



# Hawai'i Community College 2015 Annual Security Report

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### From the Chancellor

To our Campus `Ohana—

We at Hawaii Community College think of our campus as a *Kauhale*, an `ohana of administrators, faculty, staff, students, their families, and the Hawaii Island community. We hope you will join us in our mission to create a learning environment that embraces our unique Hawaii Island culture by ensuring that Hawaii Community College is a safe place for our students, staff and visitors to work, learn and grow in the spirit of “E `Imi Pono.”

*Noreen Yamane*

Chancellor



### From the Vice Chancellor for Administrative Affairs

On behalf of the Hawaii Community College Safety and Security Office, I want to thank you for your interest in our Annual Security Report. This report contains valuable information about our campus community and we encourage you to review this document. You will find information about our organization, including descriptions of certain services that we provide. You will also become familiar with our strong commitment to our college `ohana (family). Lastly, you will find important information about security policies and procedures on the Hawaii Community College campuses, crime data, and crime prevention information. We join Chancellor Yamane in her commitment to foster a safe, secure and supportive learning environment at Hawaii Community College in the spirit of E `Imi Pono (seeking excellence).

Campus safety and security is a collaborative effort at Hawaii Community College. It has always been our goal to provide the highest quality of public safety services to the campus community and we are honored to collaborate with the entire Hawaii Island community. The men and women of the Campus Safety and Security Office are committed to making Hawaii Community College a safe place to work and study.

*James M. Yoshida*

Vice Chancellor

### Accessibility to Information and Non-Discrimination Policy

This publication is available in alternative format upon request. The Community College is committed to equal access to programs, facilities, admission, and employment for all persons. It is the policy of the Community College to maintain an environment free of harassment and free of discrimination against any person because of age, race, color, ancestry, national origin, religion, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, sexual orientation, marital or family status, pregnancy, pregnancy-related conditions, physical or mental disability, gender, perceived gender, gender identity, genetic information, or political ideas. Discriminatory conduct and harassment, as well as sexual misconduct and relationship violence, violates the dignity of individuals, impedes the realization of the Community College’s educational mission, and will not be tolerated.

# Annual Security Report

## PREPARATION OF THE ANNUAL SECURITY REPORT AND DISCLOSURE OF CRIME STATISTICS

The Hawaii Community College (HawCC) Safety and Security Office publishes this report to inform the Hawaii community about campus security policies, initiatives to prevent and respond to crime and emergencies, and the occurrence of crime on campus. This report complies with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act, the Violence Against Women Act and Title IX of the 1972 Education Act and uses information maintained by the Hawaii Community College Safety and Security Office, information provided by other Community College offices such as Student Affairs, Campus Security Authorities, and information provided by local law enforcement agencies surrounding the Hawaii Community College campus. Each of these offices provides updated policy information and crime data.

This report provides statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned, leased, or controlled by Hawaii Community College. This report also includes institutional policies concerning campus security, such as policies regarding sexual assault, alcohol, and other drugs.

Hawaii Community College distributes a notice of the availability of this Annual Security Report by October 1 of each year to every member of the Hawaii Community College `ohana (family). Anyone, including prospective students and employees, may obtain a paper copy of this report by contacting the Community College Security Office at 808-934-2760 or by visiting <http://hawaii.hawaii.edu/security/2014annualsecurityreport.pdf>.

## ABOUT THE HAWAII COMMUNITY COLLEGE SAFETY AND SECURITY OFFICE

### *Role, Authority, and Training*

The Hawaii Community College Safety and Security Office protects and serves the HawCC community twenty four hours a day, 365 days a year. The HawCC Safety and Security Office is responsible for public safety at both the Manono Campus in Hilo and the University of Hawaii Center in West Hawaii. The office is responsible for a number of campus safety and security programs including emergency management, community safety and security education, and physical security, including security technology, behavioral threat assessment, and special event management.

The department comprises:

- A Chief of Safety and Security
- Three University Campus Security Officers
- One Contract Security Supervisor
- Eleven Contract Security Guards

The Security staff at HawCC campuses:

- Complete a training course required of all security officers in Hawaii;
- Receive specialized training in crime prevention, property handling, patrol procedures, emergency first aid, and CPR/AED.
- Are thoroughly familiar with Hawaii Community College emergency and non-emergency operations;
- Are certified security officers under Hawaii Revised Statutes 463-3 and 463-10.5, being authorized to detain persons for arrest by police officials. All reported criminal incidents within its jurisdiction are investigated by the Hawaii Community College Safety and Security Office. All crimes that occur on campus or Hawaii Community College controlled properties shall be reported to Community College Security;
- University Campus Security Officers receive advanced training regarding incident documentation, weapons and pressure point control tactics.



The Hawaii Community College Security and Public Safety Mission Statement: "Protecting our campus Ohana by promoting safety and security with a spirit of Aloha; Akahai (kindness), Lōkahi (unity), 'Olu'olu (to be agreeable), Ha'aha'a (humility) and Ahonui (patience)."

## ***Safety, Our Number One Priority***

The Big Island takes great pride in Hawaii Community College. Our island has many advantages for students, faculty, and staff. Our community is a great place to live, learn, work, and study; however, this does not mean that the campus community is immune from problems that arise in other communities. With that in mind, the Hawaii Community College Administration has taken meaningful measures to create and maintain a safe environment on campus.

Though Hawaii Community College is progressive with its policies, programs, and education, it is up to each of us to live with a sense of awareness and use reasonable judgment when working, studying or visiting on campus.

## ***Working Relationship with Local, State, and Federal Law Enforcement Agencies***

Hawaii Community College Security maintains a cooperative relationship with Hilo Police Department, Hawaii Sheriff's Office, and surrounding security agencies. This includes training programs, special events coordination, and, at times, joint investigation of serious incidents.

## ***Crimes Involving Student Organizations at Off-Campus Locations***

Hawaii Community College relies on its close working relationships with local law enforcement agencies to receive information about incidents involving Hawaii students and recognized student organizations off campus. In coordination with local law enforcement agencies, the Hawaii Community College Safety and Security Office will actively investigate crimes occurring on campus.

Hawaii Community College requires all recognized student organizations to abide by federal, state, and local laws, and HawCC regulations. The Community College may investigate the off-campus conduct of recognized student organizations when such conduct is suspected to be in violation of Title IX, VAWA and/or the Clery Act.

## **REPORTING CRIMES AND OTHER EMERGENCIES**

Hawaii Community College has a number of ways for campus community members and visitors to report crimes, serious incidents, and other emergencies to appropriate Community College officials. Regardless of how and where you decide to report these incidents, it is critical for the safety of the entire campus community that all incidents are immediately reported so that the Community College Safety and Security Office can investigate the situation and determine if follow-up actions are required, including issuing a Timely Warning notification.

### ***Voluntary, Confidential Reporting***

If crimes are never reported, little can be done to help other members of the community from also being victims. We encourage Community College community members to report crimes promptly and to participate in and support crime prevention efforts. The Community College 'ohana (will be much safer when all community members participate in safety and security initiatives.

If you are the victim of a crime or want to report a crime you are aware of, but do not want to pursue action within the Community College or criminal justice system, we ask that you consider filing a voluntary, confidential report. Depending upon the circumstances of the crime you are reporting, you may be able file a report while maintaining your confidentiality. The purpose of a confidential report is to comply with your wish to keep your personally identifying information confidential, while taking steps to ensure your safety and the safety of others. The confidential reports allow Hawaii Community College to compile accurate records on the number and types of incidents occurring on campus. Reports filed in this manner are counted and disclosed in the Annual Security Report. In limited circumstances, the department may not be able to assure confidentiality and will inform you in those cases.

### ***Anonymously***

Persons wishing to report a crime or incident with complete anonymity may utilize the HawCC Silent Witness Report at <http://hawaii.hawaii.edu/security/silentwitness.php>. HawCC security staff typically will not attempt to trace the origin of the person who submits this form, unless such is deemed necessary for public safety. Persons may also report crimes through the Hawaii County Crime Stoppers at 808-961-8300.

Anyone may call the Hawaii Community College Security Office at 808-934-2760. Callers may remain anonymous.



## Reporting to Community College Security

We encourage all members of the Hawaii Community College 'ohana to report all crimes and other emergencies to Community College Security Office in a timely manner. Community College Security staff members are on campus twenty-four hours a day. Hawaii Community College Security strongly encourage all crimes be reported, whether or not an investigation continues, to assure the Community College can assess any and all security concerns and inform the community if there is a significant threat to the Hawaii Community College community.

## Emergency Phones

The HawCC Manono Campus has installed thirteen emergency phones (indicated by blue dots on the map at right) throughout the campus. Phones are located in elevators and outside public areas of buildings including the Children's Center, Cafeteria, Student Services, Nursing Labs, the Security Office and near the largest campus parking lots. Emergency phones provide direct voice communications to the on duty Hawaii Community College Safety and Security Office staff members.

The emergency phone system also provides a crucial incident response capability. In an emergency, the phones can be used as a public address system to warn students, staff and visitors of safety concerns. When the address system is triggered, blue flashing lights on each phone stand activate to further alert all persons on campus.

## TIMELY WARNING

In an effort to provide timely notice to the campus community in the event of a Clery Act crime that may pose a serious or ongoing threat to members of the community, Hawaii Community College Security issues Timely Warnings. The Community College may issue a Timely Warning for the following crimes: arson; aggravated assault; criminal homicide; domestic violence, dating violence, robbery; burglary, sexual assault, hate crimes; and stalking. The Community College may also issue a Timely Warning for alcohol, drug, and weapon arrests or referrals that may cause a continuing threat to the community. Community College Security will distribute these warnings through a variety of ways, including but not limited to posters, emails, and media. The Community College also has the ability to send text message alerts to those who register their cell phone numbers. The text messaging can be a very effective way to send important information to the campus community.

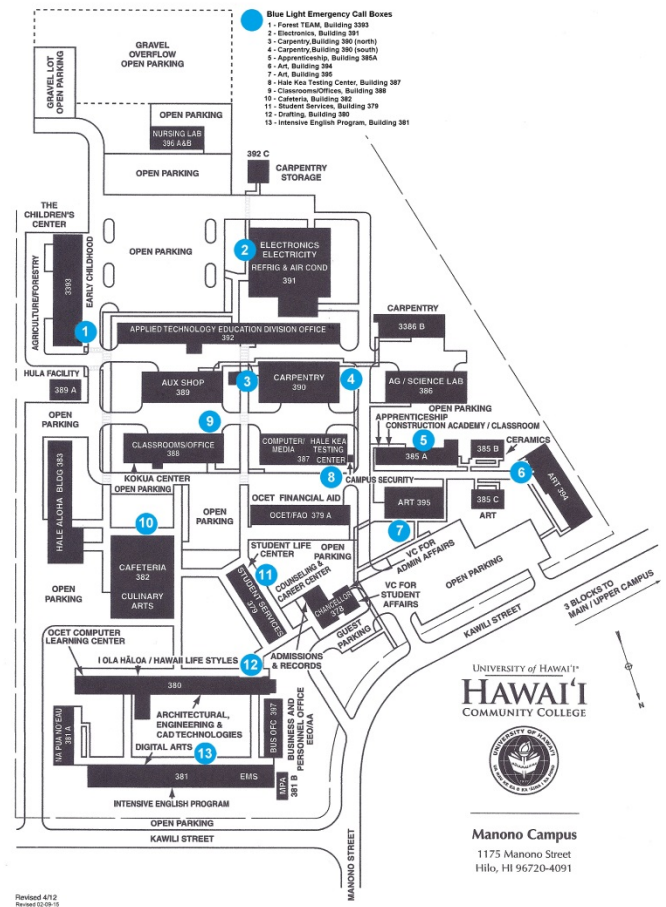
The purpose of a Timely Warning is to notify the campus community of the incident and to provide information that may enable the community to take steps to protect themselves from similar incidents. The Community College will issue Timely Warnings whenever the following criteria are met: (1) a crime is reported; (2) the perpetrator has not been apprehended; and (3) there is a substantial risk to the safety of other members of the campus community because of this crime. The Community College may also issue a Timely Warning in other circumstances, as outlined above.

At Hawaii Community College, the Chief of Community College Security will generally make the determination, in consultation with other HawCC offices, if a Timely Warning is required. However, in emergency situations, any University Campus Security Officer may authorize a Timely Warning. For incidents involving off-campus crimes, the Community College may issue a Timely Warning if the crime occurred in a location used and frequented by the Community College population.

## EMERGENCY RESPONSE AND EVACUATION PROCEDURES

### Emergency Management at Hawaii Community College

The University of Hawaii Community Colleges (UHCC) Office of Research and Training, and Auxiliary Enterprises and Campus Safety assists departments and campuses with developing, maintaining, and implementing emergency operations plans, developing and conducting exercises, hazard and risk education, and building partnerships with external response agencies. The Office is responsible for assisting with and coordinating Community College's overarching mitigation, preparedness, response and recovery programs. Each campus within the UH Community College system maintains an emergency management program. Within the context of these programs, each campus develops and distributes emergency response procedures to Federal and State regulatory agencies, students and employees.



## Drills, Exercises, and Training

To ensure the campus' emergency management plans remain current and actionable, the campuses conduct at least one exercise annually. These exercises include, but are not limited to: tabletops and drills, both functional or full-scale. The campuses conduct after-action reviews of all emergency management exercises. The UHCC Office of Research and Training, and Auxiliary Enterprises and Campus Safety works with each campus location to develop exercises scenarios and schedules and coordinates these events with local, state, and federal response agencies as well as stakeholders.

In conjunction with at least one emergency management exercise each year, the campus will notify the appropriate campus community of the exercise and remind the stakeholders at Hawaii Community College of emergency uses of the UH Alert system and incident response procedures.



## Emergency Notification

Hawaii Community College is committed to ensuring our campus 'ohana receives timely, accurate, and useful information in the event of a significant emergency or dangerous situation on campus or in the local area that poses an immediate threat to the health and safety of campus community members. Hawaii Community College uses the emergency notification UH Alert. UH Alert is an emergency notification service available to students, faculty, staff and other employees. UH Alert is an open, opt-in system. UH Alert can be used to send emergency messages within minutes of the occurrence of an incident.

### Confirming the Existence of a Significant Emergency or Dangerous Situation and Initiating the Emergency Notification System:

The Safety and Security Office and/or other campus institutional officials may become aware of a critical incident or other emergency situation that potentially affects the health and/ or safety of the campus community. Generally, institutional officials become aware of these situations when they are reported to the campus security or directly to an institutional official.

Once first responders confirm that there is, in fact, an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the campus community, first responders will notify supervisors in the HawCC Safety and Security Office or other institutional official to issue an emergency notification.

The College's authorized representatives will immediately initiate all or some portions of the campuses Emergency Notification System. If, in the professional judgment of first responders, issuing a notification potentially compromises efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency, the campus may elect to delay issuing an emergency notification. As soon as the condition that may compromise efforts is no longer present, the campus will issue the emergency notification to the campus community without delay.

### Determining the Appropriate Segment or Segments of the Campus Community to Receive an Emergency Notification:

Campus and/or local first responders on the scene of a critical incident or dangerous situation will assist those preparing the emergency notification with determining what segment or segments of the campus community should receive the notification. Generally, campus community members in the immediate area of the dangerous situation (i.e., the building, adjacent buildings, or surrounding area) will receive the emergency notification first. The responsible campus authorities will continually evaluate the situation and assess the need to notify additional segments of the campus population.

### Determining the Contents of the Emergency Notification:

Speed and accuracy of the information are of utmost importance in issuing emergency notifications. To expedite this process and ensure each message contains essential information, the mass notification system contains pre-scripted templates for the most probable or highest impact emergencies based on a campuses' Hazard Vulnerability Analysis (HVA). These messages identify the situation, allow for input of the location, and identify the immediate protective action that should be taken. The individual authorizing the message will select the most appropriate template. In those cases where there are no predetermined templates in the system, the individual may use the "custom" template to craft a specific message. The goal is to ensure people are aware of the situation and they know the steps to take to stay safe.

### Procedures Used to Notify the Campus Community:

In the event of a situation that poses an immediate threat to members of the campus community, the campus has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an emergency. These methods of communications include the mass notification system UH Alert, which may include: SMS, e-mail, voice, RSS, Twitter, and Facebook. We may also use verbal announcements within buildings, public address systems, fire alarms, and, posting to websites as described in the Emergency Notification System.

### Procedures for Disseminating Emergency Information to the Larger Community (i.e., individuals and organizations outside the campus community):

If the campus activates its Emergency Notification System in response to a situation that poses an immediate threat to members of the campus community, the appropriate offices at the campus will notify the larger community about the situation and steps the campus has taken to address the emergency. Primarily, campus communicators, news and media relations is responsible



for crisis communications and for updating notices on Facebook, Twitter, and other social networking platforms and for maintaining communications with news outlets, distribution of press releases, and scheduling of press conferences.

#### **Enrolling in the Community College’s Mass Notification System UH Alert:**

We encourage employees and students of the campus community to enroll in UH Alert. They are encouraged to visit the UH Alert portal at <https://www.hawaii.edu/alert/> and add phone numbers and e-mails. Members of the larger community are encouraged to follow us on Twitter, Facebook, or our websites.

## **SECURITY OF AND ACCESS TO HAWAII COMMUNITY COLLEGE FACILITIES**

At Hawaii Community College campuses, administrative buildings are open from 7:45 a.m. until 4:30 p.m., Monday through Friday, and academic buildings generally are open from 7:00 a.m. until 10:00 p.m. Academic buildings are scheduled to be open on weekends only as needed.

Access to individual classrooms and laboratories is limited to those enrolled in the courses meeting there. Likewise, access to most programs is limited to those enrolled in the program or otherwise authorized access.

Many cultural and student events held in Hawaii Community College facilities are open to the public. Other facilities, such as the cafeteria, Culinary Arts restaurants and Student Life Center are likewise open to the public. Only those who have approval are issued keys to a building.

### ***Security Considerations for the Maintenance of Campus Facilities***

Hawaii Community College is committed to campus safety and security. At HawCC, locks, landscaping, and outdoor lighting are designed for safety and security. Sidewalks are designed to provide well-traveled, lighted routes from parking areas to buildings and from building to building.

Campus Security Officers continually survey Community College property evaluate campus lighting and callbox function. At HawCC, there are over six hundred walkway, parking lot, and roadway lights that provide illumination on campus.

We encourage community members to promptly report any security concern, including concerns about locking mechanism, lighting, or landscaping to the Planning, Operations and Maintenance Department at 808-934-2752.

## **HAWAII COMMUNITY COLLEGE’S RESPONSE TO DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, AND STALKING**

Hawaii Community College does not discriminate on the basis of sex in its educational programs and sexual harassment nor tolerate sexual violence, which is a type of sex discrimination. Other acts can also be forms of sex-based discrimination and

are also prohibited whether gender based or not and include dating violence, domestic violence, and stalking. As a result, Hawaii Community College issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct; educational programs and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus, and how these events are reported to a Community College official. In this context, Hawaii Community College prohibits the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the HawCC 'ohana.

### ***Our Commitment to Addressing Sexual Assault, Rape, Domestic Violence, Dating Violence, and Stalking.***

HawCC does not tolerate sexual misconduct or abuse, such as sexual assault, rape, or any other forms of nonconsensual sexual activity. Sexual misconduct in any form violates the Student code of conduct, Community College policies <http://www.hawaii.edu/offices/eoo/docs/EP1204.pdf> and may violate federal and state laws. Violations are subject to disciplinary sanctions through the Office of the Vice Chancellor for Student Affairs. Please visit <http://hawaii.hawaii.edu/security/nine/docs/title-ix.pdf> to review procedures, policies, and protocols for reporting and addressing allegations of student sexual misconduct. The State of Hawaii’s Civil Rights Commission website is also intended to provide assistance in obtaining information and identifying resources for anyone who becomes aware of or have experienced sexual harassment and assault at <http://labor.hawaii.gov/hrcr/files/2013/01/INFOsh-1.pdf>.

- On-campus, confidential counseling services are available to students through the HawCC Counseling, Advising & Support Services Center, <http://hawaii.hawaii.edu/counseling>.
- Hawaii Community College has partnered with the YWCA to provide sexual assault support services. The YWCA provides a broad range of services including Sexual Assault Support Services (SASS), Sexual Assault Response and Advocacy Services (SARAH) and Empowering Alternatives program (EAP).



## What is Consent?

Consent must be informed, freely given and mutual. If coercion, intimidation, threats or physical force are used there is no consent. If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature or extent of the sexual situation, there is no consent: this includes impairment or incapacitation due to alcohol or drug consumption, or being asleep or unconscious. Inducement of incapacitation of another with the intent to affect the ability of an individual to consent or refuse to consent to sexual contact almost always, if not always, negates consent. Silence does not necessarily constitute consent. Whether a person has taken advantage of a position of influence over an alleged victim may be a factor in determining consent.

## Defining Sexual Assault, Rape, Domestic Violence, Dating Violence, and Stalking

**Sexual Assault:** Sexual assault occurs when a person engages in sexual intercourse or deviate sexual intercourse with a complainant without the victim's effective consent.

**Rape:** Is penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. Rape also occurs when a person engages in sexual intercourse with a person by forcible compulsion or the threat of forcible compulsion that would prevent resistance by a person of reasonable resolution, or when a person is unconscious or where the person knows that the victim is unaware that the act is occurring.

**Domestic Violence:** Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person cohabitating with or has cohabitated with the victim as a spouse, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction. Abuse is defined as the occurrence of one or more of the following acts between family or household members, sexual or intimate partners or persons who share biological parenthood:

- (1) Attempting to cause or intentionally, knowingly or recklessly causing bodily injury, serious bodily injury, rape, involuntary deviate sexual intercourse, sexual assault, statutory sexual assault, aggravated indecent assault, indecent assault or incest with or without a deadly weapon.
- (2) Placing another in reasonable fear of imminent serious bodily injury.
- (3) The infliction of false imprisonment (kidnapping.)
- (4) Physically or sexually abusing minor children, including such terms as defined in Hawaii State laws relating to child protective services.
- (5) Knowingly engaging in a course of conduct or repeatedly committing acts toward another person, including following the person, without proper authority, under circumstances which place the person in reasonable fear of bodily injury.

**Dating Violence:** Means violence committed by a person (a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) where the existence of such a relationship will be determined based on a consideration of the

following factors:

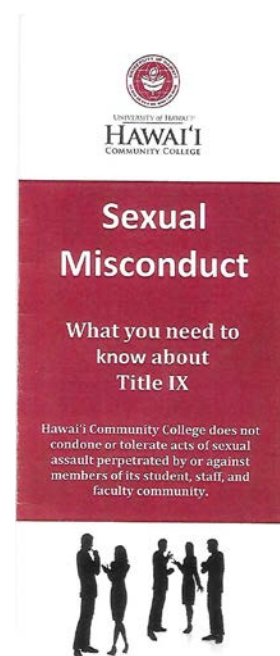
- (i) The length of the relationship.
- (ii) The type of relationship.
- (iii) The frequency of interaction between the persons involved in the relationship.

**Stalking:** Means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (a) fear for his or her safety or the safety of others; or (b) suffer substantial emotional distress. A person commits the crime of stalking when the person either:

- (1) Engages in a course of conduct or repeatedly commits acts toward another person, including following the person without proper authority, under circumstances which demonstrate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person, or;
- (2) Engages in a course of conduct or repeatedly communicates to another person under circumstances which demonstrate or communicate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person.

## What to do if You have been the Victim of Sexual Assault, Rape, Dating Violence, Domestic Violence or Stalking

After an incident of sexual assault, it is important to seek medical attention as soon as possible. In Hawaii, evidence may be collected even if a victim chooses not to make a report to law enforcement. It is important that victims of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past ninety six hours so that evidence, as may be necessary to the proof of criminal activity, may be preserved. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease.



Victims of sexual assault, rape, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to Community College hearing boards/ investigators or Security. Although the Community College strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether or not to make such a report, and victims have the right to decline involvement with the Security. Whether a victim reports the crime to the Security, or not, if the alleged offender is a member of the Community College community, the victim has a right to proceed to seek Community College discipline against the offender.

The following information provides steps to follow should a sexual assault occur:

- \* Get to a safe place as soon as possible!
- \* Try to preserve all physical evidence - the victim should not bathe, shower, brush teeth, douche, use the toilet, or change clothing until s(he) has a medical exam. Contact a close friend or relative, if available, who can provide support and accompany the victim to the medical exam, the police department and/or HawCC Security department. Advocates from the YWCA are available to the victim to provide support.
- \* Get medical attention as soon as possible - an exam may reveal the presence of physical injury that the victim is unaware of. Following a sexual assault, antibiotics are typically given at the time of the exam to help prevent the victim from acquiring certain sexually transmitted diseases. Emergency contraception is provided to all female victims at risk of pregnancy from the assault (if the victim presents within 120 hours). If the victim reports memory loss, loss of consciousness or other circumstances suspicious for a drug-facilitated assault, a urine test may be done if the victim presents within 96 hours. Some of the commonly used "date rape" drugs, however, are only detectable in the urine for six to eight hours after ingestion.
- \* Contact the Security - Sexual assault is a crime, it is vital to report it. It is important to remember that reporting a crime is not the same as prosecuting the crime. The decision to prosecute may be made at another time. Final decision to prosecute is determined by the District Attorney.
- \* Consider talking to a counselor - Seeing a counselor may be important in helping the victim understand her/his feelings and begin the process of recovery.

*\*Source: HawCC pamphlet "Sexual Misconduct, What You Need to Know About Title IX."*

To criminally report an incident involving a sexual assault, rape, domestic violence, stalking, and dating violence, contact the Hawaii Community College Security or simply dial 911. The Community College will assist any victim with notifying local police department if they so desire. A victim of domestic violence, dating violence, sexual assault, rape, or stalking who proceeds through the criminal process has the following rights:

- To receive information concerning available services for victims;
- To be notified of certain significant actions and proceedings pertaining to your case;
- To be accompanied at all public criminal proceeding by a victim advocate, family member or another person;
- To offer prior comment on the sentencing of a defendant to include the submission of a written and/or oral victim impact statement;
- To be restored, to the extent possible, to the pre-crime economic status through restitution, compensation, and the return of property.

If personal injury results from the incident, and the offender is sentenced to a state correctional facility, the victim has the opportunity to provide prior comment on and to receive state post sentencing release decisions (work release, parole, pardon, or community treatment center placement) and to be provided immediate notice of escape of the offender;

If personal injury occurs from the incident and the offender is sentenced to a local correctional facility, the victim has the right to receive notice of release of the offender (including work release, furlough, parole, community treatment center placement) and to be provided with immediate notice of the escape of the offender;

Where the offender is committed to a local correctional facility for a violation of the order or for a personal injury crime against a victim protected by the order, the victim has the right to receive immediate notice of the release of the offender on bail;

When an offender is committed to a mental health facility from a state correctional institution, the victim has the right to notice of the discharge, transfer, or escape of the offender from the mental health facility; and

The victim has the right to have assistance in the preparation of, submission of and follow-up on financial assistance claims at the Hawaii County Office of the Prosecuting Attorney.

Moreover, to the extent of the victim's cooperation and consent, Hawaii Community College will work cooperatively to ensure that the complainant's health, physical safety, work and academic status are protected, pending the outcome of a formal Community College investigation of the complaint. For example, if reasonably available, a complainant may be offered changes to academic, living, or working situations in addition to counseling, health services and assistance in notifying appropriate local law enforcement. Additionally, in most cases and consistent with other federal law, personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant. Hawaii Community College does not publish the name of Clery Act crime victims nor house identifiable information regarding victims in the campus Security departments Daily Crime Log or online.

## Risk Reduction, Warning Signs of Abusive Behavior and Future Attacks

No victim is EVER to blame for being assaulted or abused. Unfortunately, studies show that a person who is the victim of sexual or dating violence is more likely to be re-victimized. Below are some tips to help reduce the risk, to recognize warnings signs of abusive behavior and how to reduce the risk of a potential attack.

### Warning Signs of Abusive Behavior

Domestic and dating abuse often escalates from threats and verbal abuse to violence. And, while physical injury may be the most obvious danger, the emotional and psychological consequences of domestic and dating violence are also severe. Warning signs of dating and domestic violence include:

1. Being afraid of your partner.
2. Constantly watching what you say to avoid a “blow up.”
3. Feelings of low self-worth and helplessness about your relationship.
4. Feeling isolated from family or friends because of your relationship.
5. Hiding bruises or other injuries from family or friends.
6. Being prevented from working, studying, going home, and/or using technology (including your cell phone.)
7. Being monitored by your partner at home, work or school.
8. Being forced to do things you don’t want to do.

### Help Reduce Your Risk and Avoid Potential Attacks

If you are being abused or suspect that someone you know is being abused, speak up or intervene.

1. Get help by contacting the Counseling Center or Health Center for support services
2. Learn how to look for “red flags” in relationships so you can learn to avoid some of those characteristics in future partners
3. Consider making a report with Campus Security and/or the Title IX Coordinator and ask for a “no contact” directive from the Community College to prevent future contact
4. Consider getting a protection from abuse order or no contact order from a local judge or magisterial justice
5. Learn more about what behaviors constitute dating and domestic violence, understand it is not your fault, and talk with friends and family members about ways you can be supported
6. Trust your instincts—if something doesn’t feel right in a relationship, speak up or end it

### Sexual Assault Prevention

- Be aware of rape drugs
- Try not to leave your drink unattended
- Only drink from un-opened containers or from drinks you have watched being made and poured
- Avoid group drinks like punch bowls
- Cover your drink. It is easy to slip in a small pill even while you are holding your drink. Hold a cup with your hand over the top, or choose drinks that are contained in a bottle and keep your thumb over the nozzle
- If you feel extremely tired or drunk for no apparent reason, you may have been drugged. Find your friends and ask them to leave with you as soon as possible

- If you suspect you have been drugged, go to a hospital and ask to be tested
- Keep track of how many drinks you have had
- Try to come and leave with a group of people you trust
- Avoid giving out your personal information (phone number, where you live, etc.). If someone asks for your number, take his/her number instead of giving out yours

### Traveling Around Campus (Walking)

- Make sure your cell phone is easily accessible and fully charged
- Be familiar with where emergency phones are installed on the campus
- Be aware of open buildings where you can use a phone
- Keep some change accessible just in case you need to use a pay phone
- Take major, public paths rather than less populated shortcuts
- Avoid dimly lit places and talk to campus services if you believe that lights need to be installed in an area
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone
- Walking back from late classes at night is sometimes unavoidable, so try to walk with a friend
- Carry a noisemaker (like a whistle) on your keychain
- Carry a small flashlight on your keychain
- If walking feels unsafe, call campus security. The officers will be happy to accompany you to your vehicle.

The screenshot shows the YWCA of Hawaii Island website. The header includes the logo and tagline "eliminating racism empowering women". A navigation menu has "What We Do" highlighted. The main content area is titled "Sexual Assault Support Services" and includes a "CRISIS HOTLINE (808) 935-0677" with the note "All Calls Are Confidential." Below this, there is a list of services offered, such as free confidential counseling, crisis intervention, and support during medical exams. The page also features a "Related Information" section with links to a page view, a write-in, and a last modified date. At the bottom, contact information for YWCA Hawaii Island is provided, including the address, phone numbers, and a copyright notice for 2013.

## Community College Procedures for Responding to Reports of Sexual Assault, Domestic Violence, Dating Violence, and Stalking

You have other options in addition to, or in alternative to, contacting Community College Security regarding sexual

assault, domestic violence, dating violence, and stalking.

Concerns about conduct by a student or student group that may violate this Policy may also be reported to:

Jason Cifra, Vice Chancellor for Student Affairs and  
Deputy Title IX Coordinator  
200 W. Kawili Street,  
Hilo, Hi 96720  
Email: [cifra@hawaii.edu](mailto:cifra@hawaii.edu)

Concerns about conduct by an employee or third-party that may violate this Policy may also be reported to the Title IX Coordinator at:

James Yoshida, Vice Chancellor for Administrative Affairs  
and Title IX Coordinator  
200 W. Kawili Street,  
Hilo, Hi 96720  
Email: [jamesyos@hawaii.edu](mailto:jamesyos@hawaii.edu)

Concerns about conduct by an employee, third party or student at the University of Hawaii Center in West Hawaii that may violate this policy should be reported to the Center Director at:

Kenneth M. Fletcher, Director, University of Hawaii  
Center, West Hawaii  
81-964 Haleki' i Street,  
Kealahou, Hi 96750  
Email: [kmfletch@hawaii.edu](mailto:kmfletch@hawaii.edu)

If you or someone you know is the victim of a sexual assault, the victim has several rights, including:

- The right to report the incident to the Community College Security or local authorities. The Community College will assist victims in notifying local authorities. Filing a Security report does not mean the victim must pursue criminal charges. The victim maintains his or her rights throughout the process.
- In addition to the campus services listed below, several community service organizations can provide counseling, mental health, and other related services to sexual assault victims. Resources and contact information can be found on the Sexual Harassment and Assault Reporting and Education Sexual Assault, Domestic Violence, Dating Violence, and Stalking website at [http://hawaii.edu/offices/eo/policies.php?policy=sexual\\_assault](http://hawaii.edu/offices/eo/policies.php?policy=sexual_assault).
- If a victim of a sexual assault or relationship violence incident requests a change in her or his living arrangements or academic schedule, the Vice Chancellor for Student Affairs and other offices at the Community College will assist the individual with making these changes, as long as they are reasonably available.

#### Resources:

- ▶ **County of Hawaii Victim Assistance Program**
  - East Hawaii: (808) 934-3306
  - West Hawaii: (808) 322-2552
- ▶ **Affirmative Action - Title IX Coordinator, diversity education services**  
<http://www.hawaii.hawaii.edu/security/nine/index.php#resources>
- ▶ **YWCA, Sexual Assault Support Services-**  
(808) 935-0677 ~ 24 hour crisis line
- ▶ **Student Services Center UH Hilo,**  
2nd Floor, Room E225

- ▶ **National Sexual Assault Hotline-**  
1-800-656-4673
- ▶ **Employee Assistance Program** - counseling for employees 1-800-994-3571
- ▶ **Hawaii Access Line/Crisis and Help Hotline**  
1-800-753-6879
- ▶ **Student Counseling Services:**  
**Hawaii Community College Manono Campus** (808) 934-2720  
**West Hawaii Campus** (808) 969-8816  
**UH Hilo** (808) 932-7089 or (808) 932-7465
- ▶ **Promoting Awareness, Victim Empowerment (PAVE)**  
<http://pavingtheway.net/>

### *Promoting Awareness, Victim Empowerment (PAVE)*

Hawaii Community College maintains a link to the Promoting Awareness, Victim Empowerment website. PAVE is a multi-chapter national 501c3 nonprofit organization that uses education and action to shatter the silence of sexual violence through targeted social, educational and legislative tactics.

#### PAVE's Core Principles

- PAVE was created to shatter the silence of sexual violence using education and action.
- PAVE values survivor voices as one of the strongest tools to shatter the silence.
- PAVE works to prevent sexual violence by engaging both men and women.
- PAVE was built on inclusiveness to all communities regardless of biological sex, gender, age, race, ethnicity, national origin, sexual preference, ability, religion, creed, etc.
- PAVE is not a support group. It is a grassroots organization that raises awareness and takes action on issues of sexual and domestic violence.
- PAVE is not just for survivors. It is for everyone, though many survivors find healing by turning their trauma into action.
- PAVE aims to educate on the prevalent myths and misconceptions surrounding violence, including the fact that the majority of sexual assaults are committed by someone the victim knows and trusts.
- PAVE believes that all members in the community have a stake in ending sexual violence. Prevention transcends individual responsibility to include bystander intervention and perpetrator accountability.
- PAVE never blames victims for the crimes done to them.
- PAVE is working towards a societal shift and uses grassroots action to create change.

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***Internal Disciplinary Procedures that will be followed once an incident of Domestic Violence, Dating Violence, Sexual Assault, or Stalking has been reported***

Sexual misconduct and relationship violence, in any form, violates the Student Code of Conduct, and may violate federal and state laws. Violations of this policy are subject to disciplinary sanctions through the Office of the Vice Chancellor for Student Affairs and/or the Human Resources Office.

Reports or complaints alleging sexual assault, rape, domestic violence, dating violence, and stalking are processed on the basis of the status of the alleged perpetrator (respondent). Reports or complaints against any Community College employee (faculty, lecturer, staff, administrator, other employee) will be processed by the Human Resources Office. Reports or complaints alleging discrimination or harassment of any member of the HawCC community by individuals who are not members of the College community (e.g., third party vendors, contractors, and guests) will be processed by the Vice Chancellor for Administrative Affairs. Reports or complaints alleging discrimination or harassment by a student will be processed by the Vice Chancellor for Student Affairs. Confidential reports can be submitted at:

<http://hawaii.hawaii.edu/security/csaincidentreportonline.pdf>.

The Vice Chancellor for Student Affairs (VCSA) has been designated as a Deputy Title IX Officer for the Community College by the Chancellor. As such, all incidents involving an alleged violation of Title IX involving students should be forwarded to the VCSA for review. When received by the VCSA, the information will be reviewed and the level of investigation, accommodation, and/or remedial measures already implemented as well as the potential need for a timely warning will be assessed. The VCSA will also ensure that accommodations, resources, rights, and options are addressed with the complainant.

At any time, when a complainant expresses an interest in exploring options within the VCSA's Office, the process will begin with communication with the Complainant. This conversation will occur in a prompt and timely fashion.

Possible outcomes of this initial discussion include the following:

1. The incident is documented, but no further action is determined to be necessary by the VCSA. Appropriate accommodation to the complainant and appropriate remedial measures will still be applied; or
2. Complainant wishes for the VCSA to proceed with an initial investigation to include contact with the respondent. The complainant will be eligible for appropriate accommodations, and appropriate remedial measures will be applied. The complainant will also be informed that if at any point in the future the complainant wishes for formal action, the complainant can request it at that time. A timeline for next steps will be reviewed, and when appropriate, additional meetings scheduled; or
3. The complainant requests that the VCSA proceed with the formal Student Conduct Investigation. The complainant will be eligible for appropriate accommodations, and appropriate remedial measures will be considered. Additional information necessary to proceed with the formal process will be obtained. A timeline for next steps will be reviewed and when appropriate, additional meetings scheduled.

In any of the three outcomes listed above, appropriate documentation will be completed for submission to the Title IX Coordinator.

There may be cases in which the information provided requires that action be taken (including initiating informal or formal action), irrespective of the desires of the complainant, and in such cases the Community College will take that action. In those cases, every effort will be made to explain to the complainant the rationale for moving forward and the relevant procedures and timelines, and to keep them abreast of the process. At no time, however, will the complainant be compelled to participate in the process.

### **Initial Investigation**

When an initial investigation is pursued, the investigator, usually a Vice Chancellor or his/her delegate, will contact the respondent to schedule a meeting. In that meeting, the investigator will review the following:

1. Rights of the respondent,
2. The allegations,
3. The respondent's perspective on the allegations,
4. Actions requested by the complainant, if any, and
5. Actions recommended by the Community College.

If, following the discussion, the respondent agrees to honor the complainant's and Community College's requests, and the investigator believes that the complainant's requests are reasonable and appropriate, steps will be taken to complete those actions in a prompt and timely manner. Examples of such actions include, but are not limited to, counseling for the respondent, commitment to change/end the behavior, restricted activity, schedule modification, and educational intervention. The complainant will be notified of the respondent's agreement and appropriate documentation will be completed for submission to the Title IX Coordinator. No reportable disciplinary record is created. However, the information will remain on file should future concerns be reported.

When the respondent is not willing to honor the requests of the complainant or the Community College, a follow-up meeting will be held with the complainant to determine next steps. Although selecting the initial investigation initially, the complainant may wish to modify the request to a formal process.

### ***Internal Disciplinary Procedures for institutional disciplinary action in cases of alleged Domestic Violence, Dating Violence, Sexual Assault and Stalking***

#### **Student Process**

When cases involving domestic violence, dating violence, sexual assault, rape, or stalking are reported and a formal conduct process is initiated, the Community College will provide a prompt, fair, and impartial investigation and resolution.

Reports will be investigated (if applicable) and managed by professional staff or Student Conduct Committee members who have been trained on issues related to domestic violence, dating violence, sexual assault, rape, stalking, and victimization, and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

If it is determined that it is appropriate and necessary, a formal investigation process prior to the determination of charges and sanctions will occur. When a formal investigation process is initiated, the assigned investigator will attempt to interview all parties who have substantive information to share about the allegations and will attempt to gather all available documentation. An investigative packet containing the information received and collected will be compiled.

If, after factual investigation, charges are assigned and the respondent accepts responsibility, both the respondent and complainant (hereafter “party” ) have the opportunity to request a sanction review.

If the respondent contests the charges (i.e., denies responsibility for one or more of the assigned charges), the matter will be forwarded to a Student Conduct Committee Hearing. The standard of evidence in a hearing is a more likely than not, a preponderance standard. In other words, the determination is whether it is more likely than not that a violation occurred.

In a hearing, both parties may question all witnesses. Questions may also be posed by each party to the other; however, questioning of the other party will be permitted only through the Committee Chair.

The respondent and complainant may each be assisted by an advisor. “Advisor” is defined as any person selected by the respondent or complainant to assist and accompany them through the Community College conduct process (including Disciplinary Conferences, Administrative/Student Conduct Committee Hearings, Chancellor Reviews, and formal Appeals). Parties may choose a trained advisor, e.g. an attorney, or choose a non-trained advisor, or may choose to proceed without an advisor. A party shall not select an advisor with the actual or effective purpose of disrupting the proceedings, causing emotional distress to the other party, or otherwise attempting to disrupt the process.

The advisor, upon request of either party, may (1) accompany the party in any disciplinary proceeding, (2) advise the party in the preparation and presentation of sharing of information, and (3) advise the party in the preparation of any appeals or sanction reviews. The advisor shall not perform any function in the process other than advising the party and may not make a presentation or represent the party. The parties are expected to ask and respond to questions on their own behalf, without representation by their



advisor. The advisor may consult with their advisee quietly or in writing, or outside during breaks, but may not speak on behalf of the advisee. Delays in the conduct process will not normally be allowed due to scheduling conflicts with advisors.

Each party will be allowed to submit a statement of facts prior to the hearing that will be added to the hearing packet.

Each party will also be allowed to submit an impact statement that

will be reviewed by the Chancellor should the respondent be found responsible for violating the Code.

Within ten (10) school days after the hearing, the Student Conduct Committee shall transmit its findings and decision as to cause and recommendation in writing to the Chancellor. Simultaneously, a certified copy of the Committee’s findings, decision as to cause, and recommendations shall be delivered or posted by registered or certified mail with return receipt requested to the student’s last known address. The Committee’s decision as to cause shall be in writing and shall be accompanied by separate findings of fact. If the student has filed proposed findings of fact, the Committee shall rule on each proposed finding in its final decision as to cause.

No Committee determination adverse to a student shall be finalized by the Chancellor until the student has been afforded an opportunity to request that the Chancellor review the Committee’s findings, decision as to cause, and recommendations. This review does not entitle the student to a full rehearing of his/her case. Such review shall be requested in writing.

The student shall have five (5) school days after the receipt of the Committee’s findings, decision as to cause, and recommendations to request in writing a review by the Chancellor. The request should be sent by certified mail to the Office of the Chancellor.

Upon request, the Chancellor shall limit the review of the Committee’s findings, decision as to cause, and recommendations to the following four (4) issues:

- a. Did the Committee follow the procedures contained in Student Conduct Code?
- b. Was the Committee hearing conducted in such a way as to provide the student an adequate opportunity to present his/her defense?
- c. Did the evidence presented at the hearing satisfy the requisite burden of proof?
- d. Is the sanction reasonable in relation to the gravity of the violation?

Within thirty (30) calendar days from the receipt of the Committee’s findings, decision as to cause, and recommendations, the Chancellor shall notify, by certified or registered mail with return receipt requested, the student or the student’s attorney of record of his/her decision regarding the sanction to be taken and any accompanying orders. A copy of this notification shall be included in the record of proceedings and retained by the Vice Chancellor for Student Affairs for a minimum of five (5) years after the date of last attendance by the student.

In cases of an alleged Clery Act/Title IX/VAWA offense or other “crime of violence” the victim and the accused shall be informed of the outcome of any institutional disciplinary proceeding simultaneously. The decision of the Chancellor shall be final within the College.

### **Staff/Faculty/Lecturer Process**

Allegations of misconduct by staff members and other employees will be investigated by the Vice Chancellor for Administrative Affairs. Allegations of misconduct by faculty members and lecturers will be investigated by the Vice Chancellor for Academic Affairs. The appropriate Vice Chancellor, or a designee, will be responsible for investigating reports of sexual assault, domestic violence, dating violence, and stalking, and making factual findings applying a preponderance of the evidence standard, with respect to whether a policy violation occurred.

Following the fact finding and investigative process, the Vice Chancellor will prepare a written report with findings and remedial recommendations to the Chancellor. Following the Chancellor's review of the case, both the accused and the accuser will receive simultaneous notice of the final disciplinary sanctions, providing that such disclosure does not violate State Law and/or Contractual Agreements. Both the accused and the accuser may appeal the final disciplinary sanctions.

Community College Policies and Bargaining Unit Agreements will be followed throughout the appeal process. At the conclusion of any appeal process, both the accused and the accuser will be notified simultaneously, in writing, of the outcome of the appeal and sanctions.

### **Burden of Proof**

As noted, the standard of evidence for determining whether a violation most likely occurred, specifically when investigating alleged domestic violence, dating violence, sexual assault, and stalking, is "preponderance of evidence."

### **Right to Alternative Procedures**

It is the right of any individual to pursue other avenues of recourse which may include initiating civil action or seeking redress under state criminal statutes (e.g., the Hawaii Penal Code, Chapter 707, Part V. Sexual Offenses, §707- 730 to 707-733) and/or federal law. These avenues of complaint may be pursued concurrently without jeopardizing an individual's right to use on campus complaint procedures, including student disciplinary procedures.

Individuals may also pursue civil rights complaints through state and federal agencies, including OCR (students), EEOC (employment), and HCRC (employment). Complainants should contact these agencies directly regarding agency procedures and deadlines for filing complaints.

### **Possible Sanctions or Protective Measures Hawaii Community College may Impose following a Final Determination of an Institutional Procedure**

Following a final determination of an institutional procedure regarding domestic violence, dating violence, sexual assault, rape, or stalking, the Community College may impose the following sanctions or protective measures:

#### **Students**

- Sanctions up to and including expulsion from the Community College
- Administrative Directives for No Contact: (Students may request a Directive for No Contact through the Office of the Vice Chancellor for Student Affairs)
- Restriction from portions of campus
- Change in housing assignment
- Change in course assignment
- Mandated Psychological Evaluation and/or Counseling
- Mandated Education

#### **Faculty/Staff/Lecturer/Other Employees**

- Employee termination from the Community College
- Unpaid suspension
- Restrictions from all or portions of campus
- Change in working facility
- Mandated education
- Written reprimand in personnel file
- Removal from classroom teaching
- Removal from administrative position

### **Protecting the confidentiality of victims**

All members of the Hawaii Community College Student Conduct Committee, case managers, and investigators have been trained in confidentiality of student records and the provisions of the Family Educational Rights to Privacy Act. Personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant.

The Community College does not publish the name of crime victims nor house identifiable information regarding victims in the Campus Security Office Daily Crime Log or online. Victims may request that directory information on file be removed from public sources by submitting a written request to the Vice Chancellor for Administrative Affairs.



### **Education and Prevention Programs**

Hawaii Community College engages in comprehensive educational programming to prevent domestic violence, dating violence, sexual assault and stalking. Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for the campus community that:

- a. Identifies domestic violence, dating violence, sexual assault, rape and stalking as prohibited conduct;
- b. Define what behavior constitutes domestic violence, dating violence, sexual assault, rape and stalking;
- c. Defines what behavior and actions constitute consent to sexual activity in the State of Hawaii;
- d. Provides safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, rape, or stalking against a person other than the bystander;



- e. Provides information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to minimize the risk of potential attacks;
- f. Provides an overview of information contained in the Annual Security Report in compliance with the Clery Act.

Hawaii Community College has developed an annual educational campaign consisting of presentations that include distribution of educational materials to new students; participating in and presenting information and materials during new employee orientation, and presenting safety programs throughout the year.

## ***Hawaii Covered Offender Registration and Adult Criminal Conviction Information***

### **Hawaii Criminal Justice Data Center**

The Hawaii Criminal Justice Data Center (HCJDC) is an agency of the Department of the Attorney General in the State of Hawaii and is responsible for the statewide criminal history record information system (CJIS-Hawaii), the statewide Automated Fingerprint Identification System (AFIS), the statewide Sex Offender and Other Covered Offender Registry, and the Adult Criminal Conviction Information Web Site (eCrim).

### **Covered Offender Search**

Members of the general public may view sex offender registry information at <http://sexoffenders.eHawaii.gov/sexoffender/welcome>. Chapter 846E, Hawaii Revised Statutes, mandates that the Hawaii Criminal Justice Data Center maintain a central repository of covered offenders in the State of Hawaii. Information about these persons is available to the public: name, prior names, aliases, nicknames and pseudonyms, year of birth and alias years of birth, physical description including scars and tattoos, photograph, residence, temporary and future addresses, personal vehicles(s) driven, street name of employment and volunteer location, college/university affiliation, and crime for which convicted, judgment of conviction, judgment of acquittal, or judicial determination of unfitness to proceed for which the offender is registered, and the provision of law defining the criminal offense.

Information regarding covered offenders is permitted pursuant to Chapter 846E. Public access to this information is based solely on the fact of each offender's criminal conviction and is not based on an estimate of the offender's level of dangerousness. By allowing the public access to this information, the State makes no representation as to whether the covered offenders listed are dangerous. Any person who uses the information in this registry to injure, harass, or commit a criminal act against any person included in the registry may be subject to criminal prosecution, civil liability, or both.

### **Adult Criminal Information (eCrim)**

This online service at <https://ecrim.eHawaii.gov/ahewa/> allows members of the general public to view an individual's conviction information based on the search criteria they provide. The search criteria may include name, social security number, date of birth, and/or gender.

The search is conducted on criminal history record files maintained by the Hawaii Criminal Justice Data Center. The

search results do not include Hawaii Sex Offender and Other Covered Offender Registration information.

Each unique search will be charged a \$5.00 fee. Parties may reuse searches in the same login session. The cost for an official eCrim report is \$10.

## **CAMPUS SECURITY POLICIES; CRIME PREVENTION AND SAFETY AWARENESS PROGRAMS**

In addition to the many programs offered by the Community College Security and other Community College offices, the Community College has established a number of policies and procedures related to ensuring a reasonably safe campus community. These policies include:

### ***Campus Crisis Management Team***

In order to enhance emergency preparedness and prevention efforts, Hawaii has established a Campus Crisis Management Team (CCMT). The objective of the CCMT is to systematically identify, evaluate, and manage potentially threatening situations, including persons of concern, at the Community College. The multidisciplinary team is composed of professionals from all Hawaii Community College Departments.

### ***Weapons Policy***

The possession, carrying, and use of weapons, ammunition, or explosives is prohibited on Hawaii Community College owned or controlled property.

The only exception to this policy is for authorized law enforcement officers or others, specifically authorized by the Community College. Failure to comply with the Community College weapons policy will result in disciplinary action against violators.

### ***Hawaii Crime Victim Rights***

#### **Your Rights as a Crime Victim:**

As a victim of crime in the State of Hawaii, you have rights. Also, you can expect to receive information, practical and emotional support, and be able to participate in the criminal justice process. These standards were created to make sure that you are treated with dignity and respect at all times, regardless of your gender, age, marital status, race, ethnic origin, sexual orientation, disability, or religion.

You have the right to be told...

- About basic services available to you in your county
- About certain court events, including information on bail, escape of offender, release of an offender
- About the details of the final disposition of a case

You have the right to receive...

- Notice of the arrest of the offender
- Information about restitution and assistance with compensation
- Accompaniment to all criminal proceedings by a family member, a victim advocate, or a support person
- You will be consulted regarding proposed penalties and/or sentences.

## Student Conduct

### The Office of the Vice Chancellor for Student Affairs

The mission of the Office of Vice Chancellor for Student Affairs is to promote a safe, orderly, and civil College community and to encourage and inspire students to become good citizens by engaging in personal responsibility, ethical decision making, and demonstrating respect for the rights and safety of others.

### The Student Code of Conduct

The Office of the Vice Chancellor for Student Affairs (VCSA) is responsible for administering the Student Code of Conduct, which articulates the behavioral standards and the equitable procedures employed by the Community College to respond to allegations of student misconduct.

The Code of Conduct is administered at all Hawaii Community College facilities and may also address off-campus student misconduct when a student's behavior affects a substantial Hawaii Community College interest.

Students who are found responsible for violations may be subject to sanctions ranging from Conduct Conversation or Conduct Probation to Suspension or Expulsion from HawCC.

In most cases, the VCSA will also assign developmental and educational interventions designed to promote greater awareness and improved decision making for students and to further deter future misconduct.

In instances where a student's conduct, behavior, or other objective evidence provides a reasonable cause to believe a student is an immediate and significant threat to the health or safety of other persons, to property of the Community College or others, to disrupting essential campus operations, or to the student's own health or safety, the VCSA may assign an interim suspension and/ or other interim actions that are designed to protect the health and safety of the community and members therein.

The Vice Chancellor for Student Affairs is also responsible for conducting pre-admission, re-enrollment, and continuing enrollment reviews for prospective, returning or current students with known behavioral problems. Any individual or entity may submit reports alleging student misconduct to the Vice Chancellor for Student Affairs or his/her designee at the campus where the incident occurred.

The Office of the Vice Chancellor for Student Affairs also provides outreach programming designed to inform and educate students and to promote learning, growth and the Spirit of Aloha. Please visit the Hawaii Community College Student Resource website at <http://hawaii.hawaii.edu/current-students/>, where you can find the Student Code of Conduct, Student Records Policy, and links to all policy and procedural guidelines related to the Student Conduct process.

### Additional Information Regarding the Student Code of Conduct

The Hawaii Community College is obligated to provide all students with its regulations, policies, and procedures governing student conduct. Hawaii policies and procedures, including the Student Code of Conduct, are published on the Student Conduct website, <http://hawaii.hawaii.edu/ovcadmin/admin-manual/haw7-101.pdf>.



If you have additional questions, special needs, or wish to request a hard copy of this information, please contact the Office of the Vice Chancellor for Student Affairs.

This publication, as well as Community College regulations and policies and procedures governing student conduct, is available on the Hawaii CC website at <http://hawaii.hawaii.edu>.

## HAWAII CC POLICIES GOVERNING ALCOHOL AND OTHER DRUGS

### HawCC's Alcohol and Drug Policy

Federal law requires Hawaii Community College to notify all faculty, staff, other employees, and students of certain information pertaining to the unlawful possession, use, or distribution of illicit drugs and alcohol on its property or as part of its activities. The information included in this report complies with the notification requirements of the Drug-Free Schools and Communities Act and its implementing regulations.

The Community College prohibits the unlawful possession, use, manufacture, or distribution of alcohol or controlled substances by students, employees, and guests in buildings, facilities, grounds, or property controlled by Hawaii Community College or used as part of College activities.

### Policies Specific to Employees

As a condition of Community College employment, every employee shall abide by the terms of this policy. Any employee who violates this policy is subject to Hawaii sanctions, including dismissal, as well as criminal sanctions provided by federal, state, or local law.

### Policies Specific to Students

Any student who violates this policy is subject to disciplinary action including sanctions as outlined in the Student Code of Conduct in addition to any penalties resulting from violating local, state, and or federal law. Students who are found responsible for violations may be subject to sanctions ranging from Disciplinary Warning or Disciplinary Probation to Suspension or Expulsion from the Community College.

In most cases, the Vice Chancellor for Student Affairs will also assign developmental and educational interventions designed to promote greater awareness and improved decision making for students and to further deter future misconduct.

## Illegal Substances (Drugs)

It is a violation of state law and Hawaii Community College policy to illegally possess, use, distribute, manufacture, sell, or be under the influence of other drugs. Students who violate this policy will be referred to the Office of the Vice Chancellor for Student Affairs and/or Community College Security.

## Hawaii Alcohol-Related Offense Laws

### Underage Drinking

It is illegal for anyone under 21 years of age to attempt to purchase, consume, possess, or knowingly and intentionally transport any liquor, malt, or brewed beverage. It is also illegal to lie about age to obtain alcohol and to carry a false identification card.

Hawaii Community College does not tolerate students consuming alcoholic beverages while under the age of twenty one. Not only is this against the State law, it is also a violation of the Student Code of Conduct.

## Alcohol Poisoning is a Medical Emergency.

*Call for help. You could save someone's life.*

**CALL 911**

### Know the signs:

- Passed out or difficult to wake
- Cold, clammy, pale, or bluish skin
- Slowed breathing
- Vomiting while asleep or awake

### Know how to help:

- Turn a vomiting person on his or her side to prevent choking
- Clear vomit from the mouth
- Keep the person awake
- NEVER leave the person unattended



### Carrying False I.D.

It is illegal for anyone under 21 to possess an identification card falsely identifying that person by name, age, date of birth, or photograph as being 21 or older to attempt to obtain liquor, malt, or brewed beverage by using the identification card of another or by using an identification card that has not been lawfully issued to or in the name of the person who possesses the card.

### Driving Under the Influence (DUI) Law

In Hawaii, the level for DUI is .08 percent Blood Alcohol Content (BAC) and .02 percent BAC for minors. Drivers with any amount of a Schedule I, II, or III controlled substance not medically prescribed (or their metabolites) may not drive, operate, or be in actual physical control of a vehicle. It is illegal for anyone under 21 years of age to drive a vehicle with a blood alcohol content of .02 percent or higher.



### Public Drunkenness

Public drunkenness is a crime when a person appears in any public place manifestly under the influence of alcohol or a controlled substance to the degree that he may endanger himself or other persons or property, or annoy persons in his vicinity.

Public drunkenness also leads to other behaviors and important health concerns. Often, public drunkenness contributes to many criminal mischiefs and disorderly conducts on campus. People must be responsible for their own actions and know their limits and tolerance levels before consuming alcohol.

### Refusing a Chemical Test

Any person who drives a motor vehicle automatically gives consent to one or more chemical test (e.g. breath, blood, or urine). This implied consent means that you don't have the right to an attorney before testing. If a person refuses to submit to a chemical test: (1) the test will not be done; (2) the person's license will be suspended for one year; (3) the person will most likely be charged with DUI.

### Open Container Law

In Hawaii, there is no state law to prohibit open containers of alcohol in public. However, many local governments have enacted such ordinances. It is a violation of Hawaii Community College policy to have an open container of alcohol on campus. The college does not sponsor any events in which alcoholic beverage are consumed.

## Related Drug Offenses

### Possession of Marijuana

The State of Hawaii has enacted a licensing procedure for the use of marijuana for medical purposes. Only persons in possession of a 329 Card issued by the State of Hawaii Department of Health can legally possess marijuana in Hawaii. Hawaii does not recognize Medical Marijuana Cards/Letters from other states or countries.

A person who does not possess a valid 329 Card is unlawful when he/she unknowingly, knowingly, or intentionally possesses marijuana (Hashish), a Schedule I substance, and is not authorized by law to possess such substance, as outlined under the Controlled Substances, Drugs, Device and Cosmetic Act of 1972.

Persons engaged in such activity will most likely be faced with criminal charges and charged with a violation of the Student Code of Conduct. Hawaii Community College policy does not permit use of medical marijuana on campus. Students in who are legally authorized to consume marijuana for medical purposes should make arrangements to do so off campus.

### Possession of Other Drugs

In Hawaii, the penalties for being convicted of possession of a controlled substance such as heroin, cocaine, methamphetamines, prescriptions, ecstasy, and LSD vary by type of substance and quantity of the substance possessed. Charges also vary by first, second and subsequent offenses. Charges may include jail time, fines, drug counseling, and suspension of driver's license.

### Possession of Drug Paraphernalia

A person is unlawful when he possesses, with the intent to use,

drug paraphernalia that is used for packaging, manufacturing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance in violation of State Law.

### Synthetic Marijuana

Effective March 1, 2011, the U.S. Drug Enforcement Agency classified synthetic marijuana as an illegal substance. It is also known as Spice, K2, Demon, Wicked, Black Magic, Voodoo Spice, and Ninja Aroma Plush. Individuals found responsible for manufacturing, possessing, importing/exporting, or distributing these substances will face criminal and civil penalties. Hawaii Community College students engaging in these activities will also be held responsible under the Community College's illegal substances policy.



**Controlled Substances Act (CSA)** — The CSA places all substances that are regulated under existing federal law into one of five schedules. The place is based on the substance’s medical use, potential for abuse, and safety or dependence ability. Below is a description of the five schedules and examples of drugs in each schedule. The list is not comprehensive.

Schedule	Characteristics	Examples
<b>Schedule I</b>	<ul style="list-style-type: none"> <li>• high potential for abuse</li> <li>• no currently accepted medical use in US</li> <li>• lack of accepted safety for use under medical supervision</li> </ul>	<ul style="list-style-type: none"> <li>• Heroin</li> <li>• Gamma Hydroxybutyric Acid (GHB)</li> <li>• LSD</li> <li>• Marijuana</li> <li>• MDMA (Ecstasy)</li> <li>• Mescaline (peyote)</li> <li>• Psilocybin/Psilocyn (mushrooms)</li> <li>• Tetrahydrocannabinols (THC)</li> </ul>
<b>Schedule II</b>	<ul style="list-style-type: none"> <li>• high potential for abuse</li> <li>• currently accepted for medical use or with severe restrictions in US</li> <li>• abuse may lead to severe psychological or physical dependence</li> </ul>	<ul style="list-style-type: none"> <li>• Adderall®</li> <li>• Amphetamine</li> <li>• Cocaine</li> <li>• Methadone</li> <li>• Methamphetamine</li> <li>• Morphine</li> <li>• Oxycodone</li> <li>• Phencyclidine (PCP)</li> <li>• Ritalin®</li> </ul>
<b>Schedule III</b>	<ul style="list-style-type: none"> <li>• less potential for abuse than drugs in Schedules I and II</li> <li>• currently accepted for medical use in US</li> <li>• abuse may lead to moderate or low physical dependence or high psychological dependence</li> </ul>	<ul style="list-style-type: none"> <li>• Anabolic Steroids</li> <li>• Codeine compounds</li> <li>• Some barbiturates</li> <li>• Ketamine</li> </ul>
<b>Schedule IV</b>	<ul style="list-style-type: none"> <li>• low potential for abuse compared to drugs in Schedule III</li> <li>• currently accepted medical use in US</li> <li>• abuse may lead to limited physical dependence or psychological dependence</li> </ul>	<ul style="list-style-type: none"> <li>• Ativan®</li> <li>• Rohypnol®(not manufactured or legally marketed in the US)</li> <li>• Valium®</li> <li>• Xanax®</li> </ul>
<b>Schedule V</b>	<ul style="list-style-type: none"> <li>• low potential for abuse compared to drugs in Schedule IV</li> <li>• currently accepted medical use in US</li> <li>• abuse may lead to limited physical dependence or psychological dependence</li> </ul>	<ul style="list-style-type: none"> <li>• Cough medicines with codeine</li> </ul>

Source: U.S. Department of Justice. (2011). *Drugs of Abuse*. Washington, DC: U.S. Government Printing Office. Retrieved from <http://www.justice.gov/>.

### Federal Tracking Penalties — Marijuana

Drug	Quantity	1st Offense	2nd Offense*
Marijuana (Schedule I)	1,000 kg or more mixture; or 1,000 or more plants	<ul style="list-style-type: none"> <li>• Not less than 10 yrs, not more than life</li> <li>• If death or serious injury, not less than 20 yrs, not more than life</li> <li>• Fine not more than \$4 million if an individual, \$10 million if other than an individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not less than 20 yrs, not more than life</li> <li>• If death or serious injury, mandatory life</li> <li>• Fine not more than \$8 million if an individual, \$20 million if other than an individual</li> </ul>
Marijuana (Schedule I)	100 kg to 999 kg mixture; or 100 to 999 plants	<ul style="list-style-type: none"> <li>• Not less than 5 yrs, not more than 40 yrs</li> <li>• If death or serious injury, not less than 20 yrs, not more than life</li> <li>• Fine not more than \$2 million if an individual, \$5 million if other than an individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not less than 10 years, not more than life</li> <li>• If death or serious injury, mandatory life</li> <li>• Fine not more than \$4 million if an individual, \$10 million if other than an individual</li> </ul>
Marijuana (Schedule I)	More than 10 kgs hashish; 50 to 99 kg mixture More than 1 kg of hashish oil; 50 to 99 plants	<ul style="list-style-type: none"> <li>• Not more than 20 yrs</li> <li>• If death or serious injury, not less than 20 yrs, not more than life</li> <li>• Fine \$1 million if an individual, \$5 million if other than an individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not more than 30 years</li> <li>• If death or serious injury, mandatory life</li> <li>• Fine \$2 million if an individual, \$10 million if other than individual</li> </ul>
Marijuana (Schedule I)	1 to 49 plants; less than 50 kg	<ul style="list-style-type: none"> <li>• Not more than 5 years</li> <li>• Fine not more than \$250,000, \$1 million other than individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not more than 10 years</li> <li>• Fine \$500,000 if an individual, \$2 million if other than individual</li> </ul>
Hashish (Schedule I)	10 kg or less		
Hashish Oil (Schedule I)	1 kg or less		

\*The minimum sentence for a violation after two or more prior convictions for a felony drug offense have become final is a mandatory term of life imprisonment without release and a fine up to \$8 million if an individual and \$20 million if other than an individual.

Source: U.S. Department of Justice. (2011). *Drugs of Abuse*. Washington, DC: U.S. Government Printing Office. Retrieved from <http://www.justice.gov/>.

# Drugs Risks and Consequences

## Federal Tracking Penalties

Drug Schedule	Quantity	Penalties	Quantity	Penalties
Cocaine (Schedule II)	500–4999 gms mixture	<b>First Offense:</b> Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual.  <b>Second Offense:</b> Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual	5 kgs or more mixture	<b>First Offense:</b> Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual.  <b>Second Offense:</b> Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.  <b>2 or More Prior Offenses:</b> Life imprisonment.
Cocaine Base (Schedule II)	28–279 gms mixture		280 gms or more mixture	
Fentanyl (Schedule II)	40–399 gms mixture		400 gms or more mixture	
Fentanyl Analogue (Schedule I)	10–99 gms mixture		100 gms or more mixture	
Heroin (Schedule I)	100–999 gms mixture		1 kg or more mixture	
LSD (Schedule I)	1–9 gms mixture		10 gms or more mixture	
Methamphetamine (Schedule II)	5–49 gms pure or 50–499 gms mixture		50 gms or more pure or 500 gms or more mixture	
PCP (Schedule II)	10–99 gms pure or 100–999 gms mixture		100 gm or more pure or 1 kg or more mixture	
Penalties				
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutric Acid)	Any amount	<b>First Offense:</b> Not more than 20 yrs. If death or serious injury, not less than 20 years, or more than life. Fine \$1 million if an individual, \$5 million if not an individual. <b>Second Offense:</b> Not more than 30 yrs. If death or serious injury, life imprisonment. \$2 million if an individual, \$10 million if not an individual.		
Other Schedule III drugs	Any amount	<b>First Offense:</b> Not more than 10 yrs. If death or serious injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual. <b>Second Offense:</b> Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1.5 million if an individual, \$5 million if not an individual.		
All other Schedule IV drugs	Any amount	<b>First Offense:</b> Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual. <b>Second Offense:</b> Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual.		
Flunitrazepam (Schedule IV)	Less than 1 gm			
All Schedule V drugs	Any amount	<b>First Offense:</b> Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. <b>Second Offense:</b> Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.		

Source: U.S. Department of Justice. (2011). *Drugs of Abuse*. Washington, DC: U.S. Government Printing Office. Retrieved from <http://www.justice.gov/>.

## Physical Effects

SUBSTANCE Other Names	Potential for Dependence		Risks and Effects		
	Physical	Psycho-logical	Short-Term	Long-Term	Overdose
<b>ALCOHOL</b> Beer, Distilled liquor, Ethanol, Wine	High	High	<ul style="list-style-type: none"> <li>Impaired judgment and vision</li> <li>Lowered inhibitions</li> <li>Loss of motor skills and coordination</li> <li>Slurred speech</li> </ul>	<ul style="list-style-type: none"> <li>Cardiovascular disease</li> <li>Hypertension</li> <li>Liver damage</li> <li>Neurologic damage</li> <li>Toxic psychosis</li> </ul>	<ul style="list-style-type: none"> <li>Coma</li> <li>Possible death</li> </ul>
<b>CANNABIS</b> Hash oil, Hashish, Grass, Marijuana, Pot, Weed	Low	Moderate	<ul style="list-style-type: none"> <li>Confusion</li> <li>Euphoria</li> <li>Impaired balance and coordination</li> <li>Memory loss</li> <li>Slowed reaction time</li> <li>Slowed thinking</li> </ul>	<ul style="list-style-type: none"> <li>Cardiovascular damage</li> <li>Frequent respiratory infections</li> <li>Impaired learning</li> <li>Impaired memory</li> <li>Increased heart rate</li> <li>Tolerance and addiction</li> </ul>	<ul style="list-style-type: none"> <li>Insomnia</li> <li>Hyperactivity</li> <li>Panic attack</li> <li>Paranoia</li> <li>Possible toxic reaction if combined with other chemicals</li> </ul>
<b>DEPRESSANTS</b> Barbiturates, Benzodiazepine, Date rape drug, Liquid ecstasy, Flunitrazepam, GHB, Methaqualone, Special K, Xanax	High	High	<ul style="list-style-type: none"> <li>Confusion</li> <li>Fatigue</li> <li>Feeling of well-being, irritability</li> <li>Lowered blood pressure</li> <li>Lowered inhibitions</li> <li>Poor concentration</li> <li>Reduced anxiety</li> <li>Sedation</li> <li>Slowed pulse and breathing</li> <li>Slurred speech</li> </ul>	<ul style="list-style-type: none"> <li>Anxiety</li> <li>Dizziness</li> <li>Hallucinations</li> <li>Insomnia</li> <li>Loss of peripheral vision</li> <li>Nausea</li> <li>Seizures</li> <li>Weak, rapid pulse</li> <li>Toxic psychosis</li> <li>Tremors</li> </ul>	<ul style="list-style-type: none"> <li>Blackouts</li> <li>Cold, clammy skin</li> <li>Coma</li> <li>Life threatening withdrawal</li> <li>Possible death</li> <li>Respiratory depression and arrest</li> <li>Toxic reaction if combined with alcohol</li> </ul>

## Drugs Risks and Consequences

<b>HALLUCINOGENICS</b> Acid, Angel Dust, Crystal, LSD, MDA, Mescaline, Mushrooms, PCP, Peyote, Phencyclidine, Psilocybin	Low / Unknown	Unknown	<ul style="list-style-type: none"> <li>Altered stated of perception</li> <li>Increase body temperature, heart rate, blood pressure</li> <li>Loss of appetite</li> <li>Nausea</li> <li>Numbness</li> <li>Sleeplessness</li> <li>Tremors</li> <li>Weakness</li> </ul>	<ul style="list-style-type: none"> <li>Hallucinogen Persisting Perception Disorder (flashbacks)</li> <li>Intensify existing psychosis</li> <li>Violent behavior</li> </ul>	<ul style="list-style-type: none"> <li>Intense, prolonged hallucinations</li> <li>Possible sudden death</li> <li>Psychosis</li> </ul>
<b>INHALANTS</b> Gases, Solvents	High for chronic, long-term abuse	High for chronic, long-term abuse	<ul style="list-style-type: none"> <li>Impaired judgment</li> <li>Headache</li> <li>Nausea, vomiting</li> <li>Poor coordination</li> <li>Slurred speech</li> </ul>	<ul style="list-style-type: none"> <li>Cardiovascular and nervous system damage, leading to inability to walk, talk, or think</li> <li>Cramps</li> <li>Depression</li> <li>Loss of muscle tone</li> <li>Memory impairment</li> <li>Mild withdrawal</li> <li>Muscle wasting and weakness</li> <li>Weight loss</li> </ul>	<ul style="list-style-type: none"> <li>Coma</li> <li>Possible sudden death</li> <li>Possible toxic reaction</li> <li>Unconsciousness</li> </ul>
<b>NARCOTICS</b> Codeine, Demerol HCL, Heroin, Meperidine, Morphine, Opium, Oxycodone, Vicodin	High	High	<ul style="list-style-type: none"> <li>Confusion</li> <li>Constipation</li> <li>Drowsiness</li> <li>Euphoria</li> <li>Nausea</li> <li>Pain relief</li> <li>Sedation</li> <li>Staggering gait</li> </ul>	<ul style="list-style-type: none"> <li>AIDS and Hepatitis infection</li> <li>Malnutrition</li> </ul>	<ul style="list-style-type: none"> <li>Clammy skin</li> <li>Coma</li> <li>Convulsions</li> <li>Death</li> <li>Respiratory arrest</li> <li>Shallow perspirations</li> <li>Tolerance, addiction</li> <li>Toxic reaction if combined with alcohol</li> </ul>
<b>STIMULANTS</b> Amphetamine, Cocaine, Ecstasy, MDMA, Methylphenidate, Phenmetrazine, Ritalin	Possible	High	<ul style="list-style-type: none"> <li>Appetite loss</li> <li>Excitement and euphoria</li> <li>Feeling of well being</li> <li>Increased Alertness Increased blood pressure, pulse</li> <li>Insomnia</li> </ul>	<ul style="list-style-type: none"> <li>Insomnia</li> <li>Nervous system damage</li> <li>Organ/tissue damage</li> <li>Paranoia</li> <li>Psychosis</li> <li>Weight loss</li> </ul>	<ul style="list-style-type: none"> <li>Agitation</li> <li>Convulsions</li> <li>Hallucinations</li> <li>Heart attack, stroke</li> <li>High blood pressure</li> <li>Loss of consciousness</li> <li>Seizures</li> <li>Temperature increase</li> </ul>
<b>TOBACCO</b> Chewing/Smokeless Tobacco, Cigarettes, Cigars, Nicotine	High	High	<ul style="list-style-type: none"> <li>Bad breath</li> <li>Bad taste in mouth</li> <li>Decreased lung capacity</li> <li>Increased blood pressure</li> <li>Increased heart rate</li> </ul>	<ul style="list-style-type: none"> <li>Adverse pregnancy outcomes</li> <li>Cardiovascular disease</li> <li>Cancer</li> </ul>	<ul style="list-style-type: none"> <li>Possible death</li> </ul>

### Notes:

- Alcohol and other drug use during pregnancy increases risk of physical harm to fetus.
- Additional risks of harm may occur from toxic impurities present in street drugs.
- Additional risks of harm may occur from the use of prescription drugs in ways other than prescribed.
- Drugs taken by injection can increase the risk of infection (e.g., HIV, hepatitis, etc.) through needle contamination.

### For more information, visit:

[www.drugabuse.gov](http://www.drugabuse.gov)  
[www.samhsa.gov](http://www.samhsa.gov)



## Drug and Alcohol Abuse Education Programs

### Resources for Employees

The State of Hawaii's Employee Assistance Program (EAP) is available for college employees if they have a problem with substance abuse or if someone they know may have a problem. If you suspect that you or someone close to you may have a problem with alcohol or other drugs . . . stop hurting and start healing.

- Hawaii employees can reach the EAP by calling 800-994-3571.
- Any employee or supervisor with additional questions related to alcohol and other drug problems may contact Human Resources at 808-934-2526.

### Resources for Students

Campus Resources		
<b>Student Health and Wellness Programs- 'Imi Olakino a Olapono Haumāna</b>	<b>200 W. Kawili St., Room SSB-E230, Hilo, HI 96720</b>	<b>(808) 932-7462</b>
<b>Hawai'i Community College Kauhale and Ha'akū malae Protocols Program</b>	<b>200 W. Kawili Street Hilo, HI 96720</b>	<b>(808) 934-2600</b>
<b>Nā Kia' i O Ke Ola Guardians of Life Suicide Prevention Program</b>	<b>200 W. Kawili St., Room SSB-E230, Hilo, HI 96720</b>	<b>(808) 932-7462</b>
<b>Office of the Vice Chancellor for Student Affairs</b>	<b>200 W. Kawili Street Hilo, HI 96720</b>	<b>(808)934-2509</b>
<b>Disabilities Support Services, Hā 'awi Kō kua Program</b>	<b>200 W. Kawili Street Hilo, HI 96720</b>	<b>(808) 934-2725</b>

Community Resources		
<b>Alcoholics Anonymous (AA)</b>		<b>800-839-1686</b>
<b>Big Island Substance Abuse Council (BISAC)</b>	<b>234 Waianuenu Ave, Suite 101, Hilo 96720</b> <b>81-947 Halekii St., Kealakekua, HI 96750</b>	<b>808- 935-4927</b> <b>808-322-3100</b>
<b>Hawai'i State Department of Health Access Line</b>	<b>Entry point into adult mental health services provided by the state</b>	<b>800-753-6879</b>
<b>Narcotics Anonymous</b>		<b>808-769-6016</b>
<b>Ohana Counseling Services</b>	<b>56 Waianuenu Ave. Hilo, HI 96720</b>	<b>808-935-4412</b>





## ANNUAL DISCLOSURE OF CRIME STATISTICS

While the Hawaii Community College campuses are a reasonably safe environment, crimes do occur. In addition to the Clery Act crimes statistics, other common crimes that occur on campus are outlined below.

### Crime Log

The College community is kept aware of reported incidents on campus and in the nearby community by viewing the security log at the Campus Security Office on the west side of Building 387. Incidents are documented and entered into the Crime Log within forty eight hours of the event. Campus Security will make the crime log available for the most recent 60 day period open to public inspection during normal business hours, Monday through Friday, except holidays and closure of school. Any portion of the log beyond 60 days, if not immediately available will be made accessible within two business days of a request for public inspection.

### Crime Prevention

#### Theft

Theft is a common occurrence on college campuses. Often, this is due to the fact that theft is often seen as a crime of opportunity. Work spaces, recreation facilities, and many open classrooms and laboratories provide thieves with effortless opportunities. Staff members occasionally leave classrooms unlocked and resources unsecured when they are not in use for short periods of time.

It is important to be very vigilant when it comes to suspicious persons. Never leave items and valuables lying around unsecured. Doors should be locked at all times. The following is a list of suggestions to help you not fall victim to theft.

1. Keep doors to labs, classrooms locked when not occupied.
2. Don't provide unauthorized access to persons in the buildings or classrooms.
3. Do not keep large amounts of money with you.
4. Lock all valuables, money, jewelry, and checkbooks in your vehicle, a lock box or a locked drawer.
5. Keep a list of all valuable possessions including the make, models, and serial numbers.
6. Take advantage of the Engraving Programs to have all valuables engraved with specific identifying marks.
7. Don't leave laptop computers or textbooks unattended in labs or classrooms, even if it is for a short period of time.
8. Don't lend credit cards or identification cards to anyone.

#### Identity Theft

Identity theft is a crime in which someone wrongfully obtains and uses another person's personal information in some ways that involves fraud or deception, typically for economic gain. This personal data could be a Social Security number, bank account, or credit card information.

Persons involved in identity theft often use computers or other forms of media to assist them.

You can take measures to prevent this from happening to you:

- Do not give anyone your personal information unless there is a legitimate reason to trust them.
- Never give your credit card information, date of birth, or other information over the telephone, unless you can confirm the identity of the person receiving that information.
- Complete a credit check frequently to assure there is no suspicious activity.
- Examine financial information often to assure all transactions are authorized and accounted for.
- Use security software and install firewalls on computers.

### Clery Act Crimes

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) requires colleges and universities across the United States to disclose information about crime on and around their campuses. The Hawaii Community College Safety and Security Office collects the Clery crime statistics disclosed in the following charts through a number of methods.

The Hawaii Community College Safety and Security Office maintains a close relationship with all police departments where Hawaii owns or controls property to ensure that crimes reported directly to these police departments that involve the Community College are brought to the attention of HawCC officials. In addition to collecting Clery crime statistics from local police departments, all reports of crime incidents made directly to the Community College Security Officers are entered into an Incident Log. The entries are recorded in the Log in accordance with the crime definitions outlined in the FBI Uniform Crime Reporting Handbook and the FBI National Incident-Based Reporting System Handbook (sex offenses only). To ensure each report is appropriately classified in the correct crime category, after an officer enters the report in the Log, the Chief of Safety and Security reviews the report to ensure it is appropriately classified.

In addition to the crime data that the Hawaii Community College Security Office maintains, the Community College collects Clery crime statistics of reports made to various campus security authorities, as defined in this report. The statistics reported in the following charts generally reflect the number of criminal incidents reported to the various campus security authorities. The statistics reported for the subcategories on liquor laws, drug laws, and weapons offenses represent the number of people arrested or referred to campus judicial authorities for respective violations, not the number of offenses documented.



## Definitions of Reportable Crimes

**Murder/Manslaughter** – defined as the willful killing of one human being by another.

**Negligent Manslaughter** – defined as the killing of another person through gross negligence.

**Forcible sex offenses** – defined as 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. Including: forcible rape, forcible sodomy, sexual assault with an object, forcible fondling.

**Non-forcible sex offense** – unlawful, non-forcible sexual intercourse, including incest and statutory rape.

**Robbery** – defined as taking or attempting to take anything of value from the car, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

**Aggravated Assault** – defined as an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

**Burglary** – unlawful entry of a structure to commit a felony or a theft.

**Motor Vehicle Theft** – theft or attempted theft of a motor vehicle.

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

**Domestic Violence** – Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family laws of the State of Hawaii, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction. Domestic Violence is not defined by Hawaii state statute.

**Dating Violence** – Means violence committed by a person— (a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) where the existence of such a relationship will be determined by the reporting party's statement and based on a consideration of the following factors:

- (i) The length of the relationship.
- (ii) The type of relationship.
- (iii) The frequency of interaction between the persons involved in the relationship.

Dating Violence is not defined by Hawaii state statute.

**Stalking** – Means engaging in a course of conduct directed at a specific person that would cause a reasonable person to— a) fear for his or her safety or the safety of others; or b) suffer substantial emotional distress. In Hawaii, a person commits the crime of stalking when the person either:

Engages in a course of conduct or repeatedly commits acts toward another person, including following the person without proper authority, under circumstances which demonstrate either an

intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person; or

Engages in a course of conduct or repeatedly communicates to another person under circumstances which demonstrate or communicate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person.

**Hate Crimes** – includes all of the crimes listed above that manifest evidence that the victim was intentionally selected because the perpetrator's bias against the victim based on one of the Categories of Prejudice listed below, plus the following crimes.

**Larceny/Theft** – includes pocket picking, purse snatching, shoplifting, theft from building, theft from motor vehicle, theft of motor vehicle parts or accessories, and all other larceny.

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

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

**Destruction/Damage/Vandalism to Property (except Arson)** – to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

## Categories of Prejudice

**Race** – A preformed negative attitude toward a group of persons who possess common physical characteristics genetically transmitted by descent and heredity that distinguish them as a distinct division of humankind.

**Gender** – A preformed negative opinion or attitude toward a group of persons because those persons are male or female.

**Religion** – A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.

**Sexual Orientation** – A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex.

**Ethnicity/national origin** – A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs, and traditions.

**Disability** – A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/ challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age, or illness.

## CRIME STATISTICS: CLERY DATA

The following annual security report provides crime statistics for selected crimes that have been reported to local Security agencies or to campus security authorities. The statistics reported here generally reflect the number of criminal incidents reported to the various authorities. The statistics reported for the sub-categories on liquor laws, drug laws, and weapons offenses represented the number of people arrested or referred to campus judicial authorities for respective violations, not the number of offenses documented. This report complies with 20 U.S. Code Section 1092 (f). \* Indicates the incident was an anonymously reported event that was not substantiated.

OFFENSES	2012				2013				2014			
	On-Campus Property		Non-Campus	Total	On-Campus Property		Non-Campus	Total	On-Campus Property		Non-Campus	Total
	Manono	W. Hawaii			Manono	W. Hawaii			Manono	W. Hawaii		
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses - Forcible	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses - Non-forcible	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	2	2
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	1	1
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	-	-	-	-	-	-	-	-	2	0	0	2
Dating Violence	-	-	-	-	-	-	-	-	0	0	0	0
Stalking	-	-	-	-	-	-	-	-	0	1*	0	1*
Weapons	0	0	0	0	0	0	0	0	0	0	0	0
Drugs	0	0	0	0	0	0	0	0	0	0	0	0
Alcohol	0	0	0	0	0	0	0	0	0	0	0	0
<b>HATE CRIMES</b>												
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses - Forcible	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses - Non-forcible	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Larceny	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0
Vandalism	0	0	0	0	0	0	0	0	0	0	0	0

Hate Crime Key: (D) Disability (E) Ethnicity (Ra) Race (Re) Religion (S) Sexual Orientation (G) Gender (N) National Origin (GI) Gender Identity

**There were no unfounded crime reports as determined by sworn peace officers at Hawaii Community College in 2014.**



## Bystander Intervention

Most people want to help in difficult situations, but many incorrectly assume that someone else will take action in a phenomenon known as “Diffusion of Responsibility.” Each bystander’s sense of responsibility to help decreases as the number of witnesses increases. The end result is that nobody speaks up, comes forward, or helps. This is not bystander apathy. People may be truly concerned about the welfare of the victim, sincerely believing that someone else will help or hoping that another person is either more likely to intervene and more qualified or more capable than they are to intercede.

### Specific interventions can be divided into four main types:

- Engage: say or do something that directly engages one or more of the parties involved
- Distract: say or do something to interrupt the interaction
- Enlist: ask for the help of someone else who may be better able to intervene
- Delay: say or do something after the difficult moment or incident has passed

### Response

How do you decide what to do? Before you act, consider if the situation is an emergency or non-emergency and should intervention be direct, indirect or both? If appropriate, utilize the **S.E.E.** protocol for safe intervention.

#### Safe Responding:

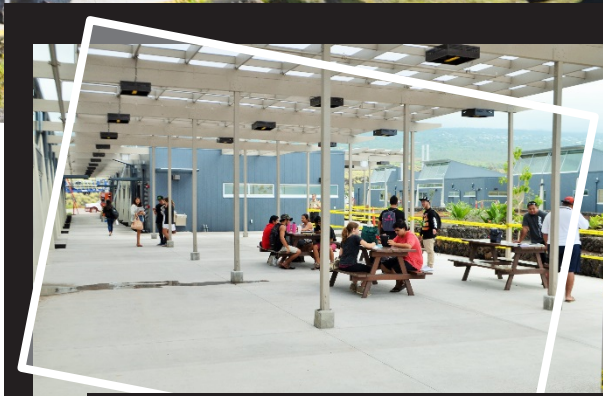
- Choose a course of action, direct or indirect, that best ensures the safety of those involved, including yourself

#### Early Intervention:

- Take action before the problem becomes worse

#### Effective Helping:

- Implement specific helping skills depending on the situation



## UH Alert

UH Alert is the name of Hawaii Community College's mass notification service. This system allows the Community College to send text messages, voice mails, and e-mails to the campus community concerning weather-related school closings, delays, and other emergencies. The service is available to all employees and students of HawCC. The Community College does not charge for the service, however there may be a fee charged based on your phone plan. To register, go to <https://www.hawaii.edu/alert/> and follow the instructions.

## Register to Vote

All students are urged to register to vote in local, state, and national elections. Go to <http://registertovote.org/state-info/hawaii.html>.

