Windward Community College Annual Security Report

2013

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 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.

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

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.

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 2,625 students in the Fall Semester of 2010. The College offers both liberal arts and vocational education programs.

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

**Annual Security Report**

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), robbery, burglary, aggravated assault, motor vehicle theft, , and arson. In 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 Keahalalani Road, Kaneohe, Hawaii 96744, or by calling (808) 235-7343.

**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.

**Evacuation Procedures**

**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.
**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

**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
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.
   • 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.

**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.

**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.

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.

W C C  S e c u r i t y 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.

**Emergency and Evacuation 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.

**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 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
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 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, and providing information on obtaining a temporary restraining order (TRO).

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

**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. Alcohol consumption is permitted in dormitory rooms and student apartments occupied by individuals who are twenty-one years of age or older. Any type of alcohol is forbidden in all the public and common areas. The serving of alcoholic beverages at special events requires permission from the Vice Chancellor of Student Affairs.

**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 Policies**

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.
**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 and other sex offenses 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.

**Sexual Assault Victims’ 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.

2. We cannot and will not notify your parents without your consent.

3. Our officers will not prejudge you, and you will not be blamed for what occurred.

4. We will treat you and your case with courtesy, sensitivity, dignity, understanding and professionalism.

5. We will assist you in arranging for any necessary hospital treatment, or other medical needs. We will also assist in emergency housing if needed.

6. 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.

7. We recommend you allow us to contact the Honolulu Police Department, however, we will respect your decision whatever you elect to do.

8. We will assist you in privately contacting the Sex Abuse Treatment Center (SATC), Women’s Center, counseling and other available services.

9. 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.

10. 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.

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.
Campus Sex Crimes Prevention Act


Violence Against Women Act

The statutory changes recently made by the Violence Against Women Act (VAWA) now require institutions to collect and report statistics for some incidents not before included in campus safety reporting. These include Domestic Violence, Dating Violence, and Stalking. Additionally, institutions will be required to include certain policies, procedures, and programs pertaining to these crimes in their Annual Security Report. Although all of specifics of how VAWA will affect annual reporting have not been determined, Domestic Violence, Dating Violence, and Stalking statistics, as well as VAWA policies are to be included in Annual Security Reports published in October, 2014.

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.

Stalking

Stalking is considered a crime in the State of Hawai‘i. Stalking is described as the willful, malicious, and repeated following and harassing of another person that threatens his or her safety.

There are three general elements for a common definition of stalking:

1. Pattern (course of conduct) of behavioral intrusion upon another person that is unwanted.
2. Implicit or explicit threat that is evidenced in the pattern of behavioral intrusion.

3. As a result of these behavioral intrusions, the person who is threatened experiences reasonable fear.

Common elements of stalking include: annoying or threatening phone calls and emails; unwanted letters or gifts; showing up uninvited at the victim’s home, place of work, or class; taking photos or spying on the victim, threats, and intimidation of the victim. If you feel that you are being stalked or need further information, contact Campus Security or the Honolulu Police Department.

**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, 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.

**Security Daily Log Information**

The College keeps a daily log of all the crimes that are reported on campus. If you need further information you may go to the Office of Safety and Security.

**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:

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.

**WINDWARD COMMUNITYCOLLEGE**

**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/

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/page_server/SelfHelp/ProtectiveOrders/6538A34FACB55D97EAB75BA5F7.html

Website Resources

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

Emergency Preparedness
WCC Campus Safety and Security Brochure
State of Hawaii Civil Defense 733-4300 www.scd.state.hi.us/
American Red Cross 734-2101www.redcross.org/services/disaster/
Website Resources
FEMA www.fema.gov/areyouready/
Center for Disease Control and Prevention www.bt.cdc.gov/
Health and Wellness
Community Resources
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
www.healthfinder.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
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/EligPrograms.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


Planned Parenthood Federation of America www.plannedparenthood.org Alcohol and Other Drugs

Community Resources

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

Al-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/

chow-project.pdf

Ku Aloha Ola Mau (Drug Addiction Services of Hawaii) 538-0704 www.kualoha.org

Hina Maua 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.callitquithawaii.com

Women's Way 732-2802

Website Resources

National Institute on Alcohol Abuse and Alcoholism www.niaaa.nih.gov/
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 Campus Security Department, 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).
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.

**Daily Crime Log**

The WCC Campus Security Department maintains a Daily Crime Log of all incidents reported to the Department. This includes all crimes that occur on campus, in non-campus buildings or properties, and on public property. 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.
### Annual Crime Statistics

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</table>

The crime statistics for 2013 are officially posted on October 1, 2014. These statistics can be found on the “Security page of the WCC website.”
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.
- **Non-Forcible:** Unlawful, non-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, safe-cracking, 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.