



University of Hawai'i

# Windward Community College



Hale Ākoakoa--"The place to come together, to assemble"

## 2019 Annual Security Report

Includes crime statistics for the period January 1 to December 31, 2018

September 30, 2019

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## INTRODUCTION

### Commitment to Safety and Security

Windward Community College is firmly committed to providing a safe and secure campus environment. Our institution's policies and procedures are designed to ensure that best practices are followed to protect persons and property.

We believe in being proactive in matters of campus safety and security; and, we encourage you to familiarize yourself with the contents of this Annual Security Report (Report; or, ASR). This Report provides information about our Campus Security Department, procedures for reporting crimes, emergency procedures, safety and security programs, important policy statements, and crime statistics—all of which are intended to assist you in making sound decisions about your own personal safety and security.

An ASR is a requirement of all institutions of higher education that participate in Title IV Student Financial Aid programs. As a part of our performance obligations under the federal Clery Act, the Windward Community College's Office of Safety and Security has published this document in accordance with the guidelines set forth in *The Handbook for Campus Safety and Security Reporting* (U.S. Department of Education, 2016 Edition).

### Campus Description and Clery Act Geographical Boundaries

Windward Community College 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.

Buildings plus parking lots in addition to open space and lawn areas occupy Windward Community College's estimated sixty-four acres of on-campus property which 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, Hale A`o Complex (ʻŌpio Kākela, ʻŌpio Kelakela and the "White House"), Hale Mana`opono, Hale Uluwehi, Hale `Imiloa, Hale La`akea, Hale Hōkūlani, Hale Pālanakila, Maintenance Warehouse, Lanihuli Observatory, Hale `Iolani, Hale Manaleo, Hale Na`auao, Hale `Ākoakoa, and Hale Awa with corresponding cottages. This campus does not have buildings or properties classified as non-campus (see campus map in Appendix B).

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 is designated as public property.

The federal Clery Act requires institutions of higher education to define its "geographical boundary" which must include campus-owned and controlled property plus certain public property (such as bus stops and applicable sidewalks and streets from which to access those bus stops). Windward Community College includes the public bus stop below Hale Alaka`i and the applicable sidewalks and portion of Kea`ahala Road in its "geographical boundary" for the purposes of gathering and reporting crime statistics. A campus map depicting our geographical boundary is included in the Appendix section of this report.

## **THE CAMPUS SECURITY DEPARTMENT**

### **Campus Security Administration**

The Office of the Vice Chancellor for Administrative Services is responsible for the executive administration of the Office of Safety and Security for Windward Community College. A full-time Safety and Security Manager oversees the day-to-day security operations in addition to compliance activities related to safety, security, and emergency management. This manager is also the designated “Clery Compliance Officer” for Windward Community College.

### **The Campus Security Department Workforce**

The Campus Security Department consists of uniformed, state-employed University Security Officers (USOs) who are non-sworn/unarmed personnel. USOs are authorized to enforce safety-, security-, and emergency management-related policies and procedures of Windward Community College, the Community Colleges System, and the University of Hawai`i System. USOs are also authorized to take appropriate actions in support of law enforcement from federal, state, and county jurisdictions.

In order to maintain safety as well as maintain order until the arrival of law enforcement, emergency medical services, or other appropriate response professionals, USOs are authorized to (as examples) identify any person on campus jurisdiction, conduct field interviews, maintain the custodial integrity of property that could be classified as evidence, and detain persons until the arrival of law enforcement who will make the final determination for subsequent, formal arrest or remand for campus disciplinary referral.

### **Campus Security Workforce Training**

University Security Officers (USOs) are designated by the campus administration as “Campus Security Authorities” (CSAs) as required under the federal Clery Act; and, receive specific training on their role, responsibilities, and duties as CSAs.

Additionally, they are licensed professionals under State of Hawai`i law (Hawai`i Revised Statute Chapter 463-10), which require a specific training regimen as prescribed by the Board of Private Detectives and Guards, State Department of Commerce and Consumer Affairs-Professional Licensing Division (also referred to as DCCA-PVL).

In addition to completing the Campus Security Authorities and licensure training requirements, USOs must also complete training on the following: Cardiopulmonary resuscitation, first aid, automated external defibrillator, non-violent crisis intervention, defensive training, safe operation of motorized vehicles, safety measures to mitigate against blood-borne pathogen exposure, and safety measures in response to hazardous materials exposure. Additionally, Campus Security Department personnel are briefed on administrative notification protocols when responding to a call involving a sexual assault, domestic violence, dating violence, or stalking.



Lastly, Windward CC is part of the University of Hawai'i System (UH System), which is considered part of a recognized branch of State of Hawai'i government. Therefore, all campuses under the UH System must meet the same U.S. Department of Homeland Security first responder protocols as any other state and local government first responder agency is required to do in the application of the National Incident Management System and the Incident Command System. The Office of the Vice President for Community Colleges determines the level of training that is required for various campus personnel who are directly engaged in campus emergency response and management functions.

## **Contracted Security Workforce**

Windward Community College utilizes contracted security personnel (also non-sworn/unarmed) to supplement the Campus Security Department workforce. Contracted security personnel have the same professional licensure requirements as the State-employed workforce. Additionally, in accordance with the federal Clery Act, contracted security personnel are also designated Campus Security Authorities and receive the same formal Campus Security Authorities training that is provided to the State-employed workforce; and, are also trained on campus protocols when responding to a call involving a sexual assault, domestic violence, dating violence, or stalking. Contracted personnel, through their company, receive training on the following: Cardiopulmonary resuscitation, first aid, automated external defibrillator, safe operation of motorized vehicles, and safety measures to mitigate against blood-borne pathogen exposure. Contracted security personnel are authorized to summon police, fire, and emergency medical services as deemed necessary.

## **Law Enforcement Jurisdiction**

Law enforcement jurisdiction in the State of Hawai'i (State) is unique compared to other mainland states. Under Hawai'i State law (Hawai'i Revised Statute Chapter 52D-5), the police department for each county has primary law enforcement authority to enforce both State law and county ordinances within their respective county jurisdiction (in Hawai'i, a county is generally comprised of an island or group of islands).

On the island of O'ahu, upon which Windward Community College resides, the Honolulu Police Department has the jurisdictional authority to respond to all calls for law enforcement services on State property as well as on City and County of Honolulu property. Therefore, our campus calls upon the Honolulu Police Department (911 Police) for all matters requiring law enforcement presence.

The State of Hawai'i Sheriff Division (Sheriff) is under the State's Public Safety Department. The Sheriff has law enforcement authority similar to each county's authority; however, the Sheriff generally defers all primary enforcement duties to their respective county police department. When needed, the Sheriff provides the secondary support to county law enforcement personnel.

On a day-to-day basis, the Sheriff provides law enforcement services for the corrections and judiciary systems in addition to court document service. Upon request, the Sheriff will provide programmatic support to State agencies/offices (examples: crime reduction visits, joint outreach and education programs).

## **Campus Security Department Jurisdiction**

The Campus Security Department response jurisdiction is limited to campus-owned and controlled property. Because Windward Community College's security workforce is non-sworn, the Honolulu Police Department is called upon for all law enforcement functions and all citable traffic violations (e.g., parking in a handicap stall without a permit and fire lane violations, as examples).

Buildings/property which are owned by Windward Community College, but, leased and wholly controlled by the lessor, fall under the first responder jurisdiction of the Honolulu Police Department. However, as an established best practice, Campus Security Department personnel will communicate with the responding police officers in addition to the lessee's security workforce points of contact as a preparedness measure should the situation escalate and migrate into the Campus Security Department's jurisdiction.

## **Relationships with Law Enforcement Agencies**

Windward Community College's Campus Security Department has no formal memorandum of understanding or agreement among law enforcement agencies. However, the University of Hawai'i's President (on behalf of the six O'ahu island campuses) entered into a memorandum of understanding with the Honolulu Police Department (City and County of Honolulu) related to communications protocols and procedures regarding reports of sexual assault on campuses. The MOU is intended to promote mutual cooperation in communicating about, and responding to, reports of sexual assaults occurring on campuses in order to enhance the aid rendered to victims, the effectiveness in their respective investigations, and the overall safety of the campus population.

The University of Hawai'i, is considered an executive branch of State government; and, is identified in State- and federal-level disaster management plans along with other State and local offices and departments in addition to the various State and local law enforcement entities (e.g., local police, the State Sheriff, the State Attorney General enforcement, the State Department of Land and Natural Resources enforcement, State Harbors enforcement, as examples).

These law enforcement agencies are also members of the State Law Enforcement Coalition (SLEC). Various members of the SLEC have offered their services to support Windward Community College's past, annual "Ho'olaule'a" events. SLEC members continue their support services to our campus' annual Palikū Arts Festival in addition to other special events such as the recent 2019 Apollo 11 Family Space Fest.

These cooperative and collaborative opportunities between law enforcement personnel and campus security personnel have strengthened relationships with our law enforcement partners upon whom this campus depends for both on- and off-campus criminal intelligence, crime trends, and information on other adverse activities that may affect the campus community and campus operations. Additionally, this relationship ensures their cooperation in keeping Windward Community College informed of those specific crimes for which the campus has an obligation to issue a timely warning to the campus community. Our professional relationships are further strengthened through continuous joint exercises, training, and statewide disaster planning.



## **Campus Security Services**

Windward Community College offers comprehensive security services on a 24-hour, 7-day-a-week, year-round basis. Major security service areas include, but, are not limited to:

- General campus information, guidance, and direction;
- Initial campus response to emergencies and crisis situations;
- Campus response to other incidents and issues requiring security personnel assistance;
- Facilities opening and closures;
- Preventive patrols (on foot and/or by motorized vehicle);
- Safety escorts from/to specified campus locations.

**Security can be reached at (808) 235-7355**

**or by**

**Dialing “355” from an internal phone unit.**



## **CRIME STATISTICS AND CRIME LOG**

### **Crime Statistics Disclosure Requirements**

The Clery Act requires an institution of higher education to publicly disclose its annual crime statistics. The crime statistics in this Annual Security Report (Report; ASR) reflect data for the years 2018, 2017, and 2016 (from January 1 to December 31 of each year). The three sources of crime statistics for this Report come from the Campus Security Department and Campus Security Authorities in addition to the Honolulu Police Department, the State Sheriff, and the State Land and Natural Resources. All disclosure documentation are archived by the Safety and Security Manager who is located at Hale Alaka'i, room 125.

### **Crime Reports and Statistics from Campus Security Authorities**

In addition to security or police personnel, the Clery Act requires an institution to identify individuals or offices with significant responsibility for student and campus activities. These people/offices are referred to as Campus Security Authorities (CSAs). Twice a year (ideally before each semester), the campus administration reviews the list of CSAs—adding new designees and/or removing those whose functions no longer falls under the CSAs criteria.

All CSAs receive initial training on their roles and responsibilities; and, as a part of their training, they are provided with a crime reporting form. The Safety and Security Manager is responsible for collecting crime reports from CSAs—whether in person, delivered via Campus Security Officers, delivered directly to the Manager, or whether transmitted via a phone call.

A list of Windward Community College's CSAs is included in this report's appendix section. A printed list is available at the Campus Security-Department office located in Hale Alaka'i, Room 113 or at the Safety and Security Manager's office (Hale Alaka'i, Room 125). We ask that you call the Campus Security Department in advance at (808) 235-7355, as security personnel may be temporarily called out of office (the Manager can be reached at (808) 235-7343). For access convenience, an electronic list can be downloaded from the Campus Security Department website at: <https://windward.hawaii.edu/security/>

### **Crime Statistics from Law Enforcement Agencies**

The Safety and Security Manager is responsible for coordinating activities related to the collection of annual crime statistics. Although the primary source of statistical data comes from the Campus Security Department, some crimes are reported directly to law enforcement and not to Campus Security personnel. To ensure accurate crime statistics, good-faith effort is made to obtain data from the:

- Honolulu Police Department-City and County of Honolulu (designated first responder for all state and local jurisdictions)

- Department of Public Safety-Sheriffs Division- State of Hawai'i (designated support responder to police; lead agency for corrections and judicial enforcement in addition to judicial document service)
- Department of Land and Natural Resources, Division of Conservation and Resource Enforcement- State of Hawai'i (designated support responder to police on matters involving conservation lands; lead agency for outreach programs for certain protected lands jurisdictions which is adjacent to Windward Community College property)

PLEASE NOTE that only the statistics are collected. No identifiable information on the victim or subject/suspect is disclosed.

## Daily Crime Log

All crimes that are reported to the Campus Security Department are entered into a Daily Crime Log. The Windward Community College Safety and Security Manager is responsible for the update and maintenance of the Crime Log (Log).

The Log (in hardcopy format) is available for public viewing at the Campus Security Department at Hale Alaka'i, Room 113. We ask that you call the Campus Security Department in advance at (808) 235-7355, as all personnel may be temporarily out of office on a service call. The Log is also available for view at Safety and Security Manager's office (Hale Alaka'i, Room 125). As with the Campus Security Department, we ask that you call the manager in advance as the manager may be temporarily out of office.

The Log contains information such as the crime classification, a case report reference number, the date/time the offense was reported, the date/time the offense occurred, the general location of the incident, and the disposition of the case. This Log does not depict any personal, identifying information.

There is an exception that would cause an entry not to appear in the Log. The following are the conditions of that exception:

- If the entry were to jeopardize an ongoing investigation;
- If the entry were to jeopardize the safety of an individual;
- If the entry were to cause a suspect to flee or evade detection; or,
- If the entry would result in the destruction of evidence.

Once the Vice Chancellor for Administrative Services receives information that confirms there no longer exists any harmful effect by the act of entering information into the Daily Crime Log, the entry shall be made. This procedure is consistent with *The Handbook for Campus Safety and Security Reporting* (U.S. Department of Education, 2016 Edition).

## Review and Analysis of Crime Statistics and Monitoring Non-Campus Criminal Activity

Crime statistics, from all available sources are regularly reviewed by the Safety and Security Manager for indicators of crime patterns and crime trends. These statistics are useful in considering enhancements to existing safety and security programs and security systems (or useful in the development of new crime prevention programs or security systems).

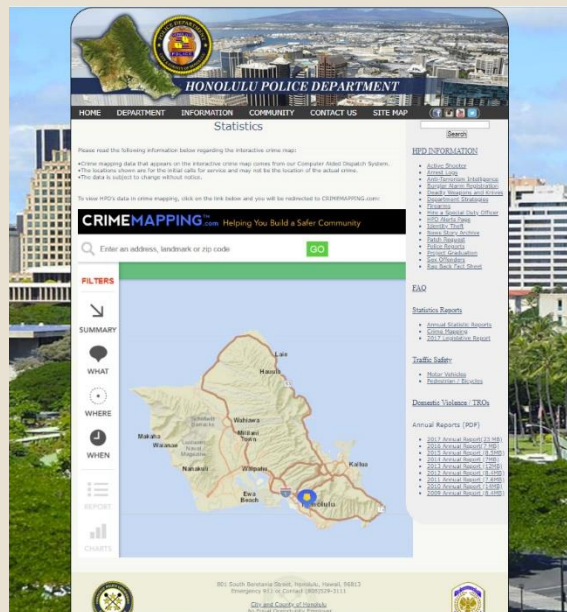
Windward Community College has no recognized, non-campus student organization locations, therefore the campus has no formal agreement with the Honolulu Police Department related to monitoring and evaluating criminal activity of students (at such locations). However, our Campus Security Department has maintained a professional relationship with police personnel who provides information on crime trends and criminal activity in the district which potentially could migrate onto campus property.

## Publicly Available Police Crime Mapping Tool

The Honolulu Police 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.php?page=crimemapping>





## **THE ANNUAL SECURITY REPORT (ASR)**

### **Annual Security Report Publishing and Dissemination**

The Campus Safety and Security Manager coordinates the data collection, publishing, and dissemination of the Windward Community College 2019 Annual Security Report (ASR). Email notification is sent to all current students, faculty, and staff on the availability of the ASR in either in electronic form or hardcopy version; and, where to obtain them. Additionally, a PDF document is attached to the notification email for immediate download.

New students and new employees are informed about the availability of the ASR during orientation sessions. Information on the current ASR is also included in general correspondence for external inquiries about Windward Community College programs. Prospective students, prospective employees, and the general public may request either an electronic version or a hard copy of the ASR from the Safety and Security Manager by writing to or contacting:

Windward Community College  
Safety and Security Manager  
Hale Alaka'i, Room 125  
45-720 Kea'ahala Road  
Kāne'ohe, Hawai'i 96744  
Phone: (808) 235-7343  
Email: fchamb@hawaii.edu

The following are other methods of distribution:

- Posting on the Campus Security Department website; a public link to download the entire document: <https://windward.hawaii.edu/security/>
- Hardcopy from the Campus Security Department office or Safety and Security Manager's office (located in Hale Alaka'i rooms 113 or 125 respectively) from 8:00 am to 4:00 pm, Monday through Friday

### **Annual Security Report Point of Contact Information**

All communication related to this ASR are to be addressed in writing to the following office:

Windward Community College  
Attention: Safety and Security Manager  
Hale Alaka'i, Room 125  
45-720 45-720 Kea'ahala Road  
Kaneohe, Hawaii 96744

NOTE: Should there be any amendment to this ASR, an email notification will be sent to the campus community with the amended PDF document attached. The bottom of the covert page will reflect the text: "Revised as of [Date]." The revised version will also be posted on the campus website for public download.

## EMERGENCY RESPONSE AND EVACUATION PROCEDURES

### The Campus Crisis Management Team

The Windward Community College's Campus Crisis Management Team (CCMT; Team) consists of members of the campus administration plus support personnel. This Team is responsible for the management of an emergency to include the coordination of actions and management of response resources during incidents that have (or have the potential) to cause significant disruption to campus operations. All CCMT members and support personnel receive training on the development and dissemination of emergency notifications and timely warnings to the campus community.

Upon verification of an immediate threat, a significant emergency, or dangerous situation, the Safety and Security Manager (or designee) notifies the first available member of the CCMT. This member may call upon other Team members based on the anticipated actions that will need to be initiated. Such actions include an emergency notification, a timely warning, or a safety advisory to the campus community. Note that names of victims or other identifying information will not be disclosed in emergency notifications or timely warnings.

#### WINDWARD COMMUNITY COLLEGE'S CAMPUS CRISIS MANAGEMENT TEAM MEMBERS

TITLE	OFFICE LOCATION	PHONE
Chancellor	Hale Alaka'i, Room 119A	(808) 235-7401
Vice Chancellor for Academic Affairs	Hale Alaka'i, Room 121D	(808) 235-7443
Vice Chancellor for Student Affairs	Hale `Ākoakoa, Room 202	(808) 235-7370
Vice Chancellor for Administrative Services	Hale Alaka'i, Room 120	(808) 235-7403
Dean for Academic Affairs, Division I	Hale Alaka'i, Room 121B	(808) 235-7339
Dean for Academic Affairs, Division II	Hale Alaka'i, Room 121C	(808) 235-7416
Director of Marketing Communications and Emergency Communicator	Hale La`akea, Room 242	(808) 235-7374
Facilities Manager	Hale Alaka'i, Room 125A	(808) 235-7369
Safety and Security Manager	Hale Alaka'i, Room 125	(808) 235-7343



## **Campus Response to Crimes and Emergency Incidents**

### **Primary Point of Contact**

The Campus Security Department is the primary point of contact to report emergency incidents and crimes. Call (808) 235-7355 or extension 355 from an internal phone unit. Campus Security Department personnel will generally do either of the following based on the information received.

- Respond to the scene and assess the area for life safety issues; assess and confirm if there is a significant emergency or dangerous situation involving an ongoing or immediate threat to the health or safety of the campus community; determine if first responders are required and place an immediate call to 911 police-fire-ambulance; and, notify the Safety and Security Manager (or designee) who will notify the first available campus administrator who may initiate additional campus actions such as issuing an emergency notification or timely warning to the campus community
- Based on the information provided, initiate an immediate call to the appropriate first responder agency while on the way to respond to the scene; upon arrival, assess the area for life safety issues; assess and confirm if there is a significant emergency or dangerous situation involving an ongoing or immediate threat to the health or safety of the campus community; and, notify the Safety and Security Manager (or designee) who will notify the first available campus administrator who may initiate additional campus actions such as issuing an emergency notification or timely warning to the campus community

### **Secondary Point of Contact**

The Campus Security Authorities (CSAs) are the secondary points of contact to report emergency incidents and crimes. Note that they may on occasion, based on their function, be the first available persons that a victim or reporting party calls upon. The CSAs will record as much information as possible and will do either of the following based on the information received.

- Immediately call 911 police-fire-ambulance if there appears to be a life safety issue or a significant emergency or dangerous situation involving an immediate threat to the health or safety of the campus community, then, place a call to Campus Security Department personnel so that they can meet the first responders and guide them to the victim/reporting party's location quickly. Campus Security Department personnel will notify the Safety and Security Manager (or designee) who will notify the first available campus administrator who may initiate additional campus actions such as issuing an emergency notification or timely warning to the campus community
- Call Campus Security Department personnel who will make an assessment to determine if there are life safety issues and/or significant emergency or dangerous situation involving an ongoing or immediate threat to the health or safety of the campus community and place an immediate call to 911 police-fire-

ambulance if required; and, notify the Safety and Security Manager (or designee) who will notify the first available campus administrator who may initiate additional campus actions such as issuing an emergency notification or timely warning to the campus community

In the event a situation arises in areas/properties adjacent to, or close to, the campus' Clery Act geographical boundary, Campus Security Department personnel will conduct an assessment to determine if there are life safety issues and/or a significant emergency or dangerous situation involving an ongoing or immediate threat that has the potential to affect to the health and safety of the campus community. Security personnel will place an immediate call to 911 police-fire-ambulance as required; and, notify the Safety and Security Manager (or designee) who will notify the first available campus administrator who may initiate additional campus actions such as issuing an emergency notification or timely warning if deemed necessary. If the other jurisdiction's personnel (or their security) have not yet arrived, our Campus Security personnel will stand by until their arrival; or, until the arrival of the first responder personnel.

If any incident (that occurs in the above described jurisdictions) involves a suspect or subject who is a student, faculty, or staff member, the Safety and Security Manager (or designee) will notify the Vice Chancellor for Administrative Services in addition to the Vice Chancellor for Student Affairs (for students), the Vice Chancellor for Academic Affairs (for faculty), or the Human Resources office (for staff).

## **Emergency Notifications**

Campus Security Department personnel are authorized to verify a reported incident and to confirm that there exists an immediate threat to the health and safety of the campus community. Examples of incidents that pose an immediate threat can include, but are not limited to, an active shooter, a large hazardous material release, a fast-spreading fire, or a sexual assault in which the suspect not in custody.

Upon receiving notification from Campus Security personnel of a confirmed threat, the Safety and Security Manager (or designee) will immediately notify the first available Campus Crisis Management Team (CCMT) member. This member may convene other available team members to include those with skills in developing emergency notification messages.

The Campus Crisis Management Team member(s) 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 Windward Community College 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 Twitter and FaceBook); students, faculty, and staff 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
- Phone-tree calls to designated Campus Security Authorities who will notify other programs or offices in person or by phone
- Windward Community College broadcast email
- Announcement through the outdoor loudspeakers

If the circumstance of the incident appears to have the potential to affect areas outside the campus geographical boundary, the Campus Crisis Management Team will also ensure that information is provided to any other appropriate first responder agency and the neighboring agencies and organizations.

Windward Community College will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, 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.

For emergency notifications, you can expect at least one follow-on message regarding the status of the incident. As an example, a follow-on message may state that the person who caused the threat has been taken into custody by the police. .

## **Timely Warning**

Campus Security Department personnel are authorized to assess a reported incident and to confirm that there exists a significant emergency or dangerous situation to the health and safety of the campus community. The intent of a timely warning is to provide you with information that can assist you in making sound decisions about your own personal safety. Examples of situations that constitute a significant emergency or dangerous situation about which you should be informed can include, but are not limited to a sexual assault (with the assailant already taken into custody), a discovery of a classroom which was broken into the night before, or a motor vehicle theft.

Note that information about a sexual assault victim's identity is kept confidential and will not appear in any timely warning. Timely warnings are intended to provide sufficient information to aid in the prevention of similar occurrences. If a report of a sexual assault is reported by a pastoral or professional counselor, Windward Community College is not required under the federal Clery Act to issue a timely warning. However, depending on the incident, the Campus Crisis Management Team may deem a timely warning necessary to prevent a similar occurrence.

Upon receiving notification from Campus Security personnel of a confirmed significant emergency or dangerous situation, the Safety and Security Manager (or designee) will immediately notify the first available Campus Crisis Management Team (CCMT) member who may convene other available team members to include those with skills in developing timely warning messages. The Campus Crisis Management Team member(s) will determine:

- The content of the timely warning; and,
- By what means the timely warning is to be disseminated.

Note that victim information is not disclosed in warnings. Warnings are intended to aid in the prevention of similar occurrences. Timely warnings for Windward Community College can be issued through any or all of the available means as follows:

- University of Hawai'i System's "UH Alert System" (with SMS/text and emergency email capabilities in addition to Twitter and FaceBook); students, faculty, and staff 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
- CCMT initiated phone calls to designated Campus Security Authorities who will notify other programs or offices in person or by phone
- CCMT initiated broadcast email
- CCMT initiated posting on social media such as Facebook and Twitter
- Announcement through the outdoor loudspeakers

The CCMT may consider a courtesy notification to the neighboring agencies and organizations, and/or the greater community by way of established call lists.

## **Safety Advisories**

A safety advisory will usually be issued when a reported incident is determined not to have any threat to the campus community; but, the elements of the incident could provide the campus community with valuable information that would help in their personal preparedness planning. Safety advisories are generally disseminated through the campus broadcast email system.

An example would be a car fire near a propane tank. The car fire is quickly extinguished and the potential threat of a propane explosion is abated. A safety advisory would not only warn that there will be delays in exiting the parking lot; it would also provide recommended courses of action should a person find themselves near a similar incident.

## **Evacuation and Sheltering Procedures**

### **Evacuation**

If an evacuation from a structure is required (e.g., a fire incident), the fire detection system will sound an alarm. Upon hearing this alarm, proceed to the nearest exit as well as follow any instructions provided to you by Campus Security Department personnel and/or faculty and staff.

Evacuation locations are dependent on many factors. The location choice will be determined based on the information received such as the incident area and the type/severity of the emergency. Therefore, we recommend that you be especially alert to instructions provided to you by campus officials and act quickly upon their guidance and direction. If there is no location provided to you, exit the area away from the threat (if it is a fire, find a location away from the direction of the smoke).

From time to time, the campus will conduct a fire drill to test the readiness of both the campus response personnel and the campus community. It is important that these drills are taken seriously; and, that you actively participate in the evacuation processes. Drills provide valuable information on issues that can arise during evacuation. This information is used to make improvements to evacuation procedures and the training on procedures.

### **Sheltering and What You Can Do for Your Own Personal Safety**

Should there be an incident that requires seeking immediate shelter or sheltering-in-place (e.g., an incident involving a person with a knife or gun), the Campus Crisis Management Team will, based on the assessment of Campus Security Department personnel or other Campus Security Authorities, initiate an emergency notification.

If you are confronted with such an immediate, threatening situation, Windward Community College recommends that you utilize the “Avoid, Deny, Defend” (ADD) concept which has been adopted by the Honolulu Police Department.

To learn more about your personal safety options during such a confrontation, go to the internet to view the “Avoid, Deny, Defend” video: [www: http://www.avoiddenydefend.org/](http://www.avoiddenydefend.org/)

Although the video scenario is for an active shooter incident, the “ADD” concept can be applied to other situations involving an immediate threat to your health and safety.

## REPORTING AN EMERGENCY OR CRIME

### Reporting Options

There are several ways to report an emergency or to report a crime to the Windward Community College Campus Security Department which operates 24 hours per day, 7 days a week.

### Reporting By Phone

To reach Campus Security by phone, **call (808) 235-7355**. If you are calling from a campus phone, you can dial 355. You will be connected directly to a University Campus Security Officer or, on occasion, another campus official. Should the circumstances require the immediate need for police, firefighters, or emergency medical services, please **call 911** first; then, take an extra 10 seconds to call security. Our officers will prepare to meet and guide the responders to your location as quickly as possible.

### Reporting In Person

Security personnel can also be reached in person. The Campus Security Department office is located in Hale Alaka'i, Room 113. However, it is recommended that you call (808) 235-7355, first. At any given time, the on-duty officer may be located elsewhere on the campus.

### Reporting Emergencies and Crimes to Campus Security Authorities

Emergencies and crimes can also be brought to the attention of Campus Security Authorities (CSAs). A hardcopy list of CSAs can be obtained from the Campus Security Department located in Hale Alaka'i, Room 113. There is also a list of CSAs included in the appendix section of this Annual Security Report. The list of CSAs can also be downloaded from the Campus Security website: <https://windward.hawaii.edu/security/>

### We Encourage Prompt Reporting of Crimes

If you are a victim or a witness to a crime, please call Campus Security immediately at (808) 235-7355 from an external phone; or, 355 from a campus phone unit. If there is an urgent need for a first responder, call 911 first; then, call Campus Security so they can guide the first responders quickly to the proper location. Your prompt action could save a life as well as assist us in issuing an emergency notification or timely warning if the situation merits such a notification or warning.

We encourage accurate and prompt reporting of all crimes to the campus security department (or 911 police, fire, ambulance) when the victim of a crime elects to, or is unable to, make such a report.



## **CONFIDENTIAL REPORTING**

### **Respecting the Victim's Rights**

Windward Community College will respect your rights as a victim (or reporting party). If you are victim of a crime and do not want to pursue formal action within the institution's disciplinary system or with the criminal justice system, you may still want to consider filing a confidential report.

The reason for encouraging confidential reporting is so that the campus administration can take specific measures to ensure the future safety of the victim and others as well as ensure everyone's educational interests.

When asked to do so, Campus Security Department personnel or Campus Security Authorities can file a confidential report, which will restrict identity information to only those who have direct roles and responsibilities campus safety and security processes.

We encourage all reports be filed as quickly as possible. If the situation deems necessary, the campus administration can act swiftly to initiate an emergency notification or timely warning to the campus community. No personal identifying information will be disclosed in the emergency notification or timely warning; only sufficient information that would assist someone in making informed personal decisions for their own safety and security.

### **Pastors and Professional Counselors are Encouraged to Inform Victims of Confidential Reporting Options**

Although the Clery Act does not require pastoral and professional counselors to be designated as Campus Security Authorities, they are encouraged, if and when they deem it appropriate, to inform the person (who is seeking counseling) of Windward Community College's procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

Windward Community College has designated, trained personnel who fully understands the victim's right for confidential reporting (see Appendix A for our campus' designated "Campus Security Authorities" who can help you file a confidential report).

### **By-Stander Reporting is Encouraged**

If you see something, please say something. By-standers, who witness or know of an emergency situation or crime, are encouraged to report it to the Campus Security Department. The safety and security of Windward Community College's campus community begins with YOU.

We encourage you to say something:

- If someone is injured or ill;
- If you see or smell smoke or fire;

- If you see or hear of any sexual misconduct, domestic or dating violence or stalking;
- If you see someone being hurt, harassed, or bullied;
- If you see a crime in progress such as someone stealing, causing damage, driving while under the influence of any substance that impairs their ability to safely operate a vehicle;
- If you see someone place a substance in someone else's drink;
- If you see something that does not look right to you;
- If you see someone that appears suspicious to you.

By-standers should avoid assuming that someone else has made or will contact the police or Campus Security. The others could be assuming the same thing. Every call—even with partial information—is important. Each call could be the piece of a big puzzle and could provide a critical piece of information for the first responders and security personnel.

Most importantly, consider your own safety and security. Windward Community College has personnel who are trained and experienced in handling crisis situation. We do not recommend that a by-stander undertake any physical confrontation. If you see or know of something, please call Campus Security immediately at (808) 235-7355 from an external phone; or, 355 from a campus phone unit. If there is an urgent need for a first responder, call 911 first; then, take an extra 10 seconds to call Campus Security so they can guide the first responders quickly to the proper location.

Your prompt action could save a life as well as assist us in issuing an emergency notification or timely warning if the situation merits such a notification or warning.

## **IMPORTANT CONTACT INFORMATION FOR WINDWARD COMMUNITY COLLEGE**

Campus Security Department  
Security Services  
Hale Alaka'i 113  
Phone: (808) 235-7355

Karla Silva-Park  
Title IX Coordinator  
Hale `Ākoakoa 220  
Phone: (808) 235-7468, Email: [karlas@hawaii.edu](mailto:karlas@hawaii.edu)

Karen Cho  
Deputy Title IX Coordinator for Employees  
Hale Alaka'i 120  
Phone (808) 235-7404, Email: [kcho@hawaii.edu](mailto:kcho@hawaii.edu)

Desrae Kahale  
Mental Health Counselor  
Hale Kako'o 101  
Phone (808) 235-7393, Email: [dkahale3@hawaii.edu](mailto:dkahale3@hawaii.edu)

Kaahu Alo  
Title IX Confidential Advocate and Student Life Counselor  
Hale Akoakoa 232  
Phone: (808) 235-7354, Email: [kaahualo@hawaii.edu](mailto:kaahualo@hawaii.edu)

Domestic Violence Action Center  
Campus Survivor Advocate  
Hale Kako'o 110  
Phone: (808) 294-5483, Email: [chelseys@stoptheviolence.org](mailto:chelseys@stoptheviolence.org)

Office for Civil Rights (OCR)-Seattle Office  
U.S. Department of Education  
915 Second Avenue Room 3310  
Seattle, Washington 98174-1099  
Phone: (206) 607-1600; FAX: (206) 607-1601; TDD: (800) 877-8339  
Email: [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov)

U.S. Department of Justice Civil Rights Division  
950 Pennsylvania Avenue, N.W.  
Educational Opportunities Section, PHB  
Washington, D.C. 20530  
Phone: (202) 514-4092 or (877) 292-3804 (toll-free); Fax: (202) 514-8337  
Email: [education@usdoj.gov](mailto:education@usdoj.gov)

## Where to Find Information on Registered Sex Offenders

The walk-in location to obtain information on registered sex offenders is: Hawai'i Criminal Justice Data Center, Kekuanaoa Building, 465 S. King Street, Rm. 102, Honolulu, Hawai'i 96813. Office hours are 7:45 am to 4:30 pm HST; Monday through Friday, except State Holidays. Phone: (808) 587-3100 for directions or other information.

For on-line access to the search site, go to:

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

## Community Assistance Programs and Resources

(Information above current as of September 24, 2019)

AGENCY OR ORGANIZATION	CONTACT NUMBERS
Police, Fire, or Emergency Medical Services	911
Ala Kuola (victim assistance in obtaining a TRO) <a href="https://www.alakuolahawaii.com/">https://www.alakuolahawaii.com/</a>	(808) 545-1880
Alcoholics Anonymous <a href="http://oahucentraloffice.com/">http://oahucentraloffice.com/</a>	(808) 946-1438
ASK Aloha United Way (statewide referral service) <a href="https://www.auw.org/">https://www.auw.org/</a>	211 or (877) 275-6569
Child Welfare Services and Child Abuse or Neglect <a href="https://humanservices.hawaii.gov/ssd/home/child-welfare-services/">https://humanservices.hawaii.gov/ssd/home/child-welfare-services/</a>	(808) 832-5300
Domestic Violence Action Center (victim legal representation) <a href="https://domesticviolenceactioncenter.org/">https://domesticviolenceactioncenter.org/</a>	(808) 531-3771
Domestic Violence Support & Shelter Access Line 24/7	(808) 526-2200
Family Court Protective Order (Hawaii State Judiciary self-help) <a href="https://www.courts.state.hi.us/self-help/help">https://www.courts.state.hi.us/self-help/help</a> (select "Protective Orders" from the list)	(808) 538-5959
Hawaii Immigrant Justice Center (by Legal Aid Society of Hawaii) <a href="https://www.legalaidhawaii.org/immigrant-justice-center.html">https://www.legalaidhawaii.org/immigrant-justice-center.html</a>	(808) 536-4302
National Domestic Violence Hotline	1-800-799-7233 TTY: 1-800-787-3224 Hearing impaired video: 1-855-812-1001
O'ahu Family Peace Center <a href="https://pacthawaii.org/">https://pacthawaii.org/</a> (go to the bottom of the page; select "Oahu")	(808) 832-0855
Sex Abuse Treatment Center Hotline <a href="http://satchawaii.com/">http://satchawaii.com/</a>	(808) 524-7273
Volunteer Legal Services Hawaii <a href="https://www.vlsh.org">https://www.vlsh.org</a>	(808) 528-7046
Windward Community College Mental Health & Wellness Counselor Windward Community College on-campus services	(808) 235-7393

## **CAMPUS EMERGENCY RESPONSE AND EVACUATION PLANNING AND EXERCISING**

### **Emergency Planning**

Windward Community College operates on the sound emergency planning philosophy of the Federal Emergency Management Agency which advocates a cyclical approach (respond, recover, mitigate, plan and improve for the next response). The Campus Crisis Management Team's Emergency Response and Evacuation Plan (Plan) undergoes annual review and testing to validate the Plan's protocols and procedures.

Testing the validity of our Plan takes the form of annual exercises and drills to not only determine the readiness of the Campus Crisis Management Team; but, to determine the readiness of the campus emergency response workforce, as well as the campus community. Exercises and drills help to identify any process gaps that need to be improved. At Windward Community College, the campus community can expect exercises and drills to be announced or unannounced. However, measures are taken by the administration to ensure that educational disruption is minimized.

On April 26, 2019, Windward Community College held a combined tabletop exercise and an actual building lockdown based on a scenario involving a report of a male (actor) threatening harm with a large knife. The Campus Crisis Management Team (CCMT) tested the validity of its response processes which also included determining the elements of an emergency notification to the campus community (the text content and the means of delivery). As a part of the tabletop scenario, the CCMT monitored the lockdown drill activities of Kako`o building; and, conducted notional notifications to UH System officials.

The scenario for this tabletop exercise was designed to have a campus-wide effect. The scenario location began with an irate male (armed with a wooden stick to nationalize a large knife) standing on the sidewalk across Hale Kako`o. The male, then, walked across the street to the front entrance stairway and continued his threats. On a day-to-day basis, Hale Kako`o occupants include faculty/staff in their offices as well as student members of TRIO (a student support program). If an actual incident such as this should occur during normal operational hours, there would be a significant population of students, faculty, and staff in the building as well as people approaching the building for services or appointments. A real life scenario such as this would impact the rest of the campus' ability to function based on the male's ability to move toward other buildings.

The tabletop exercise included a practicum for personnel who are authorized to send emergency notifications and timely warning messages for Windward Community College. An actual test message was sent through the UH Alert System. This was an opportunity for the CCMT to utilize the UH Alert System's most recent upgrades, which added social media composition capabilities in addition to the existing SMS/text and email composition capabilities.

The outcomes of this tabletop exercise included:

- Increased CCMT capabilities to assess a fast-moving incident and to quickly develop an emergency notification message utilizing the upgraded features of the UH Alert System
- CCMT utilization of support staff to remain in communication with personnel who were sheltered-in-place and had visual contact with the "armed" male; and,
- The need to research the capability (and cost) of utilizing existing the IP desk phone units as an intercom for emergency announcements.

Windward Community College follows prescribed exercise planning processes and protocols to ensure that all activities meet the performance requirements for emergency preparedness functions under the Clery Act.

One of the prescribed processes included several, scheduled notifications to the campus community (via campus-wide email) regarding information about the exercise: The exercise date and description, what part of the emergency plans are being tested/validated, the participants, the scenario, what the campus community can expect prior to, during, and after the exercise, and where to find a current copy of the public emergency procedures.

To assist our campus community in developing a personal emergency plan that can be utilized anywhere, we recommended viewing or downloading a guide from the Hawaii Emergency Management Agency (HEMA) website at: <http://dod.hawaii.gov/hiema/>. Click on the tab entitled “Get Ready” where you will find preparedness information in addition to information about tsunami evacuation zones and how to receive direct alerts/notifications from the City and County of Honolulu’s Department of Emergency Management.

### **Testing of Emergency Notification and Safety Systems**

Throughout the year, Windward Community College tests its various emergency notification systems such as the fire alarm system, the UH Alert System, and safety systems such as fire hydrants, emergency power and lighting units.

The majority of the testing is scheduled such that it minimizes disruption to the campus community. However, there may be occasions where an audible alarm must be activated in order to test and/or conduct maintenance. The campus community will receive advance notice through the campus non-emergency, email broadcast from either the Office of Safety and Security or the Facilities/Maintenance Department. The notification will provide information on what will be tested, the testing duration, what to expect, and point of contact information.



## CRIME AND CRISIS PREVENTION PROGRAMS

Windward Community College's crime prevention programs are based on the dual concept of eliminating or minimizing opportunities to commit crime by: 1) Instituting crime prevention and service programs that encourage students, faculty, and staff to take logical precautions for their own personal safety as well as looking out for the safety of others; and 2) Installing security systems to monitor unauthorized and to provide notification of security issues.

### Campus Crime Prevention and Security Services Programs:

- 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.

As a part of their regular patrol regimen, our University Security Officers (USOs) conduct walk-throughs of various departments and offices to maintain rapport with the campus community. In addition to promoting open-communication, the USOs 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.

- Security Escort Services – Campus Security Department personnel provides a physical escort to or from one campus location to another when circumstances pose a safety and security risk. Our most common escorts are at night when our security personnel either walk alongside a person or persons; or, provide a motorized escort on a security cart. We also provide a courtesy, motorized escort under temporary circumstances involving restricted personal mobility; or, when access to an alternate entry has been compromised (walkway construction as an example). While we strive to meet these escort requests in an efficient manner, we ask for understanding that there may be a slight delay from time to time due to an emergency or need to complete a prioritized task. This service is available year-round, 24 hours a day, 7 days a week. Security can be reached at (808) 235-7355 (or extension 355 from an internal phone unit) to arrange an escort.
- Safety and Security Awareness – Campus Security personnel participate in biennial events and activities to promote safety and security concepts (e.g., Administrative Services Day and Convocation). At the beginning of the fall semester of each year, a "Frosh Camp" is held for new students. Safety and security is one of the topics covered on the agendas. The Campus Security Department website offers downloadable files with safety, security, and crime prevention information—one of which is a campus emergency preparedness guide that provides information on who to call and what to do (based on various threats). The website is: <https://windward.hawaii.edu/security/>

### Windward Community College's Safety and Security Systems:

- 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.

- Fire Detection System–Required by law, all campuses have fire 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.
- UH Alert System–The UH Alert System (UH Alert) is utilized by Windward Community College’s Campus Crisis Management Team (CCMT) as a means to disseminate emergency notifications or timely warnings to the campus community. Once notified of a confirmed incident that merits notification, authorized CCMT members will confer and discuss/prepare the message content.

The UH Alert System is managed by the University of Hawai‘i System’s Information Technology Services Department; and, has the capability to send information in the form of a text message and/or email directly to subscribers who possess a University of Hawai‘i user account. In 2018 the UH Alert System upgrades were initiated. Today, authorized senders of emergency notifications and timely warnings can compose SMS/text and email and social media messages (Twitter and FaceBook) from one platform.

Students, faculty, and staff are encouraged to sign up for the UH Alert System to receive text, email, and social media notification of security issues. The subscription is free to UH Account holders. Depending on your smartphone carrier plan, you may incur a charge to receive messages. We recommend that you check with your phone service provider.

Please note that your UH Alert subscription will be terminated upon departure of your relationship with the University.

## **ACCESS TO CAMPUS FACILITIES**

### **Opening and Closing of Campus Facilities**

Most Windward Community College facilities are open to students, faculty, and staff during the day and during the evening hours when classes are in session. The general public is welcome to attend cultural and recreational events and other functions on campus; however, their access into certain facilities and onto certain common/open areas will be limited to the events’ designated areas which are defined in the event organizers’ facilities use agreement with Windward Community College.

During the times when the campus is officially closed, all buildings are locked and access is limited to only certain faculty, staff, and authorized students.

*“Facilities are secured according to schedules developed by the departments responsible for the buildings’ programs and activities.”*

Facilities are secured according to schedules developed by the department which responsible for the buildings' programs and activities. Security regularly patrols the campus grounds and conducts internal checks of each building to monitor activity. Based on building activity/occupancy the hours for locking the external doors may vary at different times of the year.

The electronic and hard-key access control systems for the campus are a shared responsibility between the campus' Business Office and the Facilities/Maintenance 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 ar padlocks and combination locks). To obtain a key card, fob, or hard key, a Key Request Form must be submitted to the requestor's respective Vice Chancellor or Dean. The Key Request Form can be obtained at the Business Office (Alaka'i room 114C) or on-line at: [https://windward.hawaii.edu/business\\_office/Forms/Key\\_Request\\_812.pdf](https://windward.hawaii.edu/business_office/Forms/Key_Request_812.pdf) .

All locking accessory locking devices/mechanisms (can include padlocks, combination locks, hasps, gate locks) on campus must meet pre-approved standards. It is recommended that the Business Office be consulted before installing a non-campus-issued hasp, padlock, or other privately supplied locking device. Non-standard devices will be removed without notice; and, the department or individual responsible will be charged for any costs incurred for the removal.

The Facilities/Maintenance Department generally conducts routine maintenance of both systems (checking door locks/closers as well as programming electronic locks). Security Department personnel are responsible to conduct periodic checks to ensure that doors are secured after normal campus hours or after scheduled events/activities.

## **Campus Facilities and Safety Measures**

Windward Community College's security personnel also serve as safety officers who take note of hazards that are an issue to health and safety; and, refer the issues to the proper campus department for remediation. Security works closely with Facilities/Maintenance personnel to place warning signage, barricades, or caution tape where needed to ensure adequate warning to the campus community.

The campus community is urged to abide by the warning systems and direction provided by security personnel. Although sometimes inconvenient, the detours that you are asked to take are in the best interest of your health and safety, so that you can achieve your educational goals.

## **IMPORTANT POLICY STATEMENTS**

### **Important Note Regarding Student Conduct Code**

In order to preserve a positive learning environment for all, Windward Community College's Campus Security personnel may request identification of students. Also, if deemed necessary, students may be required to cooperate when they are provided with guidance and direction from Campus Security personnel.

Students at Windward Community College are expected to adhere to University of Hawai'i (UH) Executive Policy 7.208 "Systemwide Student Conduct Code."

Section III Executive Policy: Part C, 2h addresses student interaction with campus officials and law enforcement. This section describes the following violation which may result in a student disciplinary proceeding: "Failure to comply with any directions of UH officials or law enforcement officers acting in performance of their duties and/or failure to provide identification to these persons when requested to do so." Campus security personnel are employed in an administrative capacity to enforce policies/procedures that are intended to ensure the preservation of the educational environment.

Additionally, Section III Executive Policy: Part C, 1 Jurisdiction of the UH Student Conduct Code states that the UH Student Conduct Code also applies to UH sponsored activities, distance/on-line courses and events, and to off-campus conduct that affects the campus community and/or the pursuit of its objectives. It further states that conduct applies from the time of application for admission through the actual awarding of a degree, before classes begin or after classes end, and during periods between terms of actual enrollment (and even if his/her conduct is not discovered until after a degree is awarded).

Students are encouraged to review the extent of the UH Student Conduct Code to avoid any possibility of compromising their and others' educational opportunities. To access UH Executive Policy 7.208 "Systemwide Student Conduct Code," go to <http://go.hawaii.edu/6qj>.

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

As a result of Hawai'i state legislation (SB 134, Act 160, SLH 2018), use of tobacco products are prohibited at all University of Hawai'i campuses and facilities. Effective July 10, 2018, the University of Hawai'i joined more than 2,000 universities and colleges throughout the United States in an effort to provide a healthy environment for all students, faculty, and staff.

Note that "Tobacco Products" include, but are not limited to, cigarettes, cigars, pipes, smoking tobacco, chewing tobacco, and electronic cigarettes and vapes. For more information, go to: <https://www.hawaii.edu/offices/communications/tobaccofree/>

Windward Community College is a proud participant of the Hawai'i Blue Zones Project; and, fully supports this tobacco-free initiative. For information about quitting smoking, the Hawai'i Tobacco Quitline can be reached at 1-800-QUIT-NOW (1-800-784-8669) or go to: <https://hawaiiquitline.org/>.

## **Alcoholic Beverages Policy**

Under Hawai'i law (Hawai'i Revised Statute 281-101.5) and University of Hawai'i Executive Policy EP 11.201, no one under the age of 21 may consume, purchase, or possess liquor/alcohol. Under Hawai'i Revised Statute 712-1250.5 and University of Hawai'i Executive Policy EP 11.202, no one may sell, serve, deliver, or offer liquor/alcohol to a minor.

Consumption and service of alcoholic beverages is forbidden on Windward Community College (Windward CC) 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.

This exception requires the completion of a formal request form (WCC Form 3-7) which can be downloaded from: [https://windward.hawaii.edu/Forms/Alcohol\\_Use\\_Request.pdf](https://windward.hawaii.edu/Forms/Alcohol_Use_Request.pdf). The completed form is to be submitted to the Office of the Chancellor for review and approval. Note that any disapprovals by the Chancellor are final.

Campus Security Department personnel have the authority to detain violators of alcohol laws and policies until the arrival of Honolulu Police Department personnel. The police will make the determination for an arrest or remand back to campus officials for any institutional disciplinary action. Note that a conviction may result in probation, fines, and imprisonment.

## **Illegal Drug and Controlled Substances Policy**

As prohibited under Hawai'i Revised Statute 712 and Executive Policy EP 11.201, Windward CC students, employees, and others are not permitted to be under the influence of, possess, manufacture, distribute, or sell illicit drugs at on-campus properties, at campus-sponsored or approved events, at any building or area contracted for use, or at any campus-sanctioned, off-campus properties.

Windward Community College prohibits illegal use, purchase, sale, or distribution of any illegal drug or substance. Students, faculty, and staff to seek assistance in overcoming any drug, substance, or alcohol abuse. Early recognition and treatment are important for successful rehabilitation. Students may contact the Vice Chancellor for Student Affairs (808) 235-7460 for assistance regarding counseling and treatment referral services. Faculty and staff may contact their supervisors for assistance and referral services.

Campus Security Department personnel have the authority to detain violators of drug/substance laws and policies until the arrival of Honolulu Police Department personnel. The police will make the determination for an arrest or remand back to campus officials for any institutional disciplinary action. Note that a conviction may result in probation, fines, and imprisonment.

## **Drug-Free Schools and Communities Act Information**

The University of Hawai'i System's Office of Human Resources, in consultation with the Associate Vice President for Student Affairs, is responsible for updating and distributing the annual notification to all employees. The Office of the Executive Vice President for Academic

Affairs, through the Associate Vice President for 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 and vice presidents shall assist with notification to employees and students when needed. 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.

## **Weapons Policy**

Under Hawai'i State law (Hawai'i Revised Statutes Chapter 134), no person shall possess, use, or threaten to use a firearm or deadly weapon unless authorized by law. Additionally, this chapter of law strictly prohibits the manufacturing, selling, transferring, possession, or transporting of any switchblade knife.

Windward Community College prohibits all firearms, deadly weapons, and switchblades from entering campus property. Prohibitions apply even if the firearm or deadly weapon is authorized by permit or immunity under Hawai'i State law. Exceptions, if any, shall be made by the Chancellor (or designee). An example of an exception request is to hold a medieval cultural event that includes period costume and weaponry.

For the purposes of Windward Community College's weapons policy, prohibited items include, but are not limited to, firearms, firearm parts, replica or antique firearms, ammunition, electric guns (taser as an example), pellet/air guns, paint guns, water guns, training weapons with or without the distinct training color or markings, toy guns/weapons, explosives, explosive substances or compounds, spear guns, arrows, dirks, daggers, blackjacks, slug shots, billies, metal knuckles, or any other common item that—if carried or displayed in a particular, deliberate manner—would convey potential use in a deadly manner.

As with alcohol laws, Campus Security Department personnel have the authority to detain violators of the weapons policy until the arrival of Honolulu Police Department personnel. The police will make the determination for an arrest or citation and/or confiscation; or, a determination to remand back to campus officials for any institutional disciplinary action. Note that a conviction may result in probation, fines, and imprisonment.



## **Policy on Violence Against Women Act—Incidents Involving Dating Violence, Domestic Violence, Sexual Assault, and Stalking**

### **Comprehensive System-Wide Policy**

The University of Hawai'i Executive Policy EP 1.204 "Interim Policy and Procedure on Sex Discrimination and Gender-Based Violence" is an over-arching, system-wide policy that identifies roles and responsibilities in addition to administrative processes related to crimes and violations such as sex discrimination, sexual harassment, gender-based harassment (which includes harassment based on actual or perceived sex, gender, sexual orientation, gender identity, or gender expression), sexual exploitation, sexual assault, domestic violence, dating violence, and stalking.

### **Institutional Responsibilities**

#### Responsible Employees

Responsible Employees are Executive and Managerial employees, and those individuals/departments designated as Reporting Options. This includes, for example, the President, Vice Presidents, Associate Vice Presidents, Chancellors, Vice Chancellors, Associate and Assistant Vice Chancellors, Deans/Director, Associate and Assistant Deans/Directors, Human Resources Directors, Chief Personnel Officers, and the Chief of the Public Safety Office. In addition, due to the enactment of Act 208, effective July 1, 2016, all members of the University's faculty are "Responsible Employees."

Responsible Employees will safeguard an individual's privacy, but are required by the University to immediately share all details about a complaint (including the known details of the incident (e.g., date, time, location), the names of the parties involved, a brief description of the incident and if the incident has been previously reported) with the Title IX Coordinator, or the EEO/AA Office, by telephone, electronically, or by email. Such reporting ensures timely support for all parties and enables an effective and consistent institutional response.

Note for Windward Community College: Campus Security Department personnel (upon receiving a report of an incident involving sexual assault, domestic violence, dating violence, or stalking) are authorized to respond, assess, and initiate notification to the campus Title IX Coordinator (or designee) and an available Campus Crisis Management Team administrator should there be a need to issue an emergency notification or timely warning.

All Campus Security Officers are briefed on, and have access to, the current version of the "Title IX Resource Guide"—a written guide containing information on the institutions policies, procedures, students' rights, and resources. This guide can be accessed on-line at: [https://windward.hawaii.edu/title\\_ix/](https://windward.hawaii.edu/title_ix/)

### University of Hawai'i Office of Institutional Equity

The University of Hawai'i Office of Institutional Equity is responsible for overseeing a centralized program for preventing, reporting, and responding to sex-based discrimination and gender-based violence across all campuses and centers at the University of Hawai'i.

## **Campus Responsibilities**

### Title IX Coordinator

In accordance with EP 1.204, Windward Community College has a designated Title IX Coordinator who is responsible for complying with and carrying out the responsibilities under this Policy. All complaints, allegations, and reports of sex discrimination and gender-based violence should be made to Windward Community College's Title IX Coordinator.

All members, guests and visitors at Windward Community College are protected by Executive Policy EP1.204 "Interim Policy and Procedure on Sex Discrimination and Gender-Based Violence" regardless of their sexual orientation or gender identity. The University has jurisdiction over all acts of sexual misconduct involving members of the campus community, no matter where they occur, whether on- or off-campus. All victims are entitled to receive information about their rights and reporting options in writing.

## **Reporting Prohibited Behavior**

You may contact any of the following individuals and offices to make a formal report:

Karla Silva-Park  
Title IX Coordinator  
Hale `Ākoakoa 220  
Phone: (808) 235-7468, Email: [karlas@hawaii.edu](mailto:karlas@hawaii.edu)

Karen Cho,  
Deputy Title IX Coordinator for Employees  
Hale Alaka'i 120  
Phone: (808) 235-7404, Email: [kcho@hawaii.edu](mailto:kcho@hawaii.edu)

To speak with someone confidentially, or to receive information and support in a confidential setting, you may call upon the following resources.

### **CONFIDENTIAL RESOURCES**

Desrae Kahale  
Mental Health & Wellness Counselor  
Hale Kako'o 101  
Phone (808) 235-7393, Email: [dkahale3@hawaii.edu](mailto:dkahale3@hawaii.edu)

Domestic Violence Action Center-Chelsey Stewart  
Campus Survivor Advocate  
Hale Kako'o 110  
Phone: (808) 294-5483, Email: [chelseys@stoptheviolence.org](mailto:chelseys@stoptheviolence.org)

Office for Civil Rights (OCR)-Seattle Office  
U.S. Department of Education  
915 Second Avenue Room 3310  
Seattle, Washington 98174-1099  
Phone: (206) 607-1600; FAX: (206) 607-1601; TDD: (800) 877-8339  
Email: [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov)

### **The Importance of Preserving Evidence**

When possible, attempts should be made to preserve any physical evidence of a sexual assault. The preservation of evidence may assist in the apprehension and prosecution of the assailant; and, could prevent others from becoming victims of similar crimes. However, under no circumstance should you, the victim, be forced or coerced to elect preservation of physical evidence. But, if you do choose to preserve evidence, the following steps are recommended.

Because evidence of a sexual assault can deteriorate quickly, you may choose to seek a medical exam as soon as possible. Evidence collection by trained, medical practitioners should be completed within 120 hours of an assault. Even if you have washed, evidence can still be obtained. Please note that Kapi`olani Medical Center for Women and Children is highly recommended for their expertise with the “Hawaii State Sexual Assault Evidence Collection Kit” (go to: <http://satchawaii.org/get-help/medical-forensic-examination/> for information on what you can expect when you arrive and what your rights are). If you have go to a different hospital—and, depending on your condition—personnel from Kapi`olani Medical Center for Women and Children may be called upon for evidence collection. Typically, police will be called to the hospital to take custody of the sexual assault evidence kit (only if you agree to have the evidence released to the police); and, it is up to you whether you wish to speak with the police or file a criminal complaint.

If you are still wearing any clothes worn during the assault, wear them to the hospital, but bring a change of clothes, as the hospital will keep the clothes you are wearing as evidence. If you have changed clothes, bring the ones you were wearing during the assault to the hospital in a clean paper (not plastic) bag or wrapped in a clean sheet. Leave sheets/towels at the scene of the assault (police will collect them).

Note that even if it has been over 120 hours since the assault, some evidence can still remain viable as evidence. Lastly, even if you are not trying to obtain evidence of an assault, it may still be helpful for you to seek medical attention.

### **Primary Prevention and Awareness Program**

All new faculty and staff must, upon their appointment to Windward Community College, complete mandatory prevention and awareness training which covers Title IX, the Violence Against Women Act, and executive policies related to sexual harassment, sexual assault, domestic/dating violence, and stalking. Faculty and Staff training is also provided in person each academic year.

## Ongoing Prevention and Awareness Program

Windward Community College offers an information booklet entitled *Title IX Resource Guide*. This publication was produced by the University of Hawai'i Office of the Vice President for Community Colleges in partnership with the University of Hawai'i System Office of Institutional Equity. This guide serves as both a prevention and awareness piece and also serves as a written piece to provide to students. The booklet contains information to assist students in understanding reporting procedures, reporting options, their rights, available resources, the importance of preserving evidence, the standard of evidence used by the campus during disciplinary processes, and final determination processes (outcomes of campus disciplinary action). *Title IX Resource Guide* can be found at: <http://uhcc.hawaii.edu/titleIX/docs/TitleIXBrochure.pdf>. Information about sex discrimination and gender-based violence is also found in Windward Community College's 2018 – 2019 Course Catalog, which is made available in both hardcopy and in electronic format. The Catalog can be downloaded at: [https://windward.hawaii.edu/catalogs\\_schedules/wcc\\_catalog\\_current.pdf](https://windward.hawaii.edu/catalogs_schedules/wcc_catalog_current.pdf)

## Confidentiality Limitations

While the University recognizes the importance of privacy and confidentiality in these matters, only Confidential Resources can maintain confidentiality as described above. All other University personnel and programs will uphold the privacy of all parties to the extent practicable, but once the University has notice of alleged prohibited behavior, the Title IX Coordinator, the EEO/AA Office, and/or other appropriate University office is obligated to take appropriate action.

### Written Information Provided to Victims of Sexual Assaults, Domestic Violence, Dating Violence, and Stalking

Windward Community College offers an information booklet entitled *Title IX Resource Guide*, which contains information on reporting procedures, reporting options, your rights, available resources, the importance of preserving evidence, the standard of evidence used by the campus during disciplinary processes, and final determination processes (outcomes of campus judiciary action). The current version of the *Title IX Resource Guide* can be found at: <http://uhcc.hawaii.edu/titleIX/docs/TitleIXBrochure.pdf>.

## Your Rights

he college strives to provide members of the campus community with fair and equitable resolution processes that include both formal and informal options.

### Reporting

- Reporting parties have the right to notify law enforcement of incidents and to receive assistance from campus personnel in doing so.
- Reporting parties may decline to report to law enforcement if they so wish.

- Reporting parties have the right to have their allegations investigated and resolved internally by the institution.

#### Fairness

- All members of the campus community have the right to have reported incidents addressed according to WCC published procedures.
- All parties have equal opportunities to have a support person of their choosing or offered by the institution present throughout all resolution proceedings (including intake, interviews, hearings, etc.) This person can be an advisor, advocate, attorney, family member, friend, faculty member, etc.

#### Support

- Students have a right to be notified of their ability to access mental health counseling, health, and advocacy services.
- Students and employees have a right to be notified of on- and off- campus support services.
- All parties involved in sexual misconduct allegations will receive the information and assistance needed to effectively participate in all proceedings.
- Reporting parties have the right to seek orders of protection, no-contact orders, restraining orders, or similar lawful orders issued by criminal or civil courts, and may seek the help of Campus Security in requesting and/or enforcing.

Windward Community College will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in Section 16 of Title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the campus against a student who is the alleged perpetrator of such 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 the purposes of this policy statement.

#### **Interim Measures**

Windward Community College may put interim measures in place on a temporary basis after receiving notice of a Complaint and before any outcomes have been determined. These measures may be instituted to preserve the Reporting Party's educational and/or work experience, ensure the safety of all parties and the broader University community, maintain the integrity of the investigative and/or resolution process, and deter retaliation.

#### **Processes**

##### Informal Resolution

The Title IX Coordinator shall attempt to resolve any Complaint at the earliest stage possible with the cooperation of all parties involved. Informal Resolution may include an inquiry into the facts, but typically does not include a formal investigation. All Informal Resolution Agreements

shall be affirmed in writing by both parties. Mediation is inappropriate when violent behavior is involved.

#### Formal Investigation and Resolution

Formal investigation consists of the following processes:

1. Notice of Charge.
  - a. A Notice of Charge shall be issued by a Title IX Coordinator when:
    - i. An Informal Resolution has not been accomplished
    - ii. The Reporting Party requests a Formal Investigation or files a written complaint; or
    - iii. Because of the frequency or severity of the allegations, the Title IX Coordinator determines a University-initiated investigation is warranted.
2. A Notice of Charge shall be provided to all parties to the Complaint and provide:
  - a. A summary of the allegations;
  - b. A copy of the complaint procedures;
  - c. A confidentiality statement;
  - d. A non-retaliation statement;
  - e. A request that the Respondent respond in writing to the allegations by a specified response deadline;
  - f. The named parties to the Complaint, unless the Reporting Party requests to remain anonymous for University-initiated investigations.

#### **Prohibited Behavior and Definition**

Note: The following prohibited behavior definitions are included in Executive Policy EP 1.204 “Interim Policy and Procedure on Sex Discrimination and Gender-Based Violence” for the purpose of policy implementation. The policy definitions are consistent with the laws governing the jurisdiction of Windward Community College; and, are consistent with Clery Act definitions for statistical reporting purposes.

1. Sex Discrimination

Sex discrimination is any unlawful distinction, preference, or detriment to an individual as to others that is based on an individual’s sex or gender and is sufficiently serious to unreasonably interfere with or limit:

  - a. A student’s or admission applicant’s ability to participate in, access, or benefit from educational programs, services, or activities (e.g. admission, academic standing, grades, assignment, campus housing);
  - b. An employee’s or applicant for employment’s access to employment or conditions and benefits of employment (e.g. hiring, advancement, assignment);
  - c. An authorized volunteer’s ability to participate in a volunteer activity; or,
  - d. A guest’s or visitor’s ability to participate in, access, or benefit from the University’s programs.
2. Sexual Harassment

Sexual Harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

  - a. Submission to or rejection of the conduct is either an explicit or implicit term or condition of an individual’s employment, education, or participation in a University



- program, activity, or service;
- b. Submission to or rejection of the conduct by an individual is used as a basis in decisions affecting that individual's employment, education, or participation in a University program, activity, or service; or
- c. When such conduct is unwelcome to the person to whom it is directed or to others directly aware of it, and when such conduct is:
  - i. Severe or pervasive; and
  - ii. Has the purpose or effect of either:
    - 1) Unreasonably interfering with the employee's work performance or student's academic performance; or
    - 2) Creating an intimidating, hostile, or offensive work or educational environment.

### 3. Gender-Based Harassment

Gender-based harassment is a form of sex-based harassment and refers to unwelcome conduct based on an individual's actual or perceived sex. Gender-based harassment involves verbal, physical, or electronic conduct based on sex, gender, sexual orientation, or sex-stereotyping that creates a hostile, intimidating or abusive environment, even if those acts do not involve conduct of a sexual nature. Gender-based harassment also includes harassment for exhibiting what is perceived as a stereotypical characteristic for one's sex or for failing to conform to stereotypical notions of masculinity and femininity, regardless of the actual or perceived sex, gender, sexual orientation, gender identity, or gender expression of the individuals involved.

### 4. Sexual Exploitation

Sexual Exploitation is violating the sexual privacy of another, or taking unjust or abusive sexual advantage of another, without Consent, and when such behavior does not otherwise constitute Sexual Assault.

Sexual Exploitation includes but is not limited to:

- Photographing or taping someone involved in sexual activity, sexual intercourse/penetration, or in a state of undress, without their knowledge or Consent
- Sharing photographs or video/audio of someone involved in sexual activity, intercourse/penetration, or in a state of undress, without their knowledge or Consent
- Watching someone currently involved in sexual activity without their knowledge or Consent
- Allowing others to watch sexual activity without knowledge or Consent from all parties involved
- Exposing one's intimate parts, such as genitalia, groin, breast and/or buttocks to someone without their Consent.
- Engaging in sexual activity in public and being witnessed by a non-consenting person.
- Tampering with a drink, intending to impair a person's ability to withhold Consent or knowingly Consent to sexual activity, regardless of whether sexual activity actually takes place

### 5. Sexual Assault

Sexual Assault is the act of committing unwanted physical contact of a sexual nature, whether by an acquaintance or by a stranger. Such contact is unwanted when it occurs:

- a. Without the Consent of at least one of the individuals; or

- b. When at least one of the individuals is incapacitated or otherwise incapable of giving Consent.

## 6. Domestic Violence

Domestic Violence is physical, sexual, emotional, financial, or psychological abuse or threats of abuse against another person who is a family or household member.

## 7. Dating Violence

Dating violence is physical, sexual, emotional, financial, or psychological abuse or threats of abuse against another person who is or has been in a social relationship of a romantic or intimate nature with the alleged abuser; and where the existence of such a relationship shall be determined based on a consideration of the following factors:

- a. The length of the relationship;
- b. The type of relationship; and
- c. The frequency of interaction between the persons involved in the relationship.

Domestic Violence or Dating Violence, as defined above, may include but is not limited to:

- Physical or emotional abuse;
- Controlling/possessive behavior;
- Changing your normal behavior, like making you have to call your friends in secret;
- Preventing you from hanging out with your family.

## 8. Stalking

Stalking is two or more acts of unwanted and harassing behavior, directed at a specific person that is sufficiently serious to cause physical, emotional, or psychological fear or to create a hostile, intimidating or abusive environment. The conduct must be both objectively and subjectively perceived as hostile, intimidating or abusive. That is, the reporting party must view the conduct as hostile, intimidating or abusive, and a reasonable person with the same fundamental characteristics as the reporting party (e.g., actual or perceived sex, age, race, gender, sexual orientation, gender identity, or gender expression) must also view the conduct as hostile, intimidating or abusive if they were in similar circumstances.

Stalking may occur:

- In person or through mail, electronic mail, text messaging, instant messaging, telephone, facsimile, social websites (Facebook, Twitter, MySpace, Tumblr, Instagram, etc.), or other internet communications.
- For several days or for many years.

## **Related Definitions include:**

### 1. Sexual Contact

Sexual contact is intentional touching or penetration of another person's clothed or unclothed body, including, but not limited to, the mouth, neck, buttocks, anus, genitalia, or breast, by another with any part of the body or any object in a sexual manner. Sexual contact also includes causing another person to touch their own or another body in the manner described above.

### 2. Consent

Consent is affirmative, conscious, and voluntary agreement to engage in agreed upon forms

of sexual contact. A person cannot give Consent if the person is under the age of consent for sexual contact, the person is developmentally or intellectually disabled, or the person is mentally incapacitated or physically helpless. (Note: In Hawaii, 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)

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.

### 3. Incapacitation or Incapacitated

Incapacitation is a mental or physical state in which a person lacks the ability to understand the consequences of their actions and, therefore, cannot make a rational, reasonable decision. An individual who is incapacitated is unable to give Consent to sexual contact. States of incapacitation includes sleep, unconsciousness, intermittent consciousness, or any other state where the individual is unaware that sexual contact is occurring. Incapacitation may also exist because of a mental or developmental disability that impairs the ability to Consent to sexual contact.

Alcohol or drug use is one of the prime causes of incapacitation. Because the impact of alcohol or other drugs varies from person to person, evaluating whether an individual is incapacitated, and therefore unable to give Consent, requires an assessment of whether the consumption of alcohol or other drugs has rendered the individual physically helpless or substantially incapable of:

- a. Making decisions about the potential consequences of sexual contact;
- b. Apprising the nature of one's own conduct;
- c. Communicating consent to sexual contact; or
- d. Communicating unwillingness to engage in sexual contact.

An individual's intoxication is never an excuse for or a defense to committing sexual or gender-based harassment, sexual assault, sexual exploitation, or sexual violence.

### 4. University Computer/Networks

Any use of the University's computing and network resources from campus property or a remote location, including but not limited to accessing email accounts, will be deemed to have occurred within the scope of this Policy.

### 5. Standard of Review

Preponderance of the Evidence. The Preponderance of the evidence will be utilized in determining whether alleged behavior violates this Policy. The University will consider the totality of the facts and circumstances involved in the incident, including the nature of the alleged behavior and the context in which it occurred, and determine whether it is more likely than not that the alleged prohibited behavior occurred.

### 6. Jurisdiction

In circumstances involving third parties or conduct that occurred outside of a University-sponsored program or activity, the University will decide whether this Policy applies to a reported incident or complaint on a case-by-case basis.

### **Retaliation Is Prohibited**

The University prohibits and will not tolerate retaliation. Retaliation is adverse actions taken against a person because of his/her good faith participation in the following types of protected activities:

1. Seeking advice or assistance about a discrimination concern or possible incident of sexual violence;
2. Opposing or filing an informal or formal complaint against conduct reasonably believed to constitute discrimination or sexual violence; or
3. Testifying, assisting, or participating in an investigation or other proceeding related to a complaint of discrimination or sexual violence.

### **Sanctions**

#### For Employees

Sanctions or appropriate administrative actions may be imposed in accordance with the applicable collective bargaining agreements. Possible sanctions may include disciplinary action up to and including termination.

#### For Students

If the Decision Maker determines, based on the Preponderance of the Evidence Standard, that a student violated this Policy, then Sanctions shall be imposed based on the severity of the prohibited behavior, as well as the Responding Party's past record.

For violations of this Policy, students are subject to several kinds of sanctions, as listed:

- Warning, which is a formal written admonition.
- Disciplinary probation, which is assigned for a definite amount of time. It implies that any future violation, of whatever kind, during that time, may be grounds for suspension, suspension with conditions, or in especially serious cases, expulsion from the University.
- Suspension from membership in, or employment by, the University for a specified period of time.
- Suspension with conditions from membership in, or employment by, the University for at least the period of time specified by the suspension, with the suspension to continue until certain conditions, stipulated by the appropriate body applying this sanction, have been fulfilled. These conditions may include, but are not limited to, restitution of damages, formal apology, or counseling.
- Withholding of degree for a specified period of time.
- Expulsion from the campus or employment discharge
- Expulsion/Discharge is permanent removal from membership in, or employment by, the University. Relevant information remains on a student's permanent record at the campus and may be disclosed in response to requests for which the student has given permission or as otherwise legally required.
- Censure can be added to any of the other sanctions listed above, except warning, to indicate the campus's desire to underscore the seriousness of the violation and to convey that seriousness in response to future authorized inquiries about the given individual's conduct.

- University housing restrictions where a person may be removed from University housing or relocated within University housing.
- Restrictions of access to space, resources, and activities including restriction to access to space and/or resources or on participation in activities so as to limit opportunities for contact among the parties.
- Other sanctions. The Decision Maker may also impose other sanctions, such as work assignments, essays, and/or service to a University campus; counseling; participation in alcohol or other drug education programs; restorative justice activities; or other assignments that the Decision Maker deems appropriate.
- Educational refreshers. When appropriate, an employee or student may be required to participate in educational refresher programs. While ordinarily considered as training and not considered as a Sanction, Educational Refresher Programs may be required as part of the University's goal to prevent the recurrence of inappropriate conduct.

### **Right to Appeal - Student**

Both parties have equal rights to an impartial appeal under the Reporting and Investigation Procedures. During the appeal process, all imposed restrictions and interim measures and disciplinary sanctions will remain in place pending the outcome of the appeal.

The appropriate method for filing an appeal will be contained in the Outcome Report. If either party files an appeal, the University will notify the other party in writing.

If an appeal is properly filed, the appropriate Appeal Officer will examine the information presented. The Appeal Officer may then decide within 7 calendar days to uphold the original decision, grant the appeal if the clear weight of the evidence shows the determination was erroneous, remand the case because of substantial relevant information that was not presented (and reasonably could not have been presented during the investigation), or remand the case because of procedural unfairness. The decision upon appeal rendered under this section of the policy shall be final and binding within Windward Community College.

### **Right to Appeal - Employee**

Employees who are Reporting Parties have rights to appeal equivalent to students' rights to appeal, as stated above. For all included Responding Parties covered by collective bargaining, appeals of disciplinary actions shall be filed in accordance with the applicable collective bargaining agreement. For all excluded Responding Parties, appeals of disciplinary actions shall be filed in accordance with the University's Administrative Procedure A9.110. During the appeal process, all imposed restrictions, interim measures, and disciplinary actions will remain in place pending the outcome of the appeal, and subject to the provisions of any applicable collective bargaining agreement.

### **Timing**

The University will seek to complete the investigation and any resulting disciplinary process within sixty (60) calendar days from the date of receipt of the Complaint. The campus will notify the Reporting and Responding parties in writing of any extension of the timeframes for good

cause, and the reason for the extension.

### **Participation**

Participation in the investigatory process is entirely voluntary and the University recognizes that an individual may be reluctant to participate in the process. However, if an individual chooses to limit their participation, certain circumstances may require the University to continue with an investigation, and the campus will issue any sanctions deemed appropriate.



## CLERY ACT CRIME DEFINITIONS

The following definitions are from *The Handbook for Campus Safety and Security Reporting* (U.S. Department of Education, 2016 Edition); and, are utilized in crime classification for the purposes of reporting crime statistics.

### Primary Crimes

#### Murder and Non-Negligent Manslaughter

The willful (non-negligent) killing of one human being by another; includes any death caused by injuries received in a fight, argument, quarrel, assault or the commission of a crime.

#### Manslaughter by Negligence

The killing of another person through gross negligence; includes any death caused by the gross negligence of another. In other words, it's something that a reasonable and prudent person would not do.

#### Sexual Assault

Any sexual act directed against another person without consent of the victim, including instances where the victim is incapable of giving consent; includes attempted sexual assault.

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; includes the rape of both males and females

Fondling. The 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.

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

#### Statutory Rape

Sexual intercourse with a person who is under the statutory age of consent.

#### Robbery

The 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.

#### 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.

#### Burglary

The unlawful entry of a structure to commit a felony or a theft.

#### Motor Vehicle Theft

The theft or attempted theft of a motor vehicle; any self-propelled vehicle that runs on land surface and not on rails; includes trail bikes, mopeds, all-terrain vehicles, self-propelled motor homes, snowmobiles, golf carts, and motorized wheelchairs.

Arson

Any 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.

**VAWA (Violence Against Women Act) Offenses**

Dating Violence

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 the reporting party's statement and with consideration of the length of the relationship, and the frequency of interaction between the persons involved in the relationship.

Domestic Violence

A felony or misdemeanor crime of violence committed—

- By a current or 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 cohabitating with, or has cohabitated 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.

Stalking

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

**Arrests and Referrals for Disciplinary Action**

Weapons: Carrying, Possessing, Etc.

The 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. This classification encompasses weapons offenses that are regulatory in nature.

Drug Abuse Violations

The violation of 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 the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

Liquor Law Violations

The 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.

## **Hate Crimes**

A Hate Crime is defined under the Clery Act as an offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim based on the following: Race, Religion, Sexual Orientation, Gender, Gender Identity, Ethnicity, National Origin, Disability. For the purposes of reporting Hate Crimes, additional statistics shall be reflected in statistics for the following crimes: Larceny-Theft, Simple Assault, Intimidation, Destruction/Damage/Vandalism of Property.

If any of the below listed crimes have elements of "Hate," the crimes must be included in the Annual Security Report crime statistics.

### Larceny

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

### 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.

### Intimidation

Is 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.

### Destruction/Damage/Vandalism of Property

Is 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.

## Windward Community College Annual Security Report Crime Statistics

### PRIMARY CRIMES

OFFENSE	YEAR	ON-CAMPUS PROPERTY	ON-CAMPUS HOUSING	NON-CAMPUS PROPERTY	PUBLIC PROPERTY	UNFOUNDED INCIDENT
	2018	0	N/A	N/A	0	0
Murder and Non-Negligent	2017	0	N/A	N/A	0	0
Manslaughter	2016	0	N/A	N/A	0	0
	2018	0	N/A	N/A	0	0
Manslaughter by Negligence	2017	0	N/A	N/A	0	0
	2016	0	N/A	N/A	0	0
	2018	0	N/A	N/A	1	0
Sexual Assault-Rape	2017	0	N/A	N/A	0	0
	2016	0	N/A	N/A	0	0
	2018	0	N/A	N/A	0	0
Sexual Assault-Fondling	2017	1	N/A	N/A	0	0
	2016	0	N/A	N/A	0	0
	2018	0	N/A	N/A	0	0
Sexual Assault-Incest	2017	0	N/A	N/A	0	0
	2016	0	N/A	N/A	0	0
	2018	0	N/A	N/A	0	0
Statutory Rape	2017	0	N/A	N/A	0	0
	2016	0	N/A	N/A	0	0
	2018	0	N/A	N/A	0	0
Robbery	2017	0	N/A	N/A	0	0
	2016	0	N/A	N/A	0	0
	2018	0	N/A	N/A	0	0
Aggravated Assault	2017	0	N/A	N/A	0	0
	2016	0	N/A	N/A	0	0
	2018	0	N/A	N/A	0	0
Burglary	2017	0	N/A	N/A	0	0
	2016	1	N/A	N/A	0	0
	2018	0	N/A	N/A	0	0
Motor Vehicle Theft	2017	0	N/A	N/A	0	0
	2016	3	N/A	N/A	0	0
	2018	0	N/A	N/A	0	0
Arson	2017	0	N/A	N/A	0	0
	2016	0	N/A	N/A	0	0

Comments: This campus has no residential housing facilities.

## VIOLENCE AGAINST WOMEN ACT OFFENSES (VAWA OFFENSES)

OFFENSE	YEAR	ON-CAMPUS PROPERTY	ON-CAMPUS HOUSING	NON-CAMPUS PROPERTY	PUBLIC PROPERTY	UNFOUNDED INCIDENT
	2018	3	N/A	N/A	1	0
Domestic Violence	2017	0	N/A	N/A	0	0
	2016	6	N/A	N/A	0	0
	2018	0	N/A	N/A	0	0
Dating Violence	2017	0	N/A	N/A	0	0
	2016	1	N/A	N/A	0	0
	2018	1	N/A	N/A	0	0
Stalking	2017	0	N/A	N/A	0	0
	2016	1	N/A	N/A	0	0

Comments: This campus has no residential housing facilities.

## ARRESTS AND DISCIPLINARY REFERRALS

OFFENSE	YEAR	ON-CAMPUS PROPERTY	ON-CAMPUS HOUSING	NON-CAMPUS PROPERTY	PUBLIC PROPERTY	UNFOUNDED INCIDENT
ARRESTS:	2018	0	N/A	N/A	0	0
Liquor Law Violations	2017	0	N/A	N/A	0	0
	2016	0	N/A	N/A	0	0
ARRESTS:	2018	0	N/A	N/A	0	0
Drug Law Violations	2017	0	N/A	N/A	0	0
	2016	0	N/A	N/A	0	0
ARRESTS:	2018	1	N/A	N/A	0	0
Weapons Law Violations	2017	0	N/A	N/A	0	0
	2016	0	N/A	N/A	0	0
DISCIPLINARY:	2018	0	N/A	N/A	0	0
Liquor Law Violations	2017	1	N/A	N/A	0	0
	2016	0	N/A	N/A	0	0
DISCIPLINARY:	2018	0	N/A	N/A	0	0
Drug Law Violations	2017	1	N/A	N/A	0	0
	2016	0	N/A	N/A	0	0
DISCIPLINARY:	2018	0	N/A	N/A	0	0
Weapons Law Violations	2017	0	N/A	N/A	0	0
	2016	0	N/A	N/A	0	0

Comments: This campus has no residential housing facilities.

## HATE CRIME INFORMATION

For years 2016, 2017, and 2018, there were no hate crimes reported.

## REFERENCES

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State of Hawaii Criminal Justice Data Center; “Online Covered Offender Search,” State of Hawaii, on-line: <http://sexoffenders.ehawaii.gov/sexoffender/search.html>, September 28, 2019.

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U.S. Department of Education, Office of Postsecondary Education; “July 14, 2014 Dear Colleague Letter on Implementation of Changes to the Clery Act made by the Violence Against Women Reauthorization Act of 2013,” Washington, D.C., on-line: <https://ifap.ed.gov/dpcletters/GEN1413.html>, 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, ALERRT Center at Texas State University, “Avoid/Deny/Defend It Matters” (a public awareness and preparedness method for active shooter incidents), on-line: <http://www.avoiddenydefend.org/>, September 28, 2019.



## APPENDIX A

### 2019 Campus Security Authorities for Windward Community College

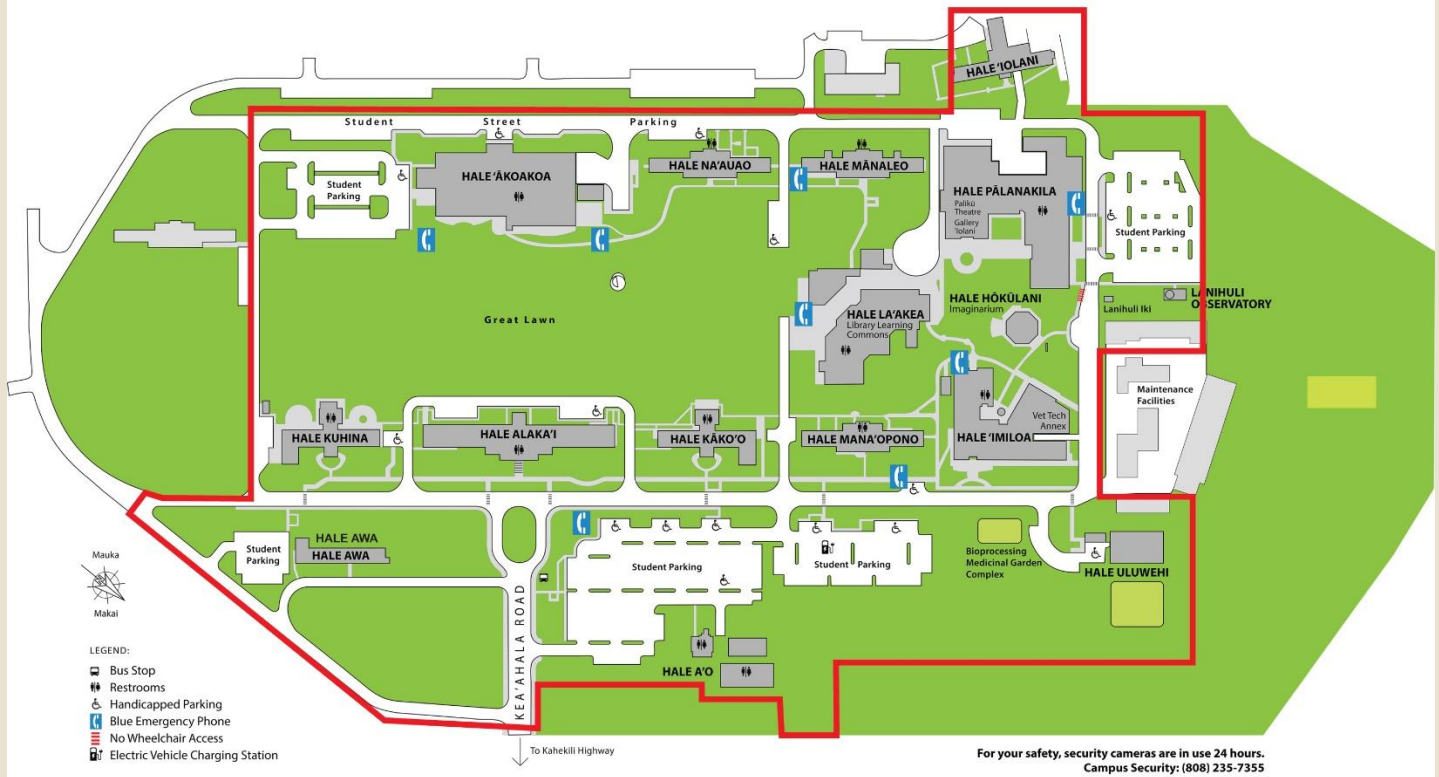
LAST NAME	FIRST	TITLE / POSITION	LOCATION	PHONE
AKINA	Charlene	Workforce Development Coordinator; Instructor	Hale Kuhina 109A	235-7428
AKINA	Sarah	Paipai Project Director	Hale Kāko'o 109	235-7326
ALO	Kaahu	Student Life Counselor	Hale 'Ākoakoa 232	235-7354
BARCLAY	Robert	Professor-English Associate / Chair-Language Arts	Hale 'Ākoakoa 236	236-9236
BASSFORD	Kimberly	Journalism Instructor and Ka'Ohana Faculty Advisor	Hale 'Ākoakoa 239	235-7396 236-9185
BEATSON	Bonnie	Director-Marketing and Public Relations	Hale La'akea 242	235-7374
BOYD	Jamie	Associate Professor-Health Programs Coordinator	Hale Kuhina 111	235-7384
BRANDVOLD	Kelli	Interim Vice Chancellor for Administrative Services	Hale Alaka'i 120	235-7403
BRIGGS	Paul	Associate Professor-Economics	Hale Na'auao 126	236-9218
BRUBAKER	Patricia	Manager-Media Distribution	Hale La'akea 242E	235-7301
CARTER	Sylvia	First-Year Experience Coordinator	Hale 'Ākoakoa 232	235-7476
CHAMBERS	Faye	Safety and Security Manager	Hale Alaka'i 125	235-7343
CHING	Sherry	Campus Maintenance Officer	Maintenance Baseyd.	235-7444
CHO	Karen	Personnel Officer	Hale Alaka'i 120B	235-7404
CHONG	Patti	Counselor	Hale 'Ākoakoa 208	235-7425
CIOTTI	Joe	Professor-Physics, Astronomy and Mathematics	Hale 'Imiloa 134	236-9111
COBB-ADAMS	Gus	Recruitment Specialist	Hale 'Ākoakoa 203	235-7385
COLMENARES	Leticia	Professor-Chemistry	Hale 'Imiloa 116	236-9120
DOAN	Andrew	Lecturer-Theatre	Hale Pālanakila 246	235-7330
ESCHENBERG	Ardis	Chancellor	Hale Alaka'i 119A	235-7402
FIEFIA	Koren	Early College Counselor	Hale Alaka'i 130	462-4710
FRENCH	Kathleen	Sociology Associate Professor	Hale Na'auao 110	236-9223
FRY	David	Media Specialist	Hale La'akea 116C	235-7304
GILMAN-SUR	Sarah	Head Librarian	Hale La'akea 207	235-7435
HIGGINS	Colette	Dean of Academic Affairs, Div. I; Academic Support	Hale Alaka'i 121B	235-7339
HUNT	Jeff	Director of Institutional Research	Hale Alaka'i 106C	235-7442
IKAGAWA	Toshi	Associate Professor-Geography; Social Science Chair	Hale Na'auao 127	236-9216
IMAI	Geri	Registrar	Hale Alaka'i 112B	235-7432
KAHIKINA	Elise	'Ōlelo Hawaii Counselor	Hale Alaka'i 130	462-4713
KA'ŌPUA	Heipua	Interim Vice Chancellor for Student Affairs	Hale 'Ākoakoa 202A	235-7370
KELLY	Jenny	Assistant Professor-Animal Science Director-Veterinary Technician Program	Hale Kako'o 129	236-9166
KINOSHITA	Taurie	Lecturer-Theatre	Hale Pālanakila 138	236-9138
KOO	Ryan	History Instructor and Phi Theta Kappa Faculty Advisor	Hale Pālanakila 134	236-9134

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LAST NAME	FIRST	TITLE / POSITION	LOCATION	PHONE
KRUPP	David	Interim Dean of Academic Affairs, Div. II	Hale Alaka'i 121C	235-7416
LANGSTON	Ross	Associate Professor-Biology	Hale 'Imiloa 104	236-9119
LAU KONG	Malia	History Associate Professor; Humanities Department Chair	Hale Pālanakila 136	236-9132
LAWES	Christy	Access Services Manager	Hale La'akea 203	235-7441
LEMKE	Ann	Disability/Admissions Counselor; Early Admit and Running Start Counselor	Hale 'Ākoakoa 213	235-7448
LEWTON	Jordan	Evening and Online Coordinator	Hale La'akea 232	235-7325
LI	Andy	Manager-Facilities	Hale Alaka'i 125A	235-7369
LOGUE	Nicolas	Theatre Instructor and Theatre Coordinator	Hale Pālanakila 138	236-9138
MARTIN	Toni	Professor-Art and Iolani Gallery Coordinator	Hale Pālanakila 150	236-9150
MASATSUGU	Cyndy	Counselor/Early Alert	Hale 'Ākoakoa 210	235-7458
MASTERSON	Ian	Coordinator/Instructor-Hawaii Ocean Education Academy	Hale Kuhina 113	235-7331
McCOY	Floyd	Professor-Geology, Geophysics, and Oceanography	Hale 'Imiloa 115	236-9115
MIRANDA	Kuulei	Native Hawaiian Counselor	Hale 'Ākoakoa 206	235-7474
MOORE	Kalawaia	Assistant Professor-Hawaiian Studies	Hale A'o 201	235-7388
MYERS	Bryce	Instructor-Art; Department of Humanities	Hale Pālanakila 148	236-9148
NAGAMINE	Kacie	Facilities Specialist	Hale Kuhina 102	235-7377
NAKAGAWA	Sharon	Fiscal Administrator	Hale Alaka'i 114	235-7412
NASH	Paul	Professor-Ceramics	Hale Pālanakila 216B	235-7323
O'CONNOR	Dineene	Imaginarium Manager	Hale 'Imiloa 135A	235-7350
OKUMURA	Jean	Professor-Mathematics and Math/Business Chair	Hale Mana'opono 112A	236-9282
PAGAN	Justin	Career and Transfer Counselor	Hale Alaka'i 207	235-7341
PALACAT	Frank	Associate Professor and Social Science Dept. Chair	Hale Na'auao 123	236-9209
PANG	Christine	Secretary to the Chancellor	Hale Alaka'i 119	235-7402
RATLIFF	Elizabeth	Associate Professor and Media Specialist	Hale La'akea 242	235-7302
ROGERS	Carla	Student Parent Counselor	Hale 'Ākoakoa 204	235-7387
SANBORN	Tuti	Lecturer-Hawaiian Language	Hale A'o 117	235-9246
SANTIAGO	Tatiana	Early College Counselor	Hale Alaka'i 130	462-4709
SASAKI	Charles	Interim Vice Chancellor for Academic Affairs	Hale Alaka'i 121D	235-7443
SECURITY		Campus Security Department	Hale Alaka'i 113	235-7355
SEVERNS	Tara	Professor and Public Services Librarian	Hale La'akea 206C	235-7440
SILVA-PARK	Karla	Title IX Coordinator	Hale 'Ākoakoa 220	235-7468
SUTHERLAND	Scott	Student Employee Coordinator-Title III	Hale La'akea 230	235-7467
TANI	Kahea	Secretary to the Vice Chancellor for Administrative Services	Hale Alaka'i 120	235-7405
TOM	Michael	Professor and Computing Services Coordinator	Hale La'akea 113D	235-7371
ZANE	Kate	Counselor	Hale 'Ākoakoa 212A	235-7447

## APPENDIX B

### CAMPUS GEOGRAPHICAL BOUNDARIES



**Solid red line** indicates the geographical boundaries in accordance with guidelines set forth in *The Handbook for Campus Safety and Security Reporting* (U.S. Department of Education, 2016 Edition).

## APPENDIX C

### Crime Prevention Tips

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

- When walking the campus at night, stay within well-lit walkways. Avoid taking shortcuts through unknown areas.
- If you cannot avoid walking alone at night, call security for an escort at 808-235-7355
- Never prop doors open, even for a short period of time.
- Wallets, purses, book bags, backpacks should never be left unattended.
- Keep the doors and windows to your work areas locked when you are away, even if you will be gone for a short time.
- Keep car doors and windows locked. Check front and back seats and the cargo area before entering.
- Engrave your portable valuables, and do not keep them unattended.
- Laptops and iPods should never be left unattended.
- Do not put personal information on social networking sites
- Do not put an ID tag with your name, address, or license number on your key chain; if lost, the key chain could lead to theft.
- Keep your bicycle locked in a rack when not using it.
- Immediately call Campus Security at 808-235-7355 to report any criminal incidents or suspicious persons or emergency 9-1-1, on internal lines call 9-9-1-1.
- Carry only the cash and credit cards you need.
- Register your bike/moped. <http://www.co.honolulu.hi.us/dts/bikereg.htm>
- Let someone know that you are working odd hours or will be in the building after normal business hours.
- Carry a whistle or other means of making a loud noise.
- ***If You See Something; Say Something***

## APPENDIX D

### Be an Active Bystander

A bystander is someone who is a witness to an event but is not directly involved. An **ACTIVE BYSTANDER** is a witness to behavior that is violent or unfair and speaks up against it. Being an active bystander means you are making a commitment to speak out against violence and make a difference.

What to do when you witness violence first hand – tips for intervening

- Approach everyone as a friend
- Do not be antagonistic
- Avoid using violence
- Be honest and direct whenever possible
- Recruit help if necessary
- Keep yourself safe
- If things get out of hand or become too serious, contact the police

Need a plan for intervening in a situation potentially involving sexual assault, relationship violence, stalking, or cyberstalking? Think about trying some of these approaches:

*Step in and separate the two people. Let them know your concerns and reasons for intervening. Be calm. Be a friend and let them know you are acting in their best interest. Make sure each person makes it home safe. Use a distraction to redirect the focus somewhere else: “Hey, I need to talk to you.” “Hey, this place (party/scene/etc) is lame. Let’s go somewhere else.” De-escalate the situation to allow the other person a way to avoid the situation or provide them a way out.*

*Evaluate the situation and people involved to determine your best move. You could directly intervene yourself, or alert friends of each person to come in and help. If the person reacts badly, try a different approach. Divert the attention of one person away from the other person. Have someone standing by to redirect the other person’s focus. Commit a party foul (i.e., spilling your drink) or pretend you are lost and need directions.*

Things you should be aware of in being an **ACTIVE BYSTANDER**:

**See violence for what it is** – A lot of times we don’t want to admit that violence is happening. We often choose to ignore the situation, look away, or call it something else. It is important to remember that no one has the right to be violent, even if two people are dating.

*(continued on next page)*

**Violence does not stop violence – use words!** If someone is being abusive, threatening or trying to fight the abusive person is only going to make the situation worse. Instead, ask questions like “Is everything okay?” while looking at BOTH people. It can be a way to interrupt the fight without causing more drama.

**Do not silence or ignore the victim** – Be sure that you do not put all the focus on the abuser. The victim’s voice should be heard and respected. Ignoring victims makes it seem like their feelings – and voice – do not matter.

**Most importantly – learn from the situation.** What could have been different? Did you respect the victim’s rights? Did you avoid violence? Talk to your peers and get their perspective on the situation.

***Keep in mind that violence does not end after one action. If you are witnessing an emergency involving physical violence and/or someone in need of immediate medical attention CALL 911***

As an ACTIVE BYSTANDER that witnesses something that you feel may be sex discrimination or gender-based violence (including sexual assault, sexual harassment, gender-based harassment, domestic violence, dating violence, or stalking) you may want to REPORT the incident to seek further guidance and support for the victim.



## APPENDIX E

### Title IX Resource Guide

The cover image for the Title IX Resource Guide is a large, colorful geometric collage. It features a central diamond shape composed of various smaller images, including campus scenes, student photos, and logos. The words 'TITLE IX' are written vertically in large, bold, white letters on a black background on the left side. The words 'RESOURCE GUIDE' are written in large, bold, white letters across the top and right sides of the collage. The collage also includes the University of Hawaii logo and the text 'HAWAIIAN COMMUNITY COLLEGE' and 'FUTURE TEACHERS CLUB'.

A Resource Guide  
for Students on  
Sexual Misconduct:  
Campus Policies,  
Procedures and  
Victim Services

As of Publication Date  
August 2018

Updated Digital  
Version October 2018



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