

employees will be reminded to exercise caution and to actively practice crime prevention. Workshops for students and employees on how to avoid rape and other crimes both on and off campus will be announced in the campus bulletin, the WCC website, and by email notification.

Criminals often act when opportunities to commit crimes present themselves. By taking precautions, such opportunities may be minimized.

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

1. Travel/park in lighted areas; travel in pairs if possible; use the escort service.
2. Report any suspicious persons or activities; report all incidents no matter how minor, report losses immediately.
3. Be sure to lock/secure windows and doors in your office or room; lock your vans, cars, trucks and bikes; store valuables in the trunk of your car.
4. Never loan keys to anyone. They may be lost, stolen or duplicated.
5. Mark or engrave your belongings; don't leave belongings/valuables unattended.
6. Register your bike/moped.
7. Familiarize yourself with the locations of phone, blue call box, and the Security Office.
8. Keep alert; be aware of your surroundings.
9. Walk Briskly.
10. Have keys ready when approaching your car, so you will be able to get into your car quickly.

**REMEMBER: The person who is most responsible for your security is YOU.**

**If you see something; say something.  
Always keep safety in mind.**

*This brochure is provided in compliance with the Higher Education Act (HEA) of 1965, as amended by the Higher Education Opportunity Act (HEOA), of 2008.*

*Windward Community College is an equal opportunity/affirmative action institution*

**CRIME STATISTICS**

Criminal Offense	2009	2010	2011
Murder/Non-Negligent Manslaughter	0	0	0
Forcible sex offenses (including forcible rape)	0	0	0
Nonforcible sex offenses	0	0	0
Robbery	1	0	0
Aggravated assault	0	0	0
Burglary	0	0	3
Motor vehicle theft	1	1	2
Arson	0	0	0
Negligent manslaughter	0	0	0

**ASSISTANCE PROGRAMS**

WCC Student Counseling Office.....235-7413  
 WCC Students with Disabilities .....235-7448  
 WCC Sexual Harassment Officer .....235-7404  
 (Call Human Resources Office)  
 WCC Student Support Services (TRIO) .....235-7487

Aloha United Way (Statewide Referral Service). 211  
 Hawaii Centers for Independent Living..... 522-5400  
 Narcotics Anonymous Helpline.....734-4357  
 Sex Abuse Treatment Center.....524-7273  
 Shelter for Abused Partners & Children..... 841-0822  
 Suicide & Crisis (ACCESS) ..... 832-3100

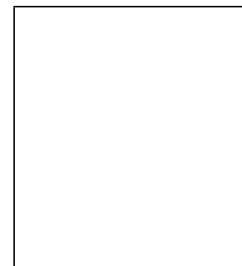
**EMERGENCY NUMBERS**

**Campus Security** ..... **235-7355**  
**(on campus)**..... **355**  
**Safety and Security Manager** .....**235-7343**  
**Cellular** .....**561-3809**  
**Honolulu Police Department**..... **911**



# CAMPUS SAFETY AND SECURITY

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## CAMPUS SECURITY

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, you need to be aware that preventive efforts on your part can effectively reduce your chances of becoming a victim. This brochure is part of our effort to promote awareness of the current programs that exist at WCC to provide for your safety and well-being.

WCC is situated on approximately 63 acres of land along the base of the Koolau mountain range housing academic, student and community programs. The campus population consists of approximately 2,700 day and night students each semester. There is no student housing on campus. WCC has a regular staff of approximately 130, including 70 full-time instructional faculty members. There are an additional 50 part-time instructional lecturers.

The Campus Security unit is under the administration of the WCC Safety and Security Manager. The Office of Safety and Security is responsible for providing security service for the campus. The Campus Security function is located in Hale Alakai, room 125. Contract Security Officers are on duty 24-hours a day, 7 days a week, and 365 days a year.

## SERVICES PROVIDED

Campus Security Officers conduct vehicle and foot patrols on campus. They are responsible to monitor the campus and provide basic security services such as the enforcement of federal, state and local laws, and rules and regulations of WCC. They perform the full range of public safety services dealing with incident reports; campus investigations, medical and fire emergencies; traffic accidents; enforcement of laws regulating the use of alcohol, drugs and weapons, inspection of lighting and shrubbery; and all other situations requiring Campus Security assistance. While Campus Security Officers do not have police powers and are not authorized to carry firearms, any campus incident requiring an arrest is referred to the Honolulu Police Department. Campus Security Officers are trained in areas such as emergency first-aid, CPR, report writing, investigative skills, and crowd control by experts from federal, state, and local law enforcement agencies. The Safety and Security Manager maintains a close working relationship with all law enforcement agencies within the State utilizing their resources and expertise as needed. Whenever appropriate, meetings are held with these external agencies and crime-related information reports and statistics are exchanged.

## REPORTING OF CRIMES AND EMERGENCIES

Crimes and other emergencies on campus can be reported directly to the Campus Security Office by dialing **355** from any WCC telephone on campus. There are several emergency “blue” call boxes located at various strategic locations on campus. In the event of an emergency, blue phones can be used to contact Campus Security. By pressing the call button, the blue phones will automatically connect the caller to Campus Security. The phone will automatically indicate to the security the location of your call. You will be connected to the security guard on duty who will provide you with the appropriate service needed for your situation. To reach the Campus Security Office campus via public pay phones, cell phone or off-campus telephones, dial **235-7355**.

On the WCC campus, public pay phones are located near the main entrance to the campus next to the bus stop.

Students, faculty and staff are encouraged to report all suspicious activities and/or persons observed on campus. Such calls should be made promptly to improve Campus Security’s ability to investigate the situation and to apprehend suspects and/or prevent potential crimes. Upon receipt of a call, security officers will respond immediately to the site of the emergency. All incidents are investigated, and a report is filed by the investigating officer.

## ACCESS TO CAMPUS FACILITIES

WCC facilities are open to students, faculty, staff and the public during the day and evening hours when classes are in session. WCC has a curfew; the campus must be vacated and cleared by 11:00 p.m. nightly. During the times that the College is officially closed, the public should not be on campus. The general public may attend cultural and recreational events on campus, but their access is limited to the facilities in which these events are held. Any other person(s) found on campus will be trespassing.

## ALCOHOLIC BEVERAGES

The purchase, possession or consumption of alcoholic beverages is regulated by state law. Under state law, no one under the age of twenty-one may purchase, possess, or consume alcoholic beverages on campus.

Consumption of alcoholic beverages is forbidden in all public and common areas. WCC requires a special permit for consumption of alcoholic beverages on campus which is issued by the Chancellor.

Students and employees found to be in violation may be subject to the provisions of state law, WCC Policy, and the Student Conduct Code.

## ILLEGAL DRUGS

As prohibited by state and federal law, WCC students and employees are not permitted to be under the influence of, possess, manufacture, distribute, or sell illicit drugs at WCC sponsored or approved events, on WCC property or in buildings used by the College for its educational or recreational programs.

Students and employees found to be in violation are subject to arrest. Conviction may result in probation, fines and imprisonment. Students are also subject to disciplinary action under the Student Conduct Code.

## WEAPONS

The possession or use of lethal weapons on WCC premises is strictly prohibited. Lethal weapons include but are not limited to firearms, ammunition, spear guns, explosives and dangerous substances. Any person found in violation subject to the provisions of State law, WCC Policy and the Student Conduct Code.

## SEXUAL OFFENSE

As with any criminal offense that occurs on campus, any sexual assault should be reported to either the Sex Abuse Treatment Center Hotline: 524-7273, Campus Security: x-355, or the Honolulu Police Department: 911 regardless of whether or not the student or staff member plans to press charges. A victim’s physical and emotional well-being is of paramount concern. However, it is important to consider preserving physical evidence to assist in apprehending and prosecuting any attacker. At the student’s request the Vice Chancellor for Student Services will assist in notifying HPD of any offenses.

Any member of the University of Hawaii community who commits a sexual offense is subject to criminal prosecution and University disciplinary procedures. Under University disciplinary procedures, a variety of sanctions may be imposed including dismissal or loss of employment. By law, all University disciplinary procedures provide due-process protection for the accuser and the accused. At the conclusion of the mandated hearings related to sexual offense, both the accuser and the accused shall be informed of the decision and sanction.

Assistance is available in the Student Services Office for students who would like to change their academic

and/or living situations following an alleged sexual assault incident, as well as for those who need counseling.

While forcible rape has long been recognized as a sex offense, students should be aware that acquaintance (date) rape is also a crime. Prevention is the best remedy. The College presents regular workshops on how to prevent rape. Please check bulletin boards or call the Counseling Office for dates and location.

These and other services for victims of sexual assault are listed under the “Assistance Programs” section of this brochure.

## CRIME PREVENTION PROGRAMS

The WCC crime prevention program is based upon the dual concept of eliminating or minimizing opportunities for crime while encouraging students and employees to assume responsibility for their own safety and the safety of others by taking common sense precautions. The following is a listing of WCC crime prevention programs.

Escort Service: Campus security provides walking escort service for anyone requesting an escort when walking on campus at night. An escort can be summoned to your location by calling Security at Ext. **355**. The escort will walk you to any facility or vehicle parked on campus.

Emergency Call Boxes: There are seven (7) blue call box located on campus. This emergency call box is activated by pressing the call button.

Facilities and Grounds Surveys: All potential safety and security hazards observed by our officers on patrol are promptly reported to the appropriate unit for corrective action.

## DISCIPLINARY ACTION

Any member of the University community who commits a crime on campus will be subject to criminal prosecution and University disciplinary procedures. Under University disciplinary procedures, a variety of sanctions may be imposed including dismissal or loss of employment. Off-campus behavior which indicates that the student represents a danger to the health and safety of other members of the WCC community may also be subject to the University’s disciplinary procedures. (The University’s disciplinary procedures are described more fully in the Student Conduct Code. Copies are available upon request at the Student Services Office.)

## SAFETY PRECAUTIONS

Through this brochure, the WCC website, and special workshops that will be offered from time to time, students and