	0

## Arrests & Disciplinary Referrals 2023

Offense	Student Housing	Total On Campus	Public Property	Non-Campus
Alcohol (Violations)	N/A	0	0	0
Illegal Drug (Violations)	N/A	0	0	0
Weapons (Violations)	N/A	0	0	0
Alcohol (Behavioral Referrals)	N/A	0	0	0
Illegal Drugs (Behavioral Referrals)	N/A	0	0	0
Weapons (Behavioral Referrals)	N/A	0	0	0

## VAWA Crimes 2023

Offense	Student Housing	Total On Campus	Public Property	Non-Campus
Domestic Violence	N/A	0	0	0
Dating Violence	N/A	0	0	0
Stalking	N/A	0	0	0



## Criminal Offenses 2022

Offense	Student Housing	Total On Campus	Public Property	Non-Campus
Murder and Non-Negligent Manslaughter	N/A	0	0	0
Manslaughter by Negligence	N/A	0	0	0
Robbery	N/A	0	0	0
Aggravated Assault	N/A	1	0	0
Burglary	N/A	2	0	0
Motor Vehicle Theft	N/A	1	0	0
Arson	N/A	0	0	0
Sexual Assault Rape	N/A	0	0	0
Sexual Assault Incest	N/A	0	0	0
Sexual Assault Fondling	N/A	0	0	0
Sexual Assault Statutory Rape	N/A	0	0	0

## Arrests & Disciplinary Referrals 2022

Offense	Student Housing	Total On Campus	Public Property	Non-Campus
Alcohol (Violations)	N/A	0	0	0
Illegal Drug (Violations)	N/A	0	0	0
Weapons (Violations)	N/A	0	0	0
Alcohol (Behavioral Referrals)	N/A	0	0	0
Illegal Drugs (Behavioral Referrals)	N/A	0	0	0
Weapons (Behavioral Referrals)	N/A	0	0	0

## VAWA Crimes 2022

Offense	Student Housing	Total On Campus	Public Property	Non-Campus
Domestic Violence	N/A	0	0	0
Dating Violence	N/A	0	0	0
Stalking	N/A	1	0	0

## Criminal Offenses 2021

Offense	Student Housing	Total On Campus	Public Property	Non-Campus
Murder and Non-Negligent Manslaughter	N/A	0	0	0
Manslaughter by Negligence	N/A	0	0	0
Robbery	N/A	0	0	0
Aggravated Assault	N/A	0	0	0
Burglary	N/A	1	0	0
Motor Vehicle Theft	N/A	0	0	0
Arson	N/A	0	0	0
Sexual Assault Rape	N/A	0	0	0
Sexual Assault Incest	N/A	0	0	0
Sexual Assault Fondling	N/A	0	0	0
Sexual Assault Statutory Rape	N/A	0	0	0

## Arrests & Disciplinary Referrals 2021

Offense	Student Housing	Total On Campus	Public Property	Non-Campus
Alcohol (Violations)	N/A	0	0	0
Illegal Drug (Violations)	N/A	0	0	0
Weapons (Violations)	N/A	0	0	0
Alcohol (Behavioral Referrals)	N/A	0	0	0
Illegal Drugs (Behavioral Referrals)	N/A	0	0	0
Weapons (Behavioral Referrals)	N/A	0	0	0

## VAWA Crimes 2021

Offense	Student Housing	Total On Campus	Public Property	Non-Campus
Domestic Violence	N/A	0	0	0
Dating Violence	N/A	0	0	0
Stalking	N/A	0	0	0

## IMPORTANT NOTES

\*WCC has no On-Campus Student Housing Facilities.

### Hate Crimes

There were no hate crimes reported at this campus for the years 2020, 2021, or 2022.

### Unfounded Crimes

There were no unfounded crimes at this campus for the years 2020, 2021, or 2022.

## Daily Crime Log

The campus security department maintains a daily crime log of all incidents reported to their office. This includes all reported crimes that occur on campus, in non-campus buildings or properties, and public property directly adjacent to campus property, and within the department's area of patrol. The most current 60 days of information is available for public inspection, free of charge, upon request from the Safety and Security Manager who is located in Hale Alaka'i room 125 between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday.

Information contained in the daily crime log includes the date a crime was reported to campus security, the date and approximate time the crime occurred, the nature of the crime, the general location of the crime, and the disposition of the complaint, if it is known at the time of log entry.

In most cases, log entries are made within two business days of the reporting of information to the campus security department, unless the disclosure is prohibited by law or the disclosure would jeopardize the confidentiality of a victim. The campus security department may also withhold the disclosure of certain information contained in the daily crime log if the campus administration determines information normally included in the daily crime log would cause a harmful effect and if there is clear and convincing evidence that the release of information would jeopardize an ongoing investigation; jeopardize the safety of an individual; cause a suspect to flee or evade detection from law enforcement; or result in the destruction of evidence.

Requests for any portion of the daily crime log older than 60 days can be made available within two business days of a request for public inspection.

### WCC Security Department

Hale Alaka'i 113  
45-720 Kea'ahala Road  
Kāne'ohe, HI 96744

### Student Housing:

WCC has no Student Housing property.

### Non-Campus Property:

WCC has no Non-Campus property.

## Preparing the Annual Disclosure of Crime Statistics

The procedure for preparing the annual disclosure of crime statistics includes reaching out to various law enforcement agencies and WCC departments to obtain Clery reportable statistics. These sources include:

### WCC Security incident reports:

- Includes any crimes reported directly to WCC Security Department, and documented with an incident report.

### WCC Departments & Campus Security Authorities (CSAs):

- The WCC Security Manager conducts outreach to these CSAs on an ongoing basis throughout the year, and via an annual survey. See Campus Security Authorities section for more information.

### Law Enforcement Agencies:

Statistics were requested from HPD, and the State of Hawai'i Public Safety Department–Sheriff Division. Some agencies reported back with no statistics, and some statistics reported to WCC were not available in a usable format for Clery reporting purposes. In addition, some law enforcement agencies chose not to respond to our request for statistics.

Statistics reporting comes from a variety of sources, including the above-listed agencies, departments, and non-campus locations. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported. A written request for statistical information is made on an annual basis to all Campus Security Authorities and local law enforcement.

Statistics from the daily crime logs for the same calendar year are also gathered.

All statistics are gathered, compiled, and reported to the WCC community via the Annual Security Report (ASR) which is published by the institution. WCC submits the ASR to the U.S. Department of Education (ED), and these statistics become available through both the ED website and WCC website.

# Glossary of Terms

Under the Clery Act, for the purposes of counting and disclosing Criminal Offense, Hate Crime, arrest and disciplinary referral statistics, institutions must do so based on definitions provided by the Federal Bureau of Investigation's (FBI's) Uniform Crime Reporting (UCR) Program. The definitions for Murder, Rape, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Weapons Law Violations, Drug Law Violations, and Liquor Law Violations are from the Summary Reporting System (SRS) User Manual from the FBI's UCR Program.

The definitions of Fondling, Incest and Statutory Rape are from the FBI's National Incident-Based Reporting System (NIBRS) Data Collection Guidelines edition of the UCR. Hate Crimes are classified according to the FBI's Uniform Crime Reporting Hate Crime Data Collection Guidelines and Training Manual. Note that, although the law states that institutions must use the UCR Program definitions, Clery Act crime reporting does not have to meet all of the other UCR Program standards.

For the categories of Domestic Violence, Dating Violence and Stalking, the Clery Act specifies that institutions must use the definitions provided by the Violence Against Women Act of 1994 and repeated in the Department's Clery Act regulations. Some definitions provided below also include Hawai'i Revised Statutes (where noted).

## **Aggravated Assault:**

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

## **Arrest:**

Defined by the Clery Act as persons processed by arrest, citation or summons.

## **Arson:**

Willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, personal property of another, etc.

## **Burglary:**

The unlawful entry of a structure to commit a crime therein.

## **Consent:**

According to the [Interim University of Hawai'i Executive Policy EP 1.204—Regarding Sex Discrimination](#), consent means knowing, and voluntary, and clear permission by word or action to engage in sexual activity. A person cannot give consent if the person is under the age of consent for sexual activity, the person is developmentally or intellectually disabled, or the person is mentally incapacitated or physically helpless. Lack of protest or resistance cannot be interpreted as consent. Silence cannot be interpreted as consent. Consent must be ongoing throughout any sexual contact and can be revoked at any time. The existence of a dating relationship, domestic partnership, or marriage between the persons involved, or the existence of past sexual relations between the persons involved, is never by itself an indicator of consent. To legally give consent in Hawai'i, individuals must be at least 16 years old.

This definition is used in the context of interim Executive Policy 1.204 for the purpose of determining whether there was a policy violation for the prohibited conducts of sexual harassment or sexual assault

In Hawai'i, the age of consent is sixteen (16) generally, or the age of consent is between fourteen (14) and fifteen (15) when either the other person is less than (5) years older or when the other person is legally married to the person between the ages of fourteen (14) and fifteen (15). See Haw. Rev. Stat. § 707-732.

## **Hawai'i Revised Statutes § 702-235**

Ineffective consent.

Unless otherwise provided by this Code or by the law defining the offense, consent does not constitute a defense if:

1. It is given by a person who is legally incompetent to authorize the conduct alleged;
2. It is given by a person who by reason of youth, mental disease, disorder, or defect, or intoxication is manifestly unable or known by the defendant to be unable to make a reasonable judgment as to the nature or harmfulness of the conduct alleged;
3. It is given by a person whose improvident consent is

sought to be prevented by the law defining the offense; or

4. It is induced by force, duress or deception.

The Hawai'i Penal Code does not specifically define "consent" in reference to sexual activity, however, HRS § 707-732 references similar language when defining sexual assault in the third degree. See definitions under "Sexual Assault" section for more information.

#### **Crime of Violence:**

According to Section 16 of title 18 of the United States Code, the term "crime of violence" means:

- a. an offense that has the element of the use, attempted use, or threatened use of physical force against the person or property of another, or
- b. any other offense that is a felony and that, by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense.

#### **Dating Violence and Domestic Violence:**

According to the Violence Against Women Act of 1994, **Dating Violence** is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence. For the purposes of complying with the requirements of this section and § 668.41, any incident meeting this definition is considered a crime for the purposes of Jeanne Clery Act reporting.

According to the Violence Against Women Act of 1994, **Domestic Violence** is a felony or misdemeanor crime of violence committed:

- by a former spouse or intimate partner of the victim
- by a person with whom the victim shares a child in common
- by a person who is cohabiting with, or has cohabited with, the victim as a spouse or intimate partner
- by a person similarly situated to a spouse of the victim under the domestic or family violence laws of

the jurisdiction in which the crime of violence occurred

- by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred

#### **Hawai'i Revised Statutes § 709-906**

Abuse of family or household members; penalty.

(1) It shall be unlawful for any person, singly or in concert, to physically abuse a family or household member or to refuse compliance with the lawful order of a police officer under subsection (4). The police, in investigating any complaint of abuse of a family or household member, upon request, may transport the abused person to a hospital or safe shelter.

For the purposes of this section: "Business day" means any calendar day, except Saturday, Sunday, or any state holiday.

"Family or household member:" (a) Means spouses or reciprocal beneficiaries, former spouses or reciprocal beneficiaries, persons in a dating relationship as defined under section 586-1, persons who have a child in common, parents, children, persons related by consanguinity, and persons jointly residing or formerly residing in the same dwelling unit; and (b) Does not include those who are, or were, adult roommates or cohabitants only by virtue of an economic or contractual affiliation.

#### **Hawai'i Civil Law: Hawai'i Revised Statutes § 5861**

"Dating relationship" means a romantic, courtship, or engagement relationship, often but not necessarily characterized by actions of an intimate or sexual nature, but does not include a casual acquaintanceship or ordinary fraternization between persons in a business or social context.

"Domestic abuse" means: (1) Physical harm, bodily injury, assault, or the threat of imminent physical harm, bodily injury, or assault, extreme psychological abuse or malicious property damage between family or household members; or

Any act which would constitute an offense under section 709-906, or under part V or VI of chapter 707 committed against a minor family or household member by an adult family or household member.

"Extreme psychological abuse" means an intentional or knowing course of conduct directed at an individual that



seriously alarms or disturbs consistently or continually bothers the individual, and that serves no legitimate purpose; provided that such course of conduct would cause a reasonable person to suffer extreme emotional distress.

“Family or household member”: (1) Means spouses or reciprocal beneficiaries, former spouses or former reciprocal beneficiaries, persons who have a child in common, parents, children, persons related by consanguinity, persons jointly residing or formerly residing in the same dwelling unit, and persons who have or have had a dating relationship; and (2) Does not include those who are, or were, adult roommates or cohabitants only by virtue of an economic or contractual affiliation.

“Malicious property damage” means an intentional or knowing damage to the property of another, without his consent, with an intent to thereby cause emotional distress.

#### **Destruction/Damage/Vandalism of Property:**

To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

#### **Drug Abuse Violation:**

Violations laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

#### **Fondling:**

Touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

#### **Hate Crime:**

A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim. Although there are

many possible categories of bias, under the Clery Act, only the following eight categories are reported: race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, and disability. Hate crimes are included in statistics if they are reported in conjunction with any Clery Act crime or any of the following additional crime categories: Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/Vandalism of Property.

“Bias” is a preformed negative opinion or attitude toward a group of persons based on their race, gender, gender identity, sexual orientation, ethnicity, or national origin.

#### **Incest:**

Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

#### **Hawai’i Revised Statutes § 707-741**

(1) A person commits the offense of incest if the person commits an act of sexual penetration with another who is within the degrees of consanguinity or affinity within which marriage is prohibited.

#### **Intimidation:**

To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

#### **Larceny-Theft:**

The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession, of another person.

#### **Liquor Law Violation:**

Violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

#### **Motor Vehicle Theft:**

Theft or attempted theft of a motor vehicle—including mopeds.

#### **Manslaughter by Negligence:**

The killing of another person through gross negligence (excludes traffic fatalities, accidental deaths not resulting from gross negligence, and deaths of persons due to their own negligence).

#### **Murder or Non-Negligent Manslaughter:**

The willful (non-negligent) killing of one human being by another.

**Personally Identifying Information:**

This is defined in Section 40002(a) of the Violence Against Women Act of 1994 as individually identifying information for or about an individual, including information likely to disclose the location of a victim of domestic violence, dating violence, sexual assault or stalking, regardless of whether the information is encoded, encrypted, hashed or otherwise protected, including

- a first and last name;
- a home or other physical address;
- contact information (including a postal, e-mail or Internet protocol address, or telephone or facsimile number);
- a social security number, driver's license number, passport number or student identification number; and
- any other information, including date of birth, racial or ethnic background, or religious affiliation that would serve to identify any individual.

**Rape:**

The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes rape of both males and females.

**Referred for Disciplinary Action:**

The referral of any person to any official who initiates a disciplinary action of which a record is established and which may result in the imposition of a sanction.

**Robbery:**

Taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

**Sexual Assault (Sex Offenses):**

Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. Types of sexual assault included in the Annual Security Report include rape, fondling, incest, and statutory rape. Each of these terms is defined in alphabetical order within this Glossary of Terms section.

**Hawai'i Revised Statutes § 707-730**

Sexual assault in the first degree.

(1) A person commits the offense of sexual assault in the first degree if:

- a. The person knowingly subjects another person to an act of sexual penetration by strong compulsion;
- b. The person knowingly engages in sexual penetration with another person who is less than fourteen years old;
- c. The person knowingly engages in sexual penetration with a person who is at least fourteen years old but less than sixteen years old; provided that:
  - (i) The person is not less than five years older than the minor; and
  - (ii) The person is not legally married to the minor;
- d. The person knowingly subjects to sexual penetration another person who is mentally defective; or
- e. The person knowingly subjects to sexual penetration another person who is mentally incapacitated or physically helpless as a result of the influence of a substance that the actor knowingly caused to be administered to the other person without the other person's consent.

Paragraphs (b) and (c) shall not be construed to prohibit practitioners licensed under chapter 453 or 455 from performing any act within their respective practices.

(2) Sexual assault in the first degree is a class A felony.

**Hawai'i Revised Statutes § 707-731**

Sexual assault in the second degree.

(1) A person commits the offense of sexual assault in the second degree if:

- a. The person knowingly subjects another person to an act of sexual penetration by compulsion;
- b. The person knowingly subjects to sexual penetration another person who is mentally incapacitated or physically helpless;
- c. The person, while employed:
  - i. In a state correctional facility;
  - ii. By a private company providing services at a correctional facility;
  - iii. By a private company providing community-based residential services to persons committed

to the director of public safety and having received notice of this statute;

iv. By a private correctional facility operating in the State of Hawai'i; or As a law enforcement officer as defined in section 710-1000, knowingly subjects to sexual penetration an imprisoned person, a person confined to a detention facility, a person committed to the director of public safety, a person residing in a private correctional facility operating in the State of Hawai'i, or a person in custody; provided that paragraph (b) and this paragraph shall not be construed to prohibit practitioners licensed under chapter 453 or 455 from performing any act within their respective practices; and further provided that this paragraph shall not be construed to prohibit a law enforcement officer from performing a lawful search pursuant to a warrant or exception to the warrant clause; or

d. The person knowingly subjects to sexual penetration a minor who is at least sixteen years old and the person is contemporaneously acting in a professional capacity to instruct, advise, or supervise the minor; provided that:

i. The person is not less than five years older than the minor; and

ii. The person is not legally married to the minor.

(2) Sexual assault in the second degree is a class B felony.

Hawai'i Revised Statutes § 707-732

Sexual assault in the third degree.

(1) A person commits the offense of sexual assault in the third degree if:

a. The person recklessly subjects another person to an act of sexual penetration by compulsion;

b. The person knowingly subjects to sexual contact another person who is less than fourteen years old or causes such a person to have sexual contact with the person;

c. The person knowingly engages in sexual contact with a person who is at least fourteen years old but less than sixteen years old or causes the minor to have sexual contact with the person; provided that:

(i) The person is not less than five years older than the minor; and

(ii) The person is not legally married to the minor;

d. The person knowingly subjects to sexual contact another person who is mentally defective, mentally incapacitated, or physically helpless, or causes such a person to have sexual contact with the actor;

e. The person, while employed:

(i) In a state correctional facility;

(ii) By a private company providing services at a correctional facility;

(iii) By a private company providing community-based residential services to persons committed to the director of public safety and having received notice of this statute;

(iv) By a private correctional facility operating in the State of Hawai'i; or

(v) As a law enforcement officer as defined in section [710-1000], knowingly subjects to sexual contact an imprisoned person, a person confined to a detention facility, a person committed to the director of public safety, a person residing in a private correctional facility operating in the State of Hawai'i, or a person in custody, or causes the person to have sexual contact with the actor; or (f) The person knowingly, by strong compulsion, has sexual contact with another person or causes another person to have sexual contact with the actor.

Paragraphs (b), (c), (d), and (e) shall not be construed to prohibit practitioners licensed under chapter 453 or 455 from performing any act within their respective practices; provided further that paragraph (e) (v) shall not be construed to prohibit a law enforcement officer from performing a lawful search pursuant to a warrant or an exception to the warrant clause.

(2) Sexual assault in the third degree is a class C felony.

**Hawai'i Revised Statutes § 707-733**

Sexual assault in the fourth degree.

1) A person commits the offense of sexual assault in the fourth degree if:

a. The person knowingly subjects another person, not married to the actor, to sexual contact by compulsion or causes another person, not married to the actor, to have sexual contact with the actor by compulsion;

b. The person knowingly exposes the person's

genitals to another person under circumstances in which the actor's conduct is likely to alarm the other person or put the other person in fear of bodily injury;

- c. The person knowingly trespasses on property for the purpose of subjecting another person to surreptitious surveillance for the sexual gratification of the actor; or
  - d. The person knowingly engages in or causes sexual contact with a minor who is at least sixteen years old and the person is contemporaneously acting in a professional capacity to instruct, advise, or supervise the minor; provided that:
    - (i) The person is not less than five years older than the minor; and
    - (ii) The person is not legally married to the minor.
- 2) Sexual assault in the fourth degree is a misdemeanor.
  - 3) Whenever a court sentences a defendant for an offense under this section, the court may order the defendant to submit to a pre-sentence mental and medical examination pursuant to section 706-603.

#### **Hawai'i Revised Statutes § 707-733.6**

Continuous sexual assault of a minor under the age of fourteen (14) years;

- 1) A person commits the offense of continuous sexual assault of a minor under the age of 14 years if the person:
  - a. Either resides in the same home with a minor under the age of 14 years or has recurring access to the minor; and
  - b. Engages in three or more acts of sexual penetration or sexual contact with the minor over a period of time, while the minor is under the age of 14 years.
- 2) To convict under this section, the trier of fact, if a jury, need unanimously agree only that the requisite number of acts have occurred; the jury need not agree on which acts constitute the requisite number.
- 3) No other felony sex offense involving the same victim may be charged in the same proceeding with a charge under this section, unless the other charged offense occurred outside the period of the offense

charged under this section, or the other offense is charged in the alternative. A defendant may be charged with only one count under this section, unless more than one victim is involved, in which case a separate count may be charged for each victim.

- 4) Continuous sexual assault of a minor under the age of 14 years is a class A felony.

#### **Sexual Harassment:**

According to the [Interim University of Hawai'i Executive Policy EP 1.204 – on Sexual Harassment](#) (eff. August 14, 2020), Title IX Sexual Harassment is defined as conduct on the basis of sex that satisfies one or more of the following:

- An employee of the University of Hawai'i conditions the provision of an aid, benefit, or service of the University on an individual's participation in unwelcome sexual conduct;
- Unwelcome conduct, determined by a reasonable person, to be so severe, and pervasive, and objectively offensive, that it effectively denies a person equal access to the University's education program or activity.

Title IX Sexual Harassment also includes: sexual assault, domestic & dating violence, and stalking. Definitions for each of these terms are included within this glossary.

#### **Simple Assault:**

An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

#### **Stalking:**

According to the Violence Against Women Act of 1994, Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress. For the purposes of this definition:

**Course of conduct:** Two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's

property.

**Reasonable person:** A reasonable person under similar circumstances and with similar identities to the victim.

**Substantial emotional distress:** Significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

This classification encompasses weapons offenses that are regulatory in nature.

#### **Hawai'i Revised Statutes § 711-1106.5**

Harassment by stalking.

- 1) A person commits the offense of harassment by stalking if, with intent to harass, annoy, or alarm another person, or in reckless disregard of the risk thereof, that person engages in a course of conduct involving pursuit, surveillance, or nonconsensual contact upon the other person on more than one occasion without legitimate purpose.
- 2) For purposes of this section, "nonconsensual contact" means any contact that occurs without that individual's consent or in disregard of that person's express desire that the contact be avoided or discontinued. Nonconsensual contact includes direct personal visual or oral contact and contact via telephone, facsimile, or any form of electronic communication, as defined in section 711-1111(2), including electronic mail transmission.

#### **Hawai'i Revised Statutes § 711-1106.4**

Aggravated harassment by stalking.

- (1) A person commits the offense of aggravated harassment by stalking if that person commits the offense of harassment by stalking as provided in section 711-1106.5 and has been convicted previously of harassment by stalking under section 711-1106.5 within five years of the instant offense.

#### **Statutory Rape:**

Sexual intercourse with a person who is under the statutory age of consent (see "Consent" definition above).

#### **Weapons Possession:**

Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.

# References

- Federal Register; "Violence Against Women Act," U.S. National Archives and Records Administration, online: <https://www.federalregister.gov/articles/2014/06/20/2014-14384/violence-against-women-act>, September 28, 2019.
- Public Law 110-315; "Higher Education Opportunity Act," U.S. Government Printing Office, on-line: <https://www.gpo.gov/fdsys/pkg/PLAW-110publ315/html/PLAW-110publ315.htm>, September 28, 2019.
- State of Hawaii Criminal Justice Data Center; "Online Covered Offender Search," State of Hawaii, online: K <http://sexoffenders.ehawaii.gov/sexoffender/search.html>, September 28, 2019.
- State of Hawaii; Hawaii Revised Statutes Volume 14; Title 37 Hawaii Penal Code; Crime and Criminal Proceedings reestablished 1996.
- University of Hawaii, Office of the Vice President for Community Colleges; "Campus Security Standard Operating Procedures for the University of Hawaii Community Colleges," Honolulu, HI, as amended August 12, 2019.
- University of Hawaii System; "UH Systemwide Executive Policies," The University of Hawaii, online: <http://www.hawaii.edu/policy/>, September 28, 2019.
- U.S. Code; "Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)," Cornell University Law School, on-line: <http://www.law.cornell.edu/uscode/text/20/1092>, September 28, 2019.
- U.S. Department of Education, Office of Postsecondary Education; "The Handbook for Campus Safety and Security Reporting," Washington, D.C., 2016 Edition.
- Advanced Law Enforcement Rapid Response Training, ALERT Center at Texas State University, "Avoid/Deny/Defend It Matters" (a public awareness and preparedness method for active shooter incidents), online: <http://www.avoiddenydefend.org/>, September 28, 2019.

For specific University of Hawai'i policy information and definitions regarding sexual assault, domestic violence, dating violence, stalking, and consent, please view the full [Interim University of Hawai'i Executive Policy EP 1.204 – Interim Policy on Title IX Sex Discrimination](#) and [Interim University of Hawai'i Administrative Policy AP 1.204 – Interim Title IX Sexual Harassment Grievance Process](#).

**For more information, please refer to the following links:**

- Uniform Crime Reporting Definitions: [https://www2.fbi.gov/ucr/cius2009/about/offense\\_definitions.html](https://www2.fbi.gov/ucr/cius2009/about/offense_definitions.html)
- FBI Uniform Crime Reporting information: <https://ucr.fbi.gov/>
- Honolulu Sex Offender Registration List – Honolulu Police Department Sex Offender Inquiry System: <http://sexoffenders.ehawaii.gov/sexoffender/search.html>



# APENDIX A

## 2024 CAMPUS CRISIS TEAM MEMBERS

TITLE	OFFICE LOCATION	PHONE
Chancellor Role: Emergency Coordinator (Primary)	Hale Alaka'i 119A	(808) 235-7401
Vice Chancellor for Academic Affairs Role: Support	Hale Alaka'i 121D	(808) 235-7443
Vice Chancellor for Student Affairs Role: Support	Hale 'Ākoakoa 202	(808) 235-7370
Vice Chancellor for Administrative Services Role: Emergency Coordinator (Secondary)	Hale Alaka'i 120	(808) 235-7403
Dean for Academic Affairs, Division I Role: Support	Hale Alaka'i 121B	(808) 235-7339
Dean for Academic Affairs, Division II Role: Support	Hale Alaka'i 121C	(808) 235-7416
Director of Marketing Communications Role: Emergency Communicator (Primary)	Hale La'akea 242	(808) 235-7374
Facilities Manager Role: Facilities Coordinator	Hale Alaka'i 125A	(808) 235-7369
Safety and Security Manager Role: Response (Lead)	Hale Alaka'i 125	(808) 235-7343
Operational Specialist Role: Emergency Communicator (Secondary)	Hale 'Ākoakoa 130	(808) 462-4715
Executive Assistant to the Chancellor Role: Scribe (Secondary)	Hale Alaka'i 119	(808) 235-7401
Executive Assistant to the VCAS Role: Scribe (Primary)	Hale Alaka'i 120	(808) 235-7405

# APENDIX B

## 2024 Campus Security Authorities for Windward Community College

LAST NAME	FIRST	TITLE/POSITION	LOCATION	PHONE
AKINA	Sarah	Interim Dean Academic Affairs D-1	Hale Alaka'i 121D	235-7339
ALO	Kaahu	Student Life Counselor	Hale 'Ākoakoa 232	235-7354
BEATSON	Bonnie	Director-Marketing and Public Relations	Hale La'akea 242	235-7374
BENSMAN	LisaMarie	Department-Social Science Chair	Hale Na'auao 124	236-9232
BROWN	Jennifer	Vice Chancellor for Student Affairs	Hale 'Ākoakoa 202A	235-7370
BRUBAKER	Patricia	Manager-Media Distribution	Hale La'akea 242E	235-7301
CHING	Sherry	Campus Maintenance Officer	O/Me	235-7444
CHO	Karen	Personnel Officer	Hale Alaka'i 120B	235-7404
DIAZ	Maria-Elena	Interim CCE Director	Hale Kuhina 103A	235-7361
DOLLAR	Jolie	Uluwehi Ag. Coordinator	Hale Uluwehi	235-9245
DOIGUCHI	Farah	Registrar	Hale Alaka'i 112B	235-7430
ESCHENBERG	Ardis	Chancellor	Hale Alaka'i 119A	235-7402
FIEFIA	Koren	Director, TRiO, Educational Talent Search	Hale Akoakoa 210	235-7480
FRY	David	Media Specialist	Hale La'akea 116C	235-7304

LAST NAME	FIRST	TITLE/POSITION	LOCATION	PHONE
GARRETT	Bernie	Counselor/UHWO Specialist	Hale Kakoo 120	235-7325
GILMAN-SUR	Sarah	Head Librarian	Hale La'akea 207	235-7435
INOUE	Roy	TRiO Director	Hale Kako'o 106	235-7453
IWASHITA	Kehau	Early College Coordinator	Hale AkoaKoa 202B	235-7465
KA'ŌPUA	Heipua	Counselor	Hale 'Ākoakoa 205	235-7483
KAHALE	Desrae	Mental Health Counselor	Hale Kako'o 101	235-7393
KELLY	Jenny	Vet Tech Coordinator	Hale Imiloa	235-9166
KAHALEPUNA	Chester	Interim Safety and Security Manager	Hale Alaka'i 125	235-7343
KOO	Ryan	Humanities Dept. Chair and Phi Theta Kappa Faculty Advisor	Hale Pālanakila 134	236-9134
KRUPP	David	Dept. Chair. Natural Sciences	Hale 'Imiloa 104	236-9119
LI	Andy	Manager-Facilities	Hale Alaka'i 125A	235-7369
MIRANDA	Kuulei	Native Hawaiian Counselor	Hale 'Akoakoa 206	235-7474
MOORE	Kalawaia	Associate Professor-Hawaiian Studies	Hale A'o 201	235-7388
O'CONNOR	Dineene	Imaginary Manager	Hale 'Imiloa 135A	235-7350
OZOZOA-AGLUGUB	Mykie	Title IX Coordinator	Hale Kako'o 109	235-7468
PAGAN	Justin	Counselor	Hale Kako'o 127	235-7460

LAST NAME	FIRST	TITLE/POSITION	LOCATION	PHONE
SAMURA	Jerri-Ann	Cashier	Hale Alaka'i 114	235-7407
SANBORN	Tuti	Lecturer-Hawaiian Language	Hale A'o 117	235-9246
SECURITY		Campus Security Department	Hale Alaka'I 113	235-7355
ST. JOHN	Susan	Assistant Professor-English and Language Arts Chair	Hale 'Manale'o 109	236-9236
STILLWELL	Nyan	Imiloa Lab Manager	Hale Imiloa 130	236-9108
SUE	Laura	Math/Business Dept. Chair	Hale Pālanakila 119A	236-9253
SUTHERLAND	Scott	Instructor and Ka Piko Coordinator	Hale La'akea 230	235-7467
SWIFT	Dan	Workforce Coordinator	Hale Akoakoa	235-7357
TANI	Makana	Operations Coordinator	Hale Akoakoa 130	462-4715
TINGKANG	Monique	Vice Chancellor for Administrative Services	Hale Alaka'I 120	235-7403
TESSIER	Nicole	Theatre Manager	Hale Pālanakila 160B	235-7330
TOM	Michael	Professor and Computing Services Coordinator	Hale La'akea 113D	235-7371
TOMASA	Alysa	Counselor	Hale Kako'o 104	235-7488
WILSON	Melanie	Interim Vice Chancellor for Academic Affairs	Hale Alaka'I 121D	235-7443



## APPENDIX D

This guide (February 2020 version) is available online at <https://windward.hawaii.edu/about-wcc/title-ix>





UNIVERSITY *of* HAWAII®

# WINDWARD

COMMUNITY COLLEGE

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