



UNIVERSITY of HAWAII
WINDWARD
COMMUNITY COLLEGE

University of Hawai'i

Windward Community College



Annual Security Report 2014

Windward Community College Annual Security Report 2014

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Prepared in compliance with the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” The Clery Act

Choosing a postsecondary institution is a major decision for students and their families. Along with academic, financial, and geographic considerations, the issue of campus safety is a vital concern. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) is a federal mandate requiring all institutions of higher education that participate in the federal student financial aid program to disclose information about crime on their campuses and in the surrounding communities.

The Clery Act affects virtually all public and private institutions of higher education and is enforced by the U.S. Department of Education. Campuses that fail to comply with the act can be penalized with large fines and may be suspended from participating in the federal financial aid program.

The Clery Act, formerly known as the Crime Awareness and Campus Security Act, was signed in 1990 and is named after 19-year-old Jeanne Clery, who was raped and murdered in her Lehigh University residence hall in 1986. Clery’s parents lobbied Congress to enact the law when they discovered students at Lehigh hadn’t been notified about 38 violent crimes that had occurred on campus in the three years prior to Clery’s murder.

Campus Safety

This report contains emergency management information, campus crime statistics and critical campus safety information such as policies, crime prevention, crime reporting, and resources to aid you in becoming more safety-minded. The best protections against campus crime are: a strong law enforcement presence; an aware, informed, and alert campus community; and a commitment

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to reporting suspicious activities and using common sense when carrying out daily activities. Windward Community College strives to be a safe place to learn, live, work and grow.

Emergency Contacts

Campus Security (internal)ext. 355
(Off-campus).	235-7355
Safety and Security Manager	235-7343 or 561-3809
Police, Fire, Ambulance	911
Chancellor	235-7401
Vice Chancellor of Administrative Services.	235-7403
Vice Chancellor of Academic Affairs	235-7443
Vice Chancellor of Student Affairs.	235-7370
Director of Vocational and Continuing Education	235-7361
Suicide & Crisis Line.	832-3100
Help Line (for referrals).	211 or 275-2000 (Ask-2000)
Sex Abuse Treatment Center (night)	524-7273
Sex Abuse Treatment Center (hotline).	535-7600
Alcohol and Drug Abuse Division.	692-7517
Child Protective Services	832-5300

Introduction

Windward Community College (WCC) is firmly committed to providing a safe and secure campus environment. Policies and procedures are designed to ensure that every possible precautionary measure is taken to protect persons and property. However, each member of the WCC community should be aware that preventive efforts on their part can effectively reduce their chances of becoming a victim. . It is the intent of the WCC Safety and Security Office to promote awareness of the current programs that exist at WCC to provide for everyone’s safety and well-being. Security and Emergency procedures can be found on the WCC website’s main page. WCC is monitored by CCTV cameras in most of the outdoor areas of the Campus and some of the indoor areas. There are seven “Blue” Emergency Phones that are positioned throughout the campus. These phones are a direct connection to campus security.

WCC also has an “Emergency Notification System” via email, text, and emergency PA (loudspeaker) system. Students, faculty and staff are encouraged to sign up to receive these notifications through the UH Alert System or review and update information. This can be done online by visiting <http://www.hawaii.edu/alert>

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The following report is provided in an effort to notify the community about certain crimes that have been committed on the WCC Campus, as well as to promote awareness of current programs available for your safety and well-being.

Geography

Windward Community College is one of seven public community colleges in Hawai‘i governed by the Board of Regents of the University of Hawai‘i. The College is located in Kāne‘ohe on the island of O`ahu. It opened in the fall of 1972 with an enrollment of 525 students and had an enrollment of 2,668 students in the Fall Semester of 2014. The College offers both liberal arts and vocational education programs.

Notification of Annual Security Report

The Office of Safety and Security coordinates the collection, publication, and dissemination of the Annual Security Report for Windward Community College. Email notification is sent to all current students, faculty, and staff providing the website to access this report. Upon request, current and prospective students and employees may obtain a paper copy of the report from the Office of Safety and Security by contacting 235-7343 or visiting the Safety and Security Office at Alakai, Room 125. The *ASR* is also available online to current and prospective students, faculty, staff, and the general public at the following website:

<http://www.windward.hawaii.edu/Security/asr2014>.

Enforcement

WCC Campus Security enforces federal, state, and local laws as well as university rules, regulations, and policies. However, Campus Security officers do not have police powers or arrest authority and are not authorized to carry firearms. Security officers may detain person(s) involved in the violation of laws; and those involved in criminal acts they personally view, or those positively identified as having committed such an act by victims or witnesses until the Honolulu Police arrive to take custody of the individual(s). Any campus incident requiring an arrest is referred to the Honolulu Police Department. As the primary Law Enforcement

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Agency, the Honolulu Police Department monitors and responds to all reported crimes, regardless of location.

Compliance with the Clery Act

The Clery Act requires Windward Community College (WCC) to provide timely warnings of crimes that represent a threat to the safety of students or employees and to make their campus security policies available to the public. The act also requires WCC to collect, report, and disseminate crime data to everyone on-campus and to the Department of Education annually.

When the Higher Education Opportunity Act (HEOA) was signed into law in 2008, it amended the Clery Act by adding a number of safety- and security-related requirements to the Higher Education Act of 1965. To be in full compliance with the law, WCC must do the following:

1. Publish and distribute an Annual Security Report to current and prospective students and employees by October 1 of each year. The report must provide crime statistics for the past three years, detail campus and community policies about safety and security measures, describe campus crime prevention programs, and list procedures to be followed in the investigation and prosecution of alleged sex offenses.
2. Provide students and employees with timely warnings of crimes that represent a threat to their safety. The Windward Community College Office of Safety and Security must also keep and make available to the public a detailed crime log of all crimes reported to them in the past 60 days. Crime logs must be kept for seven years, and logs older than 60 days must be made available within two business days upon request.
3. Keep the past three years of crime statistics detailing crimes that have occurred: on-campus; in university residential facilities; in public areas on or near campus; and in certain non-campus buildings, such as fraternities/sororities and remote classrooms. WCC must also report liquor and drug law violations and illegal weapons possession if they result in a disciplinary referral or arrest.

The Jeanne Clery Act requires that an annual security report of certain information be forwarded to the US Department of Education and be provided to the community. The crimes that are reported in the Clery Act include murder and non-negligent manslaughter, negligent, manslaughter, sex offenses (forcible and non-forcible), sexual assault, dating violence, domestic violence, stalking, robbery, burglary, aggravated assault, motor vehicle theft, , and arson. In

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addition, the University must report statistics for “arrests or disciplinary referrals for liquor, drug, and weapons offenses” and for hate crimes...

Crimes that are required by the Clery Act must be reported by location of occurrence, in one of the following four categories: on campus, in student residential facilities (which is a subset of the on campus statistics), non-campus buildings or property, and public property (streets, sidewalks, municipal parking lots, and areas immediately adjacent to the campus).

The WCC Clery Act Annual Report is published primarily on Campus Security’s website: <http://www.wcc.hawaii.edu/security/>. You may print a copy of this report yourself or request that a printed copy be mailed to you by contacting the Windward Community College Office of Safety and Security at 45-720 Kea`ahala Road, Kane`ohe, Hawaii 96744, or by calling (808) 235-7343.

Daily Crime Log

The WCC Office of Safety and Security maintains a *Daily Crime Log* that records all crimes and incidents that occur on campus or within the *Clery Act* defined geographical boundaries. The *Daily Crime Log* includes the nature, date, time, and general location of each crime reported as well as the disposition of the incident if that is known at the time of recording. The *Daily Crime Log* is available for public inspection at the Office of Safety and Security (Alaka’i, Room 125). The most current 60 days of information is available for public inspection at the Office of Safety and Security. Requests for logs older than 60 days will be made available within two (2) business days. If you need further information you may go to the Office of Safety and Security.

Crime Prevention, Reporting Policy and Procedures

Windward Community College (WCC) believes in a safe, crime-free campus. In striving to maintain this atmosphere, WCC observes the following policy for all students, faculty and staff on the WCC campus and at all UH/WCC sanctioned functions on or off campus.

It is expected that all faculty, staff, and students will exercise sound judgment and care in their day-to-day activities, both on and off campus, to keep the College as well as personal possessions, secure and safe, and to make every effort to promptly report dangerous situations or criminal actions – both major and minor.

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Emergency Communications and Timely Notification

In accordance with the Higher Education Opportunity Act (HEOA) (Public Law 110-315), Windward Community College will immediately notify the campus community upon confirmation of a significant emergency or dangerous situation on campus. The College has implemented a comprehensive communications system to provide prompt warning notifications and alerts of emergencies to the campus community using a variety of methods. These methods include a campus wide PA (loudspeaker) system for emergency broadcasts, emergency notification through the College's seven "Code Blue" emergency phones, fire and burglar alarms that can be used for emergency notification internal phone and cellular phone for direct communication as well as voice mail messages, "UH Alert" text messages and email messages, WCC website notices; and direct communication using staff members.

Staff in the Offices of Chancellor and the Vice Chancellor of Administrative Services, as well as the Offices of Safety and Security and Student Services are each authorized and trained to write an alert. Any of these offices can initiate some or all of the notification systems to notify the campus community of emergencies or dangerous situations that have occurred and necessitate caution, evacuation, or other action on the part of students, employees, and campus visitors. Once confirmation of a significant emergency or dangerous situation that poses an immediate threat to the health or safety of students or employees has been made by the Chancellor, Vice Chancellor of Administrative Services, Vice Chancellor of Academic Affairs, Vice Chancellor of Student Services, Safety and Security Manager, or the person acting on behalf of any of the above listed, WCC officials will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the system(s) unless issuing the notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim, or to contain, respond to or otherwise mitigate the emergency. WCC will use the same notification systems to follow-up on emergencies and/or give the "ALL CLEAR," as it did to initially notify the community of the emergency or danger.

The UH Alert system will be tested twice annually, during the Fall and Spring Semesters. WCC will also test the alert system annually for its students, faculty, and staff. Additional information and to sign up for the "UH Alert" emergency notification system can be found at this website: <http://www.hawaii.edu/alert>

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Timely Warnings

In an effort to keep the community informed of security issues, “timely warning” bulletins are issued. A warning may be issued when the occurrence of the crime(s) listed in the Annual Security Report or any other crime(s) occurs on campus that is considered by the institution to represent a serious ongoing threat to students or employees. This warning may be distributed to the campus community using some or all of the following methods of communication: campus e-mail, broadcast voice mail, and/or a mailbox stuffing. (It should be noted, timely warning bulletins are not required with respect to crimes reported to a pastoral or professional.

Prompt and accurate reporting of criminal offenses aids in providing a timely response and timely warning notices to the community when appropriate, and assists in compiling accurate crime statistics. Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents in an accurate and timely manner to the Windward Community College Office of Safety and Security. Individuals on campus may also report crimes to a designated campus security authority Campus Security Authority (CSA):

Campus Security Authorities

Students are encouraged to report crimes to Campus Security Authorities (CSA’s). Windward Community College Safety and security Manager, University Security Officer, and Contracted Security Guards are the campuses primary CSA’s. Other Campus Security Authorities are defined by federal legislation, specifically the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act as an official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. For example, a dean of students who oversees students, a student center, or student extra-curricular activities, has significant responsibility for student and campus activities. Similarly, directors of programs and faculty advisors to student groups also have significant responsibility for student and campus activities. Faculty and staff with titles such as dean, director, manager, coordinator, or unit head are also identified as Campus Security Authorities at WCC.

The Jeanne Clery Act states that if someone “**has significant responsibilities for student and campus activities,**” he or she is a Campus Security Authority (CSA). By law, CSAs must report a crime (that has been reported to them) to Security personnel or higher authority. There

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is no discretion. The CSAs “must” report the crimes that come to their attention. There is not a need to investigate, only to officially report crimes that are reported to them.

Licensed counselors (including certified Sexual Assault Victim Counselors) and the clergy (pastoral counselors) are exempt from reporting requirements. Windward Community College encourages counselors and clergy, if and when they deem appropriate, to inform those they counsel of procedures for reporting crimes on a voluntary and confidential basis for inclusion in the Campus Security Report. Confidential/anonymous reports are extremely valuable in order to prevent further victimizations and to obtain a more accurate description of WCC campus crime.

Crimes in Progress

1. Do not attempt to apprehend or interfere with a suspected criminal except in cases of self-protection.
2. If safe, get a good description of the criminal. Note size, height, weight; sex; color of skin, hair, facial hair, eyes; age; clothing; distinguishing characteristics or marks; method, and direction of travel. If there is a vehicle involved, note the license plate number, make and model, color, and outstanding characteristics for the car.
3. **Use the closest “Code Blue” Emergency Phone to get help or call 235-7355 for Campus Security.** Brief them of your situation, provide your name and location, and then remain where you are until contacted by a security officer.
4. If you are involved in a monetary or property robbery, you should:
 - Not resist - Do as the person says.
 - Give up the money or property immediately.
 - Wait until the perpetrator departs before sounding the alarm.
 - Attempt to get a good description of the person and direction of flight. Write down whatever you remember.
 - Shut down your operation and secure the crime scene.

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- Ask any witnesses to remain for the arrival of Campus Security or the HPD.
5. In the event of civil disturbance, as much as possible continue with your normal routine. If the disturbance is outside, stay away from doors and windows.
 6. Do not interfere with those persons creating the disturbance, or with the law enforcement authorities on the scene.

Medical Emergency

In the event of a medical emergency:

- **REMAIN CALM.**
- Contact **Campus Security** at **ext. 355** (on-campus) or **235-7355**.
- **Dial 911.**
- **DO NOT** move the injured person unless there is an immediate threat to them. If it is **SAFE** to do so, comfort them and reassure them that help is on the way.
- Provide the emergency dispatcher with your name, location, number of people injured, and a description of the medical emergency.
- Stay on the phone for instructions of how you can assist.
- Send a responsible person to meet first responders outside of the building on the street to lead the emergency responders back to the injured individual(s).
- **DO NOT** touch the person if you are not certified in first aid and/or do not have personal protection gear if there is danger of coming in contact with bodily fluids.
- If you are certified in first aid and it is **SAFE** to do so, provide care to the person to the extent you are capable.
- Follow all directions given to you by Campus Security and/or other authorized personnel.
- Report the medical injury to your supervisor and/or Campus Security once the victim receives professional medical attention.

Campus Escort Service

Escort Service: Provides transportation in a campus security vehicle or a walking escort from dusk to dawn for anyone walking alone on campus at night to any WCC parking lot or facility. By calling **235-7355** or **355** on a campus phone, an escort can be summoned to your location.

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Access to and Security of Campus Facilities

Most WCC facilities are open to students, staff, and the public during the day and evening hours when classes are in session. During times when the College is officially closed, buildings are locked and access is limited to faculty, staff, and authorized students only. The general public is welcome to attend cultural and recreational events on campus, but their access into the facilities is limited to the events that they are attending and the buildings are patrolled for trespassers when the buildings are secured. Security regularly patrols the campus grounds, including the interior areas of the facilities. Buildings have individual hours which may vary at different times of the year. In these cases, the buildings will be secured according to schedules developed by the department responsible for the building. Facilities Management is the only entity that may make changes, additions, or alterations to University approved or installed access systems. Hasps, padlocks, or other privately supplied locking devices are not allowed. These devices will be removed and the department or individual responsible will be charged for all costs incurred.

Reporting Crimes and Emergencies

Whether it happens to you or you are a witness, you have the responsibility to report a crime. If a crime occurs on or around campus, report it immediately to a Campus Security Authority, WCC Security, or the Honolulu Police Department (HPD). HPD has primary jurisdiction over the area surrounding WCC's campus and is generally called for any incident, crime, or emergency that is outside of the authority of campus security or Windward Community College.

For non-emergencies contact the campus security at (808) 235-7355 or (808) 294-7192 if the WCC phone system is down. Contact HPD (911) first for emergencies, and then call WCC security. The WCC Safety and Security Manager can be reached at (808) 561-3809. Note: All those using WCC landlines must dial **9-9-1-1**. Whenever possible, the actual victim or witness of the crime should call the police directly. Firsthand information is always more accurate and complete. If someone merely gives you information and leaves, please include this information. There are Emergency (Blue) Phones located on campus; these phones are directly linked to WCC Security. Windward Community College is staffed 24-hours a day by a trained security officer who will respond to calls for assistance and/or contact HPD, firefighters or paramedics/EMTs to handle the call if necessary.

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The WCC security officer is in radio contact with WCC Safety and Security Manager as well as other facilities personnel who are also available to respond to situations as they arise. On receiving information concerning an incident, a security officer or police officer will investigate the incident, document the information, and take appropriate action.

WCC Security may work with the Honolulu Police Department or other state and federal agencies in the case of a major emergency or natural disaster. Cases are adjudicated through the county in which the incident occurred and/or through the WCC judicial system.

When to Report an Incident, Crime, or Emergency

Safety and Security at Windward Community College begins with YOU. “If You See Something, Say Something.”

- If someone is injured or ill.
- If you see or smell smoke or fire.
- If you see any type of sexual assault taking place.
- 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, or any activity is against the law.

If you see something or someone suspicious.

- DO NOT assume someone else has made or will make the call.
- Provide the HPD dispatcher or campus security with accurate detailed information about the situation so the information can be relayed to the first responders.

If you are reporting a medical problem, ask someone to monitor the affected person's condition so you can relay the information to the Officer(s).

Utility Outage/Elevator Failure

Immediately report utility failures during **regular work hours** (Monday-Friday 6:00 a.m. – 5:00 p.m.) to the **Operations & Maintenance** at **235-7444**.

Immediately report utility failures **after regular work hours**, on weekends, and on holidays to **Campus Security** at **235-7355**.

Power Outage:

- Report the outage to Operations & Maintenance or Campus Security.
- Help co-workers in darkened areas move to safer locations.

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- Unplug personal computers, appliances and non-essential electrical equipment.
- Open windows for additional light and ventilation.
- Follow the instructions given by Campus Security or Department head.

Water Outage:

- Report the outage to Operations & Maintenance or Campus Security.
- Follow the instructions given by Campus Security or Department head.
- Check with the Chancellor for further instructions.

Gas Leaks:

- EVACUATE the area immediately.
- DO **NOT** attempt to shut off or manipulate valves.

Activate building emergency notification procedures to ensure everyone in the building is notified.

- Call Operations & Maintenance and Campus Security to report the problem.
- DO **NOT** switch on lights or any other electrical equipment.
- Do not smoke within 500 feet of the leak.
- If leak is outside, DO NOT remove any vehicles from the immediate area until cleared by Campus Security.
- Account for all building personnel once outside and wait for further instructions from Campus Security.

Elevator Failure:

- A Security officer will be dispatched to the building in case of an elevator entrapment to access the situation.
- REMAIN CALM and await the arrival of an elevator service technician as directed by Campus Security.
- If 60 minutes has elapsed, a medical emergency is occurring, or the person can not be calmed down, then the Honolulu Fire Department will be called to assist.

Emergency Procedures

In the event of an emergency or dangerous situation, the Emergency Operations Center will direct students, faculty, staff, and guests to evacuate a building, several buildings, a portion of the campus, or the entire campus. The campus community will be asked to follow building and campus evacuation protocols and to obey directions from WCC and on-scene emergency responders.

Certain events, like a hazardous materials release, may require the WCC community and the general public to shelter-in-place to prevent exposure to harmful elements.

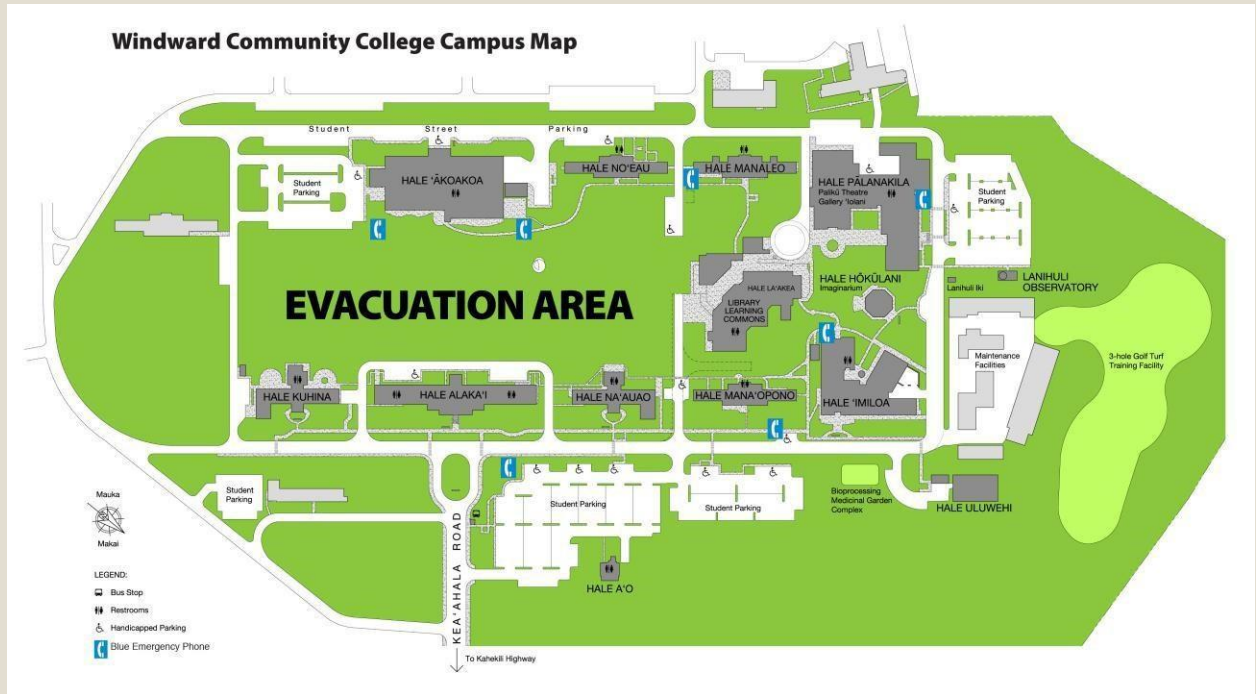
Evacuation Procedures

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Evacuation Location on Campus

If there is a need to evacuate any building, the evacuation location is on the Great Lawn in the center of campus.

Handicap students can evacuate to the nearest handicap parking stall on campus. Campus Security or a college staff will provide assistance to relocate you if necessary.



UH/Alert

<https://www.hawaii.edu/alert/>

Authorized Officials

During or in the time leading up to an emergency that threatens life, safety, or security, it will be necessary for notification to be provided to the WCC community with great speed and

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accuracy. Conditions may not allow time for responders or other officials to seek approval to send notification messages.

For this reason, WCC has designated specific campus officials to serve as authorized officials who are empowered to authorize the issuance of emergency notifications. Each authorized official is expected to act within his/her realm of responsibility as defined by the

WCC Emergency Management Plan and authorize emergency notifications when experience and prudence indicate that emergency conditions indicate that such actions be taken.

It is important to draw the distinction between the authorization of an emergency notification and the issuance of a notification. Authorization involves:

- Making a determination that notification is necessary
- Formulating message content
- Selecting the appropriate segment of the campus to receive notification, and choosing the appropriate communication tools.

In contrast, issuing a notification is the physical act of using a communication tool to send a notification message to the population. Authorized officials are not likely to have received training for all of the emergency notification systems, nor is this necessary. When authorizing an emergency notification, the authorized official will either issue the notification themselves, or contact an individual who is trained to operate the system that sends it. The following individuals are the authorized officials at WCC (in the order listed below). Such authority is delegated to the highest ranked official on the list with whom the Emergency Operations Center is able to contact in a timely manner.

1. WCC Chancellor
2. Vice Chancellor of Student Affairs
3. Vice Chancellor of Administrative Services
4. Vice Chancellor of Academic Affairs
5. Director of Career and Community Education
6. Safety and Security Manager

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7. Marketing and Public Relations Director
8. Dean of Division I
9. Dean of Division II
10. WCC State Security Officer

In cases of imminent threat to the campus community, such as a tsunami or hurricane warning, the Emergency Management staff may send out initial warning messages upon confirmation of such threat from the National Weather Service.

Drills and Exercises

The College will test emergency response and evacuation procedures annually. Additional building evacuation and sheltering drills are encouraged for WCC campus buildings and external campus locations. Certain types of drills (e.g., lockdown, shelter-in-place, unannounced drills other than fire drills, etc.) require advanced planning and technical assistance, and should only be developed with assistance from, and consultation with, Office of Safety and Security

Confidential Reporting

In certain instances, a crime victim may be reluctant to file a report fearing the process and/or loss of his/her anonymity. In such circumstances, crime victims are encouraged to consider making a confidential report to one of the designated Campus Security Authorities. At a minimum, crime victims will receive valuable counseling and referral information. Confidential reports are important because they provide valuable information that will enhance the safety of the community-at-large and they will, at least, provide a more accurate portrait of actual campus crime. (Remember, help is available. All you need to do is ask.)

If you are the victim of a crime and do not want to pursue action within the College's judicial system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the WCC Safety and Security Manager can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, Windward Community College can keep an accurate record of the number of incidents involving students, determine where

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there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

Security Considerations Used in Maintenance

Windward Community College is in the process of improving its night lighting in parking lots, areas with heavy landscaping, and along sidewalks and pathways frequently traveled by students. Campus Security is instructed to regularly file reports if they observe overgrown shrubbery, any obstruction of lighting or pathways and any kind of hazards along or on the sidewalks. All reports are submitted to the Facilities Manager for review and potential action.

Working Relationships with State & Local Police

The Honolulu Police Department (HPD) is the primary police agency for the island of Oahu. Campus Security maintains an open and reciprocal relationship with HPD and all other law enforcement agencies in the state, utilizing their resources and expertise to gather crime-related information, reports, and statistics.

Crime Prevention and Security Awareness Programs

Throughout the school year, precautions are taken to assist in providing for the safety of the WCC faculty, staff and students. Campus Security offers security awareness programs such as an escort service, emergency call boxes, crime prevention announcements through email, facilities and grounds surveys, special services, Campus Safety Walks, and providing information on obtaining a temporary restraining order (TRO). WCC also offers awareness programs related to Workplace Violence, Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, and Stalking.

Along with providing “timely warnings” in the event of a crime occurring on campus that poses a serious ongoing threat to the community. Crime prevention and security awareness presentations designed to inform students and employees about campus security procedures and practices and to encourage them to be responsible for their own security and the security of

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others are normally scheduled several times during the beginning of each semester. The programs include a general program that provides the community with an overview of security and safety procedures, a description of the safety services provided to the campus community, and a review of the crime statistics for the campus area. The Office of Safety and Security also Maintains and distributes information regarding alcohol awareness, sexual assault awareness, active shooter response, and safe workplace practices. The Safety and Security Office will also develop specific presentations upon request, for any department or student organization. For more information on obtaining a Protective Order, please refer to the Honolulu Police Department's [Domestic Violence Services](#).

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

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.

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- 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***

Alcohol and Drug Policies

In conformance with Hawai‘i state and federal laws, WCC faculty, staff and students are not permitted to manufacture, sell, distribute, possess, use, dispense or be under the influence of illegal drugs and/or alcohol at WCC sponsored or approved events or on WCC property or in buildings used by the College for education, research, or recreational programs. Consistent with its mission, WCC will cooperate with law enforcement agencies responsible for enforcing laws related to illegal use of drugs, tobacco and alcohol. Campus Security enforces these laws and the policies regarding the violation of these laws.

Students found in violation may be subject to the provisions of the student conduct code and/or arrest. Faculty and staff found in violation of this part are subject to disciplinary action as provided in collective bargaining agreements, UH policy, and other applicable state laws and rules. The law states that no one under the age of twenty-one may buy, possess, or drink alcoholic beverages. The serving of alcoholic beverages at special events requires permission from the WCC Chancellor.

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Substance Abuse Education

Windward Community College encourages students, faculty, and staff to seek assistance in overcoming drug or alcohol abuse. Early recognition and treatment are important for successful rehabilitation. Students may contact the Vice Chancellor of Student Services (235-7370) for assistance regarding counseling and treatment referral services. Faculty and staff may contact their supervisors for assistance and referral services. The State Department of Health has contracts with numerous private agencies to provide a range of counseling and treatment services.

Weapons Policy

The possession of illegal and dangerous weapons on University premises is strictly prohibited. Illegal and dangerous weapons include, but are not limited to, firearms, ammunition, spear guns, explosives, and dangerous substances. Any person found in violation may be subject to all applicable state and federal laws, University policy, and the Student Conduct Code. Should you suspect or discover someone on campus in possession of a weapon, contact WCC Campus Security immediately. Since 2003, public displays of any type of “replica” firearm are illegal; this includes pellet, air, water, and toy guns.

Gambling Policy

In accordance with the laws of the State of Hawai‘i, gambling is **not permitted**. This includes bingo, raffles, and lotteries. See HPD gambling details.

Workplace Non-Violence Policy

University of Hawai‘i policy expressly prohibits workplace violence on our campuses. Workplace violence includes physical attack, property damage, verbal statements that express, or physical conduct that suggests, physical or mental harm to others.

Neither the Family Educational Rights and Privacy Act nor Hawai‘i’s Uniform Information Practices Act protects the confidentiality of threats made or expressed. Further, these Acts

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authorize the disclosure of information to protect the health and safety of individuals, including members of the University community.

All reported incidents will be addressed swiftly and appropriately in accordance with this policy. Appropriate action may include notifying the alleged victim, other campus officials and the local law enforcement office.

The University supports zero-tolerance for violence on its campuses. Employees and students are encouraged to report all incidents to their supervisors or advisers.

University of Hawai'i's Executive Policy E9.210 on Workplace Non-Violence (<http://www.hawaii.edu/svpa/ep/e9/e9210.pdf>) has additional information. Employees who have questions should contact the campus human resources office. Students with questions should contact the campus dean or vice chancellors for student affairs office.

Windward Community College has adopted a policy of prohibiting any work related or workplace violence against its students, faculty, staff, and visitors. Prohibited violent acts involve physical attack, property damage, as well as verbal statements that express or suggest the intent to cause physical or mental harm to another person. More specifically, violent behaviors include but are not limited to hitting, pushing and shoving; throwing or breaking objects; theft; shouting or yelling; threatening gestures or remarks; disruptive or hostile actions; abusive or belligerent language; sabotage of equipment; repetitive unwanted phone calls, notes or emails, etc.

All incidents must be reported and will be addressed immediately according to statutes, rules, collective bargaining agreements, or policies. Employees should report all incidents to their supervisors. The decision to report an incident will never be questioned and will always be supported by management.

Sexual Assault Policy

As required by the Higher Education Amendments of 1992, the College has a Sexual Assault Prevention Policy which explains the College's Sexual Assault Program presented to promote awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking, and the procedures for reporting offenses. A copy of the Sexual Assault Policy can be obtained from the Office of Student Services, Hale 'Ākoakoa, Room 202.

Domestic Violence, Dating Violence, Sexual Assault, and Stalking

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Windward Community College (WCC) will not tolerate domestic violence, dating violence, sexual assault, stalking, or other forms of sexual misconduct. Offenders may be subject to appropriate campus adjudication processes, disciplinary action, and/or criminal proceedings. WCC utilizes procedures that provide prompt, fair, and impartial investigation and resolution in cases involving domestic violence, dating violence, sexual assault, and stalking. These procedures are carried out by officials who receive specific annual training.

Sexual violence is a form of sexual harassment and services are available to students, faculty, and staff who experience sexual violence, domestic violence, dating violence, and instances of stalking.

In these situations, WCC is committed to providing crisis intervention measures for students, faculty, and staff, as well as appropriate administrative response for the complainant and respondent; referring individuals to criminal authorities; and educating and promoting discussion on interpersonal abuse and violence issues. The University's process does not preclude adjudication under state law.

Windward Community College prohibits retaliation by its officers, employees, students, or agents against a person who exercises his or her rights or responsibilities under any provision federal or state law, including Title IX and the Campus SaVE Act, or this policy.

Prevention Efforts

WCC attempts to foster a safe living, learning, and working environment for all members of the campus community. To accomplish this, WCC considers the educational programming that addresses all aspects of domestic violence, dating violence, sexual assault, and stalking (safety precautions and prevention, crisis management, reporting, medical and counseling services, the WCC discipline systems, academic schedules, living arrangement, etc.), the campus response to sexual violence, domestic violence, dating violence, and instances of stalking, and physical surroundings throughout the campus community.

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WCC develops educational programs concerning domestic violence, dating violence, sexual assault, and stalking. Involved students, faculty, staff, and community members provide information and promote discussion on interpersonal abuse and violence issues. The Office of Safety and Security supports these educational programs by providing input and personnel to assist in accomplishing these tasks. For additional information about campus educational programs concerning domestic violence, dating violence, sexual assault, and stalking; contact the Title IX coordinator in Alaka'i 220, Human Resources, or the Vice Chancellor of Students Services in Akoakoa 202.

Windward Community College continually reviews and modifies its physical surroundings to enhance safety and security, such as upgrading its campus lighting, locking procedures, signage, etc. For additional safety information, contact the Office of Safety and Security at (808) 235-7343.

Violence Against Women Act

VAWA and SaVE

Sexual assaults and dating violence on campuses are a serious concern for colleges and universities. To help reverse that trend, sweeping new mandates and government recommendations were handed down in spring of 2014, not only for safety for women, but also as an element of proving Title IX compliance. These require not only better monitoring, reporting, and incident management from schools, but also education initiatives. Campus Answers offers comprehensive solutions to enhance campus safety, and prevent violence against women. Please click on the link below to find out how you can help to combat violence against women on college campuses.

[Campus Answers for VAWA and SaVE](#) or

http://www.campusanswers.com/ad-ppc-vawa-save-student-leaders-guide/?pi_ad_id=43450816853&gclid=CN_r6vaKisECFUxqfgodYngAJw

Be an Active Bystander

Bystanders play a critical role in the prevention of sexual and relationship violence. They are individuals who witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it. We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander. If you or someone else is in immediate danger, dial 9-1-1. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

- Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are OK.
- Confront people who seclude, hit on, and try to make out with, or have sex with people who are

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incapacitated.

- Speak up when someone discusses plans to take advantage of another person.
- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
- Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

Risk Reduction Tips

With no intent to victim blame and recognizing that only rapists are responsible for rape, the following are some strategies to reduce one's risk of sexual assault or harassment.

- **Be aware** of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- Try to **avoid isolated areas**. It is more difficult to get help if no one is around.
- **Walk with purpose**. Even if you don't know where you are going, act like you do.
- **Trust your instincts**. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
- **Make sure your cell phone is with you** and charged and that you have cab money.
- **Don't allow yourself to be isolated** with someone you don't trust or someone you don't know.
- **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
- **When you go to a social gathering, go with a group of friends**. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- **Trust your instincts**. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 9-1-1).
- **Don't leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, get a new one.
- **Don't accept drinks from people you don't know or trust**. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
- **Watch out for your friends, and vice versa**. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
- **If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 9-1-1 in most areas of the U.S.)**. Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).

If you need to get out of an uncomfortable or scary situation, here are some things that you can try:

- **Remember that being in this situation is not your fault**. You did not do anything wrong, it is the

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person who is making you uncomfortable that is to blame.

- **Be true to yourself.** Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
- **Have a code word with your friends or family** so that if you don't feel comfortable, you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
- **Lie.** If you don't want to hurt the person's feelings, it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
- **Try to think of an escape route.** How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
- **If you and/or the other person have been drinking,** you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

Reporting

A guiding principle in the reporting of domestic violence, dating violence, sexual assault, and stalking is to avoid possible re-victimizing of the complainant by forcing the individual into any plan of action. It is recommended that a person who has experienced domestic violence, dating violence, sexual assault, or stalking consider each of the following:

1. Getting to a safe place.
2. Avoiding the destruction of evidence by bathing, douching, changing clothes, or cleaning up in any way. Preserve evidence in a paper bag for possible future action. Also, keep copies of emails, text messages, and voice messages.
3. Pursuing medical treatment. Post-assault medical care can be performed at a local emergency room. Many hospitals have a specialized examiner who can complete an exam for victims of sexual violence. Such an exam can help the victim receive an appropriate medical assessment and treatment, and can preserve evidence for possible future action.
4. Pursuing counseling services with appropriate agencies (e.g., WCC Mental Health Counselor, Employee Assistance Program (EAP), or private providers). Calling someone that is known and trusted, such as a friend or counselor, and discussing with this person the assault can help to evaluate the trauma to sort out next steps.
5. Making a police report. You can initiate a campus and/or criminal complaint for the assault. You may obtain assistance from campus authorities in this notification.
6. Making a report to a campus security authority (CSA), Title IX coordinator, deputy Title IX coordinator, Campus Security, or other responsible employee under Title IX.
7. Making an anonymous report. An anonymous report to the police or campus security notifies them that an act of sexual violence has occurred but gives no names or identification.

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Consider Filing a Police Report

A report to the police can empower the complainant by exercising her/his legal rights and can aid in the protection of others. WCC staff will encourage the complainant to file a police report and will assist the complainant in notifying the police if requested. The police will then advise the complainant of the legal process.

1. On-campus investigation is typically conducted by WCC Administrators who have both an administrative role and a law enforcement role.
2. Off-campus cases are usually investigated by the Honolulu Police Department (HPD). When an investigation or legal proceedings does occur off-campus, services are still available through the College.

There may be consequences to waiting to file a police report. Early reports may improve the preparation of a viable prosecution. Filing a police report immediately following the incident does not force the complainant to file charges and prosecute the respondent. However, it does aid in the preservation of valuable evidence if the complainant decides to pursue charges at a later date.

The States Attorney makes all decisions regarding the prosecution of alleged crimes reported to law enforcement.

Alternatives to Immediately Filing a Police Report

1. Report the crime at a later date.
2. Make a complaint to a CSA, Title IX coordinator, or deputy Title IX coordinator. Such a complaint may be used for actions which include, but are not limited to, on-campus administrative proceedings.
3. Make an anonymous report to the police (a report that notifies the police that a domestic violence, dating violence, sexual assault, or stalking incident has occurred, but gives no names or identification).
4. Contact a referral agency for help: the Sexual Assault Treatment Center, Title IX coordinator, Human Resources, or Vice Chancellor of Student Services.
5. Make a complaint to the Title IX coordinator. Such a complaint may be used for actions which include, but are not limited to, on-campus administrative proceedings.

If the complainant does not choose to file a police report, she/ he may still file an administrative complaint. The complainant will be referred to other agencies if appropriate. Specifically, a complainant may be encouraged to seek assistance at the UH Women's Center and/or EAP. Support may also be sought from Student Health, the Title IX coordinator, and/or various community resources.

The complainant may decline to notify campus police and campus authorities.

Ongoing Care

Students may seek assistance at any time from the UND Counseling Center at no additional charge. Referrals may be made upon request for relatives, partners, and friends of either the complainant or respondent to various support agencies.

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Students may seek assistance from UND's Student Health Services. Post-assault medical care includes testing and treating for sexually transmitted diseases (STDs). Costs for testing may be paid directly by the student or billed through insurance.

Benefited staff and faculty may seek assistance at any time from any medical facility or the Employee Assistance Program (EAP). Additionally, the Title IX coordinator may provide additional information.

On-Campus Investigation and Adjudication

WCC's response to domestic violence, dating violence, sexual assault, or stalking incidents may involve a number of individuals and agencies (e.g., Campus Security, Behavior Intervention Team, Title IX Coordinator, Vice Chancellor of Student Services, WCC Mental Health Counselor, or counseling services personnel). In addition, for cases involving campus community members, there is a timely, campus-based investigation which is private and protects individual rights and process. The complainant is presented with options about how s/he may pursue the complaint.

Title IX complainants, including those reporting violence or concerned about WCC's compliance with Title IX or Department of Education policies, may be directed to the Title IX coordinator in the: Equal Employment Opportunity and Affirmative Action Office, University of Hawaii, 2500 Campus Road,

Administrative Services Building 1, Room 102,
Honolulu, HI 96822

Or to the U.S. Department of Education,
400 Maryland Avenue, SW, Washington, DC 20202. Complaints may also be directed to any other federal agency.

For Students

The Student Conduct Code describes the procedures followed when a violation of the Code is reported to a student conduct administrator (SCA). Reports of violence involving students are generally directed to the WCC Office of Safety and Security, which manages investigations, and may act as SCA if requested or if charges are brought.

Mediation, including referral to Conflict Resolution for the purpose of mediation between the parties, will not be used to resolve sexual violence complaints.

The Conduct Code outlines the process and protection of rights of both the complainant (the student who brings the grievance or makes the complaint) and the respondent (the student or individual about whom the grievance or complaint is brought). Both complainant and respondent have certain shared or complementary rights in disciplinary hearings. The rights below apply as addenda to the protocols identified in the Student Conduct Code.

1. The complainant and the respondent have the right to be assisted by an advisor, including an advisor they choose at their own expense.
2. The complainant and the respondent have the right to access and review any information that will be used in the hearing.

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3. The complainant and the respondent will be advised of the date, time, and location of a hearing, when scheduled. Both may attend and participate.
4. The SCA may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, respondent, and/or other witness during the hearing, in whatever manner and as determined in the sole judgment of a senior student conduct administrator (SSCA), to be appropriate.
5. The SCA shall render the decision to the respondent and the complainant simultaneously and in writing within five business days. The complainant will be provided with the final results of any disciplinary proceeding regarding a complaint of domestic violence, dating violence, sexual assault, or stalking.
6. Decisions may be appealed by both parties in accordance with the *Code*, as applicable. All parties will be informed in writing of the outcome of any appeal.

The standard of proof that exists for campus disciplinary proceedings is preponderance of evidence, (i.e., more likely than not the event(s) occurred). A student's privacy concerns are weighed against the needs of Windward Community College to respond to certain incidents and crimes. To the greatest extent possible, all reports will remain private. However, information may be shared with appropriate departments and agencies under a need-to-know basis when it pertains to investigative needs and safety concerns of the campus community.

Faculty and Staff

If a faculty or staff member is involved as the complainant or respondent:

1. All incidents are to be reported to the Title IX coordinator in Alakai 220, (808)-235-7403
2. Based on the initial report of the incident, the Title IX coordinator, with assistance from Campus Security, Human Resources, and/or the Vice Chancellor of Student Services Office, will implement any temporary safety measures immediately.
3. The Title IX coordinator will then assign a Title IX investigator or investigators to investigate the incident.
4. The Title IX investigator(s) will investigate the incident and submit a final written report to the Title IX coordinator.
5. If it is determined that discipline or dismissal of a faculty or staff member is warranted, the following policies and procedures will be followed:
 - a. Faculty—Handbook;
 - b. Staff--UH Human Resource Policy Manual
6. Both the complainant and respondent will be notified in writing of the final results of the investigation and any resulting actions.
7. Both the complainant and respondent may appeal the final determination pursuant to the Faculty Handbook and the UH Human Resources Policy Manual Appeal Procedures.

Interim Arrangements and Post-Hearing Interventions

WCC actively provides services for all parties in domestic violence, dating violence, sexual assault, and stalking cases. WCC continues a coordinated response system that attends to the complainant's and the

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respondent's physical and emotional well-being as well as the safety of the community.

Administrative Services to Assist a Student Complainant or Respondent

The Vice Chancellor of Student Services Office will assist students, including collaborating with other departments to provide:

1. Referral to a counselor (Mental Health)
2. Escort services. (Campus Security)
3. Assistance in petitioning for a protection order. WCC honors orders of protection, no-contact orders, restraining orders, or similar orders issued by a criminal or civil court (Office of Safety and Security).
4. Withdrawal from the University. (Admissions)
5. An on-campus investigation and, if appropriate, initiate on campus disciplinary procedures. (Student Conduct)
6. Other referrals as necessary.

Administrative Services to Assist Faculty or Staff Complainant or Respondent

The Title IX coordinator will assist faculty and staff, including collaborating with Campus Security and other departments to provide:

1. Referral to the Employee Assistant Program.
2. Escort services. (Campus Security)
3. Assistance in petitioning for a protection order (Office of Safety and Security).
4. Windward Community College honors orders of protection, no-contact orders, restraining orders, or similar orders issued by a criminal or civil court. (Office of Safety and Security).
5. An on-campus investigation and, if appropriate, initiate disciplinary/dismissal procedures. (Title IX coordinator and/ or Human Resources)
6. Other referrals as necessary.

Interim and Post-Hearing Interventions for Complainants and Respondents

1. The complainant and/or respondent may have his/her academic schedule altered and/or arrangements with instructors to assist in offsetting potential academic problems will be coordinated. This service is not applicable for a respondent who has been temporarily or immediately removed from campus and/or classes.
2. The respondent may be directed not to have contact, by any means, with a complainant.
3. The complainant may be directed not to have contact, by any means, with a respondent.
4. Any individual, who is alleged to have committed a violent act, including domestic violence, dating violence, sexual assault, or stalking upon a member of the campus community, may be banned from campus and campus activities.

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5. Other conditions as deemed appropriate.

Online Education

The University of Hawai`i also offers an online training course, Preventing Sexual Harassment, which is available to students, faculty, staff, and guests. This is a one-hour, self-paced program, designed to promote educational awareness and prevention of sexual harassment in the learning and workplace environment at the University. The program can be accessed at the following website:

<http://www.workplaceanswers.com/sexual-harassment-prevention/>

Definitions

The definitions below are based on state and federal laws, regulations, and case law. Campuses may abbreviate the definitions and include examples and scenarios in order to offer student-oriented, effective, and readily accessible training and outreach materials. VAWA also requires educational programs to inform students and employees of State of Hawai`i definitions of criminal sexual offenses. The relevant sections of the laws are summarized in Appendix A to provide technical references for campus educational programs, websites, complaint procedures, and student conduct hearings. However, it should be noted that EP 1.204 is a civil rights policy that prohibits hostile environment harassment including sexual violence, and that the standard of proof is the preponderance of the evidence, and not a criminal standard of evidence.

A. Consent

Consent in relationship to sexual activity is defined in accordance with its plain and common meaning. With respect to sexual activity, “consent” means words or actions that show a knowing and voluntary agreement to engage in mutually agreed sexual activity (including pictures/video). Mere assent (an affirmative statement or action) does not constitute consent if it is given by a person who is unable to make a reasonable judgment concerning the nature or harmfulness of the activity because of her or his incapacitating intoxication, unconsciousness, youth, language, intellectual or other disability, or other incapacity; or if the assent is the product of threat, coercion, or fraud. Past consent does not imply future consent; silence or an absence of resistance does not imply consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent can be withdrawn at any time.

B. Dating Violence

VAWA defines “dating violence”¹ to mean violence committed by a person, who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship; the type of relationship; and the frequency of interaction between the persons involved in

¹ 42 USC § 13925(a)(10)[40002(a) of the Violence Against Women Act of 1994]

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the relationship.

C. Domestic Violence

VAWA defines “domestic violence”² as a felony or misdemeanor crime of violence committed by: a current or former spouse or intimate partner of the victim, a person with whom the victim shares a child in common, a person who is cohabitating with or has cohabitated with the victim as a spouse or partner, a person similarly situated to a spouse of the victim under the domestic or family violence laws of the local jurisdiction. Hawai’i law includes current and former roommates, children, and persons related by consanguinity. (See Appendix A for Hawai’i definitions of “domestic abuse,” “household member,” and “dating relationship.”³)

D. Indecent Exposure

Under Hawai’i law, “indecent exposure” involves a person intentionally exposing their genitals to another person under circumstances in which the conduct is likely to cause affront.

E. Retaliation

Retaliation is defined as adverse actions taken against a person because of their 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.

Adverse actions are actions that would dissuade a reasonable person from making or supporting a complaint of discrimination, sexual harassment, sexual assault, domestic violence, dating violence, or stalking.

Examples of adverse actions that might constitute retaliation include a significant change in one’s status, such as suspension, unsatisfactory or unfair evaluations, unfair grades, unfair assignments, firing, or failing to promote, reassignment with significantly different responsibility or a decision causing a significant change in benefits, direct or implied threats, coercion, harassment, intimidation, or encouragement of others to retaliate.

F. Sexual Assault⁴

²Ibid

³ See Appendix A and HRS § 586-1.

⁴ See Appendix A and HRS §§ 707-730 to 733.

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Under Hawai'i sexual offense laws, a person commits sexual assault when the person knowingly or recklessly subjects another person to an act of nonconsensual sexual penetration or sexual contact. This includes knowingly engaging in the behavior with a person who is unable to give consent due to incapacitation, intellectual disability, age, or in custody in a correctional facility. Sexual assault also includes statutory rape, indecent exposure, and voyeurism or trespassing on property to engage in surreptitious surveillance for sexual gratification. Sexual assault can be committed by men or women and can occur between persons of the same or different sex.

Hawai'i law categorizes sexual offenses as first, second, third, or fourth degree sexual assault, which takes into account factors such as severity, context, age of the victim, capacity for giving consent, and whether the acts involved forcible compulsion, lack of consent, threats of property damage, etc.

For the purpose of this policy "incapacitation" means the person's decision-making ability is impaired such that the person lacks the ability to make a rational, reasonable decision due to an intellectual or other disability, sleep, involuntary physical restraint, alcohol, drugs, or so-called "date-rape" drugs.

Examples of sexual assault include but are not limited to:

Acts of sexual intercourse where such an act is accomplished against a person's consent by means of force or threat of harm to the complaining party.

Nonconsensual intercourse by a friend or acquaintance.

Sexual assault with an object.

Acts of sexual fondling or sexual intercourse where the person is prevented from resisting or is incapable of giving consent because of her or his youth, intellectual or other disability, or is unconscious at the time of the act, and this fact is known or reasonably should be known to the person committing the act.

Electronic surveillance, recording, photographing, or transmitting identifiable images of private sexual activity and/or intimate body parts without the knowledge and consent of the parties involved.

G. Sexual Harassment

Sexual harassment is a form of sex discrimination that is strictly prohibited by this policy, as well as by UH Executive Policy EP 1.202 which prohibits discrimination and harassment based on protected

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categories, including sex, gender identity or expression, and sexual orientation.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when

1. 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;
2. 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
3. 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:
 - a. severe or pervasive; and
 - b. 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.

The conduct must be both objectively and subjectively perceived as offensive. That is, the reporting party must view the conduct as offensive, and a reasonable person with the same fundamental characteristics as the reporting party (e.g., age, race, gender) must also view the conduct as offensive.

The following are examples of behavior that can constitute hostile environment sexual harassment if unwelcome and persistent, pervasive, or severe:

sexually offensive jokes or ridicule of a person's sexuality, sexual orientation or gender identity

remarks of a sexual nature about a person's clothing or body

remarks about sexual activity or speculations about previous sexual experiences

unnecessary and unwanted touching, patting, hugging, or brushing against a person's clothing or body

pressure for sexual activity, an element of which may be nonverbal conduct, such as repeated and unwanted staring or sexually suggestive gestures

displays of offensive objects or pictures, including the use of electronic technology to send derogatory, demeaning, threatening, or hostile materials based on sex

requests for sexual favors accompanied by direct or implied rewards or threats

taking, sending, or sharing photos, videos, or audio recordings of sexual activity without the person's consent, regardless of whether the sexual activity itself was consensual

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intimidation, threats of harm, or actual assaults against a person based on their sex, sexual orientation, or gender identity

sexual assault, domestic violence, dating violence, stalking

The above list of examples is not all-inclusive; in addition, each situation must be considered in light of the specific facts and circumstances to determine if there has been a violation of this policy. The determination as to whether behavior is sexual harassment will take into account the totality of the circumstances, including the nature of the behavior and the context in which it occurred. Harassing conduct often involves a pattern of offensive behavior. However, a serious incident, such as sexual assault, even if isolated, can be sufficient to establish a hostile environment and a violation of this policy. Factors considered include the severity or pervasiveness of the conduct; the degree to which the conduct affected the student's education or the employee's work environment; the type and duration of the conduct; and the identity of and relationship between the respondent and the student or employee.

H. Sexual Violence

The U.S. Department of Education Office for Civil Rights (OCR) considers sexual violence to be a form of sex discrimination and a violation of Title IX of the Education Amendments of 1972. The term "sexual violence"⁵ refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the student's age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent). A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. Sexual violence can be carried out by school employees, other students, or third parties. All such acts of sexual violence are forms of sex discrimination prohibited by Title IX.

I. Stalking

VAWA defines "stalking" as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.

"Course of conduct"⁶ means two or more acts, including, but not limited to, unwelcome acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means

⁵ OCR Questions and Answers on Title IX and Sexual Violence, April 29, 2014

⁶ VAWA final consensus language

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(including cyberstalking) follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property, and where such conduct is sufficiently severe or pervasive that a reasonable person would view the conduct as intimidating, hostile, or offensive. (Note that Hawai'i criminal law requires proof of intent; however, this policy includes hostile environment harassment. See Appendix A for Hawai'i law.⁷)

"Substantial emotional distress"⁸ means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

HATE CRIME DEFINITIONS

(Crime Definitions from the *Uniform Crime Reporting Hate Crime Data Collection Guidelines and Training Guide for Hate Crime Data Collection*)

Hate Crimes: Crimes that manifest evidence that the victim was intentionally selected because of the victim's race, gender, religion, sexual orientation, ethnicity/national origin, or disability.

Windward Community College is required to report statistics for hate (bias) related crimes by the type of bias as defined below for the following classifications: murder/non-negligent manslaughter, negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug violations and/or illegal weapons possession and larceny, vandalism, intimidation, and simple assault, and any crimes involving bodily injury to any person.

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

Vandalism: To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

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

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

⁷ See Appendix A and HRS §711-1106.5.

⁸ VAWA final consensus language

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broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

If a hate crime occurs where there is an incident involving intimidation, vandalism, larceny, simple assault, or other bodily injury, the law requires that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of the compliance document.

III. Executive Policy

A. Statement on equal opportunity and prohibition against sex discrimination and sexual violence

The University of Hawai'i and Windward Community College are committed to maintaining and promoting safe, respectful campus environments that are free from discrimination, harassment, and sexual violence. The University prohibits and does not tolerate sexual harassment, sexual assault, domestic violence, dating violence, and stalking. These forms of sex discrimination and sexual misconduct are prohibited by law and are serious offenses that violate the basic standards of behavior expected of members of the University community. Such conduct substantially interferes with a person's civil rights to equal opportunity in employment, education, and/or access to University programs, activities and services, whether on- or off-campus. The University will take appropriate action to prevent sexual harassment, sexual assault, domestic violence, dating violence, and stalking. Each campus will implement prevention and response procedures that include providing information on Title IX Coordinators and other designated personnel, law enforcement options, safety and interim measures, education and prevention services, and on- and off-campus resources. Each campus will investigate complaints in a manner that is equitable and reasonably prompt. Where appropriate, the campus will take prompt and effective steps (including disciplinary sanctions) reasonably calculated to end the sexual misconduct, eliminate the hostile environment, prevent its recurrence, and remedy its effects.

B. Retaliation prohibited

The University prohibits and will not tolerate retaliation. Persons who commit retaliation in violation of this policy are subject to appropriate disciplinary action. Retaliation is defined in part II.E. above and includes adverse actions against a person because they have filed a complaint, participated in an investigation, or otherwise opposed discrimination, including sexual harassment, sexual assault, domestic violence, dating violence, or stalking. Retaliation involves adverse actions that would dissuade a reasonable person from opposing prohibited conduct.

C. Scope

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EP 1.204 prohibits sexual harassment, sexual assault, domestic violence, dating violence, and stalking in any University workplace, educational program, activity, or service, which includes all academic, extracurricular, student housing, athletics, and other programs. The policy covers sexual harassment and sexual violence based on gender identity and gender expression. The policy applies to all students and employees of the University, as well as volunteers, visiting interns, and third parties such as guests, patrons, independent contractors, or clients of the University. The policy applies to persons regardless of their sex, sexual orientation, gender identity, or gender expression.

This policy applies to sexual misconduct:

1. on College premises;
2. at University sponsored activities;
3. that has an adverse impact on the education or employment of a member of the WCC community; or otherwise threatens the health or safety of a member of the WCC community.

A student, employee, or third party who reports to the University that they believe they have experienced or observed sexual harassment, sexual assault, domestic violence, dating violence, or stalking, whether the offense occurred on- or off-campus, shall be offered appropriate assistance and be provided with a written explanation of rights and options under campus procedures.

Sex Assault Victim's Bill of Rights

Campus Security's Commitment to Help Victims of Sexual Assault

Sexual Assault, including date/acquaintance rape is a very serious crime and is a high priority of this Campus Security Department. If you feel you are the victim of a sexual assault on campus, the department will guarantee the following:

1. We will meet with you privately, at a time and place of your choice to take your report.

1. We cannot and will not notify your parents without your consent.
2. Our officers will not prejudge you, and you will not be blamed for what occurred.
3. We will treat you and your case with courtesy, sensitivity, dignity, understanding and professionalism.
4. We will assist you in arranging for any necessary hospital treatment, or other medical

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- needs. We will also assist in emergency housing if needed.
5. If you would feel more comfortable talking with a friend or advocate of your choice present, we will do our best to accommodate your request.
 6. We recommend you allow us to contact the Honolulu Police Department, however, we will respect your decision whatever you elect to do.
 7. We will assist you in privately contacting the Sex Abuse Treatment Center (SATC), Women's Center, counseling and other available services.
 8. We will continue to be available to answer your questions, to explain the system and process involved, and to be a listening ear if you wish.
 9. We will consider your case seriously, regardless of your gender or the gender or status of the suspect.

Please do not hesitate to call Campus Security at 235-7355, if you have been a victim of sexual assault.

Sex Offenses

Any member of the Windward Community College community who commits any sexual offense is subject to criminal prosecution under federal and state laws and University disciplinary procedures. A variety of sanctions may be imposed, including dismissal from school or loss of employment. By law, all WCC/UH disciplinary procedures provide due- process protection for the accuser and the accused and both are entitled to the same opportunities to have others present during a disciplinary hearing. At the conclusion of the mandated hearings related to the sexual offense both the accuser and the accused shall be informed of the outcome of the disciplinary proceeding. The institution will, upon written request, disclose to the alleged victim of a crime of violence or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph. The College will change a victim's academic schedule after an alleged sex offense, if it is requested by the victim and the change can be logistically possible. The victim should contact Student Affairs to request assistance with schedule changes.

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If you become a victim of a sexual assault, Campus Security encourages you to make every attempt to preserve any physical evidence. This includes not showering or disposing of any damaged clothing or other items that are present after or during the assault.

If a sexual offense should occur, the victim should take the following actions:

GET to a safe place.

CONTACT HPD by dialing 911

CONTACT Campus Security at 235-7355 or use an Emergency **Code Blue** Phone. A victim has the option of notifying the Honolulu Police Department (HPD) by dialing 911 and Campus Security personnel will assist the student in notifying HPD, if the student requests assistance in notifying them.

CONTACT someone you trust to be with or ask the police dispatcher to do so for you.

DO NOT shower, bathe, douche, change or destroy clothing.

DO NOT eat, drink, liquids, smoke, or brush your teeth if oral contact took place.

WRITE down all details remembered as soon as possible.

CAMPUS Security will call for an ambulance or assist the victim in making other arrangements for prompt medical attention as appropriate.

REMEMBER, Campus Security accepts reports of criminal violence confidentially. This particularly applies to crimes of sexual violence and allows the victim to report through a third party and/or remain anonymous.

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Campus Sex Crimes Prevention Act

According to the State of Hawai'i Attorney General's Office, you may check the Attorney General's website, <http://www.sexoffenders.hawaii.gov> for information about sex offenders in your area.

Sex Registry

In accordance with the Campus Sex Crimes Prevention Act (CSCPA) of 2000, this amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act, the Family Educational Rights and Privacy Act of 1974 (FERPA), and Chapter 846E of the

Hawai'i Revised Statutes, the Hawai'i Criminal Justice Data Center maintains a central repository of registered sex offenders for the State of Hawai'i. These laws require institutions of higher education to issue a statement advising the campus community where information concerning registered sex offenders may be obtained. It also requires sex offenders to provide notice of each institution of higher education at which the person is either employed, carries a vocation, or is a student.

A listing of all registered sex offenders in Hawai'i is available to the general public via an online database at the following website:

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

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Date Rape Drug

Date rape drugs can be placed in any drink, not just alcohol. The drug may act as an aphrodisiac or intoxicant. Effects may include a feeling of well-being and short term memory loss. Some other common side effects of this drug includes a drunken appearance, drowsiness, light-headedness, staggering, confusion, muscle relaxation, and amnesia that can last up to 24 hours. Serious adverse effects can occur such as seizures, insomnia, anxiety, nausea, dizziness, hallucinations, coma, and even death. If you or someone you know has been drugged and/or assaulted, go to a safe place, contact WCC Security or local police. Then go a local hospital's emergency room for immediate treatment of any injuries. Urine, blood, pregnancy, and sexually transmitted disease (STD) testing may also be done.

Sex Assault Victim Assistance

Students who have been sexually assaulted and need help or someone to talk to for advice or counseling in getting through the ordeal and/or dealing with the police and legal procedures can contact any of the following:

[Sex Abuse Treatment Center](#): 24 hour hotline at (808) 524-7273.

Office of the Gender Equity Counselor at (808) 956-9977

Temporary Restraining Order (TRO)

A TRO is a court document that can be obtained to provide legal assistance which prevents an individual from contacting another individual if they have a history of harassing, threatening,

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or abusing that individual. There are times when students, faculty, and staff find themselves in a situation where they need to file for a TRO.

For assistance from Campus Security regarding TRO, you will need to provide the TRO information to the Security Office. They need to have a clear copy of the TRO, which will allow them to better develop an appropriate response and provide accurate support and assistance if called on to do so. In addition to a copy of the TRO, please provide a current picture of the person whom the TRO restrains, along with a description of any vehicle the subject may own or operate. Contact the office of Safety and Security for further information.

Victim Notification Services

In a criminal justice system, when a case reaches a prosecution stage notification will be provided to the victim(s), and to witnesses that are involved by request. Notification is normally by a written letter that includes the filing of charges against the suspected offender(s), the custody status of the offender(s), the scheduling of hearings, the terms of any negotiated plea or verdict after trial, the opportunity to provide a victim(s) impact statement, the date of sentencing, the sentencing judgment, and post sentencing notifications. If you need additional assistance as a result of the crime, referrals can be made to agencies, which provide direct services, and there is assistance with the court process, court waiting areas, translator services, and employer contact. Additional services are available to child victim(s) or witnesses and for victims of domestic violence.

Crime Victim and Witness Rights

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

Crime Victim Assistance:

If you need information please contact:

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**Crime Victim Compensation Commission State of
Hawai‘i, Department of Public Safety 1136 Union Mall,
Suite 600**

**Honolulu, HI 96813
Phone: (808) 587-1143
Fax: (808) 581-1156**

Sexual Harassment Policy

It is the policy of the College to provide a safe and comfortable learning and working environment for students and employees. Sexual harassment is a form of discrimination that can undermine the foundation of trust and mutual respect that must prevail if the University is to fulfill its educational mission. Sexual harassment will not be tolerated in any part of the University’s programs and activities. Sanctions will be imposed on members of the University community who violate this policy. Disciplinary actions against employees will be subject to the collective bargaining agreements. For more information and/or copies of the procedure for the Sexual Assault Prevention Program, please contact the campus’ sexual harassment officers at the Office of Administrative Services in Hale Alaka‘i, Room 120.

Academic Rights and Freedoms of Students

Windward Community College embraces those aspects of academic freedom that guarantee the freedom to teach and the freedom to learn. Free inquiry and free expression for both students and faculty are indispensable and inseparable. As members of the academic community, students are encouraged to develop a capacity for critical judgment and to engage in a sustained and independent search for truth.

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OFFENSE	On Campus 2011	Pub Prop 2011	On Campus 2012	Pub Prop 2012	On Campus 2013	Pub Prop 2013
MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0
SEX OFFENSES, FORCIBLE	0	0	0	0	0	0
SEX OFFENSES NON- FORCIBLE	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0
BURGLARY	3	0	2	0	1	0
MOTOR VEHICLE THEFT	2	0	1	0	1	0
ARSON	0	0	0	0	0	0
ARRESTS: WEAPONS: CARRYING,POSSESSING, ETC.	0	0	0	0	0	0
DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSING, ETC.	0	0	0	0	0	0
ARRESTS; DRUG ABUSE VIOLATIONS	0	0	0	0	0	0

VAWA OFFENSES	2011	2012	2013
DOMESTIC VIOLENCE	0	1	1
DATING VIOLENCE	0	0	2
SEXUAL ASSAULT	0	0	0
STALKING	0	0	0

NOTE: There were no reports of any Hate Crimes in the years 2011 through 2013

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Campus Safety Resources

IN CASE OF EMERGENCY

Call 911 for Police, Fire or Ambulance

Call WCC Campus Security at 235-7355
-Or-Safety and Security Manager at 561-5809

WCC CAMPUS CONTACTS

Vice Chancellor of Administrative Services 235-7403

Campus Security 235-7355

Issues of Concern for Students (Vice Chancellor of Student Services) 235-7370

Issues of Concern for Employees (Human Resources Personnel Officer) 235-7404 or 235-7426

Maintenance Issues (Report Unsafe Conditions or Hazards, Maintenance Supervisor) 235-7444

Student ACCESS (Disability Services for Students) 235-7413

The following resource and website listings are provided for information only.

This is not a complete listing of all available programs or an endorsement of any specific program.

Information is subject to change.

COMMUNITY & OTHER RESOURCES

Crisis Numbers

Community Resources

Suicide Crisis Line (ACCESS) 832-3100 suicidehotlines.com/hawaii.html

Help Line (For Referrals) 211 or 275-2000 www.auw211.org/

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Domestic Violence Hotline and Shelters 841-0822 www.stoptheviolence.org/public/

Website Resources

National Hope line Network Suicide Prevention Hotline 1-800-SUICIDE (784-2433)

www.hopeline.com/

National Suicide Prevention Lifeline www.suicidepreventionlifeline.org

Domestic Abuse/Violence

Community Resources

Child Welfare Services Intake Unit (reporting Line) 832-5300 hawaii.gov/dhs/protection/

social_services/child_welfare/

Domestic Violence Clearinghouse/Legal Hotline www.stoptheviolence.org/public/

PACT Family Peace Center 832-0855 www.pacthawaii.org/

Victim Assistance Services 768-7401

Family Court (Temporary Restraining Order) 538-5959 [http://www.courts.state.hi.us/](http://www.courts.state.hi.us/page_server/SelfHelp/ProtectiveOrders/6538A34FACB55D97EAB75BA5F7.html)

page_server/SelfHelp/ProtectiveOrders/6538A34FACB55D97EAB75BA5F7.html

Website Resources

National Domestic Violence 1-800-799-SAFE <http://www.ndvh.org/>

Emergency Preparedness

UH Emergency Operations Plan <http://manoa.hawaii.edu/emergency/management/plan.html>

WCC Campus Safety and Security Brochure

http://windward.hawaii.edu/Security/WCC_Campus_Security_Brochure.pdf

State of Hawaii Civil Defense 733-4300 www.scd.state.hi.us/

American Red Cross 734-2101 www.redcross.org/services/disaster/

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Website Resources

US Department of Homeland Security www.ready.gov/

FEMA www.fema.gov/areyouready/

Center for Disease Control and Prevention www.bt.cdc.gov/

Health and Wellness

Community Resources

Windward Health Center 233-3793 [http://hi-kaneohe.doctors.at/dr/windward-community-mental•](http://hi-kaneohe.doctors.at/dr/windward-community-mental/)

health-center-kaneohe-clinic

Kalihi-Palama Health Center 848-1438 www.kphc.org/

Kokua Kalihi Valley Health Center 848-0976 www.kkv.net

Queen Emma Clinic 547-4582 www.queens.org/services/info_clinics.html

University Health Services at Manoa 956-8965 www.hawaii.edu/shs Waikiki

Health Center 922-4787 www.waikikihealthcenter.org/

Website Resources

American Academy of Family Physicians aafp.org/ American

Medical Association www.ama-assn.org/ Centers for

Disease Control and Prevention www.cdc.gov/

Healthfinder www.healthfinder.gov/

National Library of Medicine_ www.nlm.nih.gov

The National Women's Health Information Center www.4woman.gov/

National Women's Health Resource Center www.healthywomen.org

United States Department of Health and Human Services: www.hhs.gov

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World Health Organization 23

www.who.int/en

Medical Insurance

Student Medical Insurance 1-800-620-4672 or 948-5555, select option 1 www.HMSA.com/

portal/student

Hawai'i State Med Quest Division (Medical Insurance) 587-3521 <http://www.med-quest.us/>

eligibility/EiigPrograms.html

Sexual Assault

Community Resources

Sex Abuse Treatment Center 524-7273 satchawaii.com/

Office for Victims of Crime 1-800-627-6872

Website Resources

Note-2-Late.com ec.princeton.edu/index.html

Sexual Health

Community Resources (in addition to those listed in Health & Wellness Clinics above)

Life Foundation 521-2437 www.lifefoundation.org/

STD Clinic 733-9280 hawaii.gov/health/healthy-lifestyles/std-aids/index.html

Website Resources

American Social Health Association www.ashastd.org

The Body: A Multimedia AIDS and HIV Information Resource

www.thebody.com Planned Parenthood Federation of America

www.plannedparenthood.org Alcohol and Other Drugs

Community Resources

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Alcoholics Anonymous (AA) 946-1438 www.oahucentraloffice.com

AI-Anon 593-3977 www.afghawaii.org

Alcohol & Drug Abuse Division 692-7517

CHOW (HIV/AIDS Prevention Program) 853-3292 [hawaii.gov/health/healthy-lifestyles/std-aids/pdfs/aboutus/](http://hawaii.gov/health/healthy-lifestyles/std-aids/pdfs/aboutus/chow-project.pdf)
chow-project.pdf

Ku Aloha Ola Mau (Drug Addiction Services of Hawaii) 538-0704 www.kualoha.org
Hina Mauka 236-2600 ext 259
hinamauka.org

Narcotics Anonymous 734-4357 <http://na-hawaii.org>

Queen's Day Treatment 547-4352 www.queens.org/services/mentalhealth.html

Salvation Army 595-6371 www1.usw.salvationarmy.org/USW/www_usw_hawaii.nsf

The Hawaii State Tobacco Quitline www.callitquitshawaii.com

Women's Way 732-2802

Website Resources

National Institute on Alcohol Abuse and Alcoholism www.niaaa.nih.gov/

The National Institute on Drug Abuse www.drugabuse.gov/

Substance Abuse and Mental Health Service Administration www.samhsa.gov/

Depression & Stress

Community Resources

Mobile Crisis 832-2100 suicidehotlines.com/hawaii.html

Adult Mental Health Division 586-4249 www.amhd.org/

Hawaii Family as Allies 487-8785

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Helping Hands Hawaii 440-3861

Website Resources

Mental Health America <http://www.nmha.org/>

National Institute on Mental Health <http://www.nimh.nih.gov/health/topics/depression/index.shtml>

Discrimination & Sexual Orientation

Community Resources

UH Manoa Lesbian Gay Bisexual & Transgender Student Services 956-9250 www.hawaii.edu/womenscenter/programs.html

UH Equal Employment Opportunity and Affirmative Action 956-7077
voice/text www.hawaii.edu/offices/eo/index.html Kulia Na Mama
(Transgender support) 791-2020

Website Resources

American Psychological Association <http://www.apa.org/pi/lgb/hlgbsp/>

Preparing the Annual Disclosure of Crime Statistics

The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the University community obtained from the following sources: the WCC Office of Safety and Security, the Honolulu Police Department and non-police officials defined by the law as Campus Security Authorities. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported. A written request for statistical information is made on an annual basis to all Campus Security Authorities (as defined by federal law).

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All of the statistics are gathered, compiled, and reported to the WCC community via the Annual Security Report (ASR) which is published by the institution. Windward Community College submits the annual crime statistics published in the ASR to the Department of Education (ED). The statistical information gathered by the Department of Education is available to the public through the ED website. The College sends an individual notice of availability to every enrolled student and current employee on an annual basis prior to October 1 each year. The notice includes a brief summary of the contents of the Annual Security Report. The notice also includes the address to the ASR on the Campus Security website and information about how to request a hard copy of the report.

Glossary of Terms

Murder: Willful (non-negligent) killing of one human being by another.

Manslaughter

- **Non-negligent:** Willful killing (deaths caused by negligence; attempts to kill, assaults to kill, suicides, accidental deaths, justifiable homicides are excluded).
- **Negligent:** Killing through gross negligence (traffic fatalities are excluded).

Sex Offenses

- **Forcible:** Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity or because of his/her youth.
- **Forcible Rape:** Carnal knowledge of a person.
- **Forcible Sodomy:** Oral or anal sexual intercourse with another person.
- **Sexual Assault with an Object:** Use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person.
- **Forcible Fondling:** Touching of the private body parts of another person for the purpose of sexual gratification.

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- **Non-Forcible:** Unlawful, non-f forcible sexual intercourse.
- **Incest:** Sexual intercourse between persons who are related to each other within the degrees where marriage is prohibited by law.
- **Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent

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

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

Aggravated Assault: Unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury -- usually accompanied by use of a weapon or by means likely to produce death or great bodily harm (it is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used).

Burglary: Unlawful entry of a structure to commit a felony or theft. This includes unlawful entry, breaking and entering with intent to commit a larceny or felony, house-breaking, safecracking, and all attempts to commit any of the aforementioned.

Motor Vehicle Theft: Theft or attempted theft of a motor vehicle -- not including mopeds.

Liquor Law Violation: Violation of laws or ordinances prohibiting: manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned (drunkenness and driving under the influence are not included in this definition).

Drug-Related Violation: Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. Relevant substances include:

Opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturate, Benzedrine).

Weapons Possession: Violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

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CAMPUS MAP

