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2. **Leeward Community College has two campuses, the main campus in Pearl City and a satellite campus in Waiʻanae.** Policy information contained in the ASR is applicable to both campuses unless specifically noted in the text of this document.
INTRODUCTION

ABOUT LEEWARD COMMUNITY COLLEGE

Leeward Community College’s proven commitment to affordable, quality education is a foundation of its mission. As part of the ten-campus University of Hawai‘i (UH) system, the College is dedicated and responsive to the community, providing an open door to the world of educational opportunities.

Opening its doors in the fall of 1968, Leeward Community College was the first college in the UH system to be developed without a connection to a pre-existing technical school. The College’s guiding principle was “innovation” – a readiness to depart from tradition in order to bring the best of current educational practices to its students.

In 1968, Leonard T. Tuthill, the first Provost, welcomed over 1,600 students into humble old buildings that once housed Pearl City Kai Elementary School. That first semester witnessed more than twice the anticipated number of students ready to explore the “Community College” experience.

In the spring of 1969, the College moved to its current location, on 49 acres near the geographic center of O‘ahu between Pearl City and Waipahu. Since those beginnings in inauspicious temporary facilities, enrollment in credit and non-credit classes has grown to place the College as among the largest higher education institutions in the State with more than 11,000 students.

Leeward Community College is accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC) of the Western Association of Schools and Colleges (WASC). ACCJC is a regional accrediting body recognized by the Council for Higher Education and the U.S. Department of Education.

Leeward Community College is firmly committed to providing a safe and secure learning and working environment. The campus community is encouraged to practice good judgment in personal safety matters and to utilize this publication to assist in making informed decisions when determining appropriate precautions to take to minimize exposure to crime or danger.

THE CLERY ACT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) is a federal mandate requiring all institutions of higher education that participate in federal student financial aid programs to collect, report, and disseminate specific information related to safety, security, and emergency management for their campuses. The Clery Act affects virtually all public and private colleges and universities and is enforced by the U.S. Department of Education. Higher education institutions that fail to comply with the Clery Act can be penalized with large fines and may be suspended from participating in federal financial aid programs. The Clery Act,
formerly known as the Crime Awareness and Campus Security Act, was signed into law in 1990 and is named after 19-year old Jeanne Clery, who was raped and murdered in her Lehigh University residence hall in 1986. The Higher Education Opportunity Act (HEOA) reauthorization in 2008 and the Violence Against Women Reauthorization Act of 2013 (VAWA) both amended the Clery Act by adding a number of safety and security mandates and disclosure requirements for higher education institutions.

The Leeward Community College 2015 Annual Security Report has been published in accordance with the disclosure and information requirements of the current amended versions of the Clery Act, the HEOA, and the VAWA.

**COMPLIANCE WITH THE CLERY ACT**

To ensure compliance with the Clery Act, Leeward Community College is required by federal law to do the following:

- Publish an annual security report by October 1st of each year that includes three years of specific crime statistics and that contains certain security policy statements and have this report made available to all current and prospective students and employees;
- Provide “timely warning” notices of those crimes that have occurred and that pose an on-going threat to the campus community;
- Issue emergency notifications, upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of the campus community;
- Maintain a log of all crimes reported to the Campus Security Office and ensure public access to the crime log is available during normal business hours.

**GEOGRAPHICAL LOCATION AND BOUNDARIES**

The Clery Act requires each campus to identify specific geographical boundaries that, in certain instances, may extend past conventional property ownership boundaries and may include certain areas of public ownership. The statistical data presented in the Annual Security Report reflects the number of crimes/incidents that occurred within each of the campus’ geographical boundaries. Campus maps reflecting each of these respective geographical boundaries can be found in Appendix D of this document.

Leeward Community College is comprised of two campuses – the main campus located in Pearl City and a satellite campus located in Waiʻanae. In addition, the campus owns a building and property in Maʻili, which will be the future site of the Waiʻanae Coast Campus.

**Pearl City Campus**

Address: 96-045 Ala Ike

Pearl City, HI 96782
Description: Situated on 49.5 acres of land with 25 academic and support-related facilities located between the communities of Pearl City and Waipahu in central O‘ahu. The campus population includes more than 11,000 credit and non-credit students each semester and in excess of 450 full- and part-time employees.

**Wai‘anae Campus**

Address: 86-088 Farrington Highway, Suite 201
Wai‘anae, HI  96792

Description: Includes classrooms, offices, and academic, student, and administrative support space on the 1st and 2nd floors of a leased two-story office building totaling 9,640 square feet. Approximately 500 students attend classes each semester and the full- and part-time workforce numbers 30 faculty and staff.

**Ma‘ili Campus – Future Site of Waianae Coast Campus**

Address: 87-380 Kula’aupuni Street
Ma‘ili, HI  96792

Description: A 2.52 acre parcel that includes a vacant one-story building of approximately 38,600 square feet that is owned by Leeward Community College. This is the future site of the Wai‘anae Coast Campus pending completion of renovations. Estimated occupancy date is fall semester 2017.

**PREPAREDNESS, NOTIFICATION, AND DISSEMINATION OF ANNUAL SECURITY REPORT**

The Vice Chancellor of Administrative Services (VCAS) office coordinates the collection, publication, and dissemination of the Annual Security Report for Leeward Community College. The primary source of statistical data originates with the Campus Security Offices at the main campus in Pearl City or at the satellite campus in Wai‘anae to whom crimes and incidents are generally reported. However, because not all incidents are reported to the Campus Security Offices, other sources may provide statistical data. Other sources that provide crime and incident data may include; designated Campus Security Authorities (other than Campus Security Officers) and local, state, and federal agencies such as the Honolulu Police Department, the Federal Bureau of Investigation, and the Department of Homeland Security, among others.

For the purposes of the Annual Security Report, please note that only the statistical information is reported and disclosed. No personal identifiable information with regards to the victim or the suspect is made available for public disclosure.

Upon completion of the Annual Security Report, the VCAS will notify current students, faculty, and staff via a broadcast email of the report’s availability on the College’s website. Upon request, current and prospective students
and employees may obtain a hardcopy of the report directly from the VCAS office (contact 455-0213 or Administration Building, Room 112). The Annual Security Report is available online to current and prospective students, faculty, staff, and the general public at the following website:


**ANNUAL SECURITY REPORT – POINT OF CONTACT**

All communication related to the Annual Security Report should be addressed, in writing, to the following office:

Leeward Community College
Attention: Vice Chancellor of Administrative Services
96-045 Ala Ike
Pearl City, HI 96782

*Note: Should there be any amendment to the Annual Security Report, a broadcast email notification will be sent to the campus community. The cover page will reflect: “Revised as of: [Date]”. The revised version will also be posted on the campus website for public access and download.*
CAMPUS SECURITY
ADMINISTRATION

Campus Security Offices are independently administered at each of the institutions in the University of Hawai`i system. At Leeward Community College, security services provided to the Pearl City and Wai`anae campuses are under the executive oversight of the Vice Chancellor of Administrative Services.

SECURITY SERVICES

Campus Security personnel perform an array of safety and security services, including but not limited to: resource for general campus information and guidance; lost and found; initial campus response to emergencies, crisis situations, and campus disruptions; responding to medical and fire emergencies and traffic accidents; preventive patrols (on foot or by motorized vehicles); safety escorts for the campus community; completion of incident reports and related investigations; visual inspection of potential health and safety issues related to campus facilities and infrastructure; crowd and traffic control for campus events; and other related safety and security services.

Pearl City Campus

Security services are provided to the Pearl City campus by the Campus Security Office. The security services are provided 24-hours a day, 365-days a year. The Campus Security Office is located in the LA Building, Room 238. Campus Security personnel are available by telephone at 455-0611 or by campus telephone at x611.

Wai`anae Campus

Security services are provided to the Wai`anae campus by the Campus Security Office. The security services are provided during the most frequently used operational hours at the facility. In addition, there are designated on-site personnel and Campus Security Authorities to whom emergencies can be reported. These personnel are available during all business hours of operation. The main campus at Pearl City is also available to assist with a coordinated emergency response with Wai`anae site personnel should the need arise. The Campus Security Office is located on the 2nd floor of the building. Campus security personnel are available by telephone at 454-4711 or by campus telephone at x711.

ENFORCEMENT

The Campus Security Office consists of uniformed, state-employed University Campus Security Officers (UCSOs) who are not sworn law enforcement officers, do not have law enforcement powers, and are not authorized to carry firearms. UCSOs are authorized to enforce safety-, security-, and emergency management-related policies and procedures of Leeward Community College, the University of Hawai`i Community Colleges System, and the University of Hawai`i system. UCSOs are also authorized to take appropriate actions in support of federal, state, and local laws, ordinances, and executive orders/directives.
In order to maintain safety and order until the arrival of law enforcement, emergency medical services, or other appropriate response professionals, UCSOs are authorized to conduct field interviews, maintain the custodial integrity of property that could be classified as evidence, or detain individuals involved in the violation of laws and those involved in criminal acts they personally view, or those positively identified as having committed such an act by victims or witnesses until such time that the Honolulu Police Department (HPD) arrives to take custody of the individual(s). Any campus incident requiring an arrest is referred to HPD.

**RELATIONSHIP WITH LAW ENFORCEMENT AGENCIES**

The Campus Security Office maintains a close and collaborative working relationship with the HPD and will occasionally work with other law enforcement agencies including the State of Hawai`i’s Department of Public Safety (DPS), the Federal Bureau of Investigation (FBI), and the Department of Homeland Security, among others. Campus Security maintains an open and reciprocal relationship with these agencies utilizing their resources and expertise to gather crime-related information, reports, and statistics. Although there is no formal written agreement between Leeward Community College and the HPD for the investigation of criminal incidents, the HPD by virtue of their law enforcement authority and jurisdiction, are responsible for investigating all criminal activity that occurs on either the Pearl City or Wai`anae campuses.

In addition, Leeward Community College, as a state-level agency, is recognized in local-, state-, and federal-level emergency management plans. The law enforcement agencies are also identified in those plans as members of the State Law Enforcement Coalition (SLEC). Certain federal- and state-sponsored training for SLEC personnel are often opened to include Leeward Community College personnel. The opportunities for combined training further strengthens the institution’s relationship with its law enforcement partners upon whom the College depends for both on- and off-campus intelligence, crime/criminal trends, and other adverse activities that may affect the campus community or operations.

**RELATIONSHIP WITH STUDENT CONDUCT CODE**

In order to preserve a positive learning environment for all, Leeward Community College Campus Security personnel may require students to produce personal identity information at on- and off-campus properties, as well as requiring acceptance of guidance and direction.

Executive Policy E7.208 University of Hawai`i Systemwide Student Conduct Code addresses student interaction with campus officials and law enforcement. Section III.C.2: Conduct – Rules and Regulations, Item (h) describes the following violation which may result in student disciplinary proceedings: “Failure to comply with any directions of UH officials or law enforcement officers acting in performance of their duties and/or failure to provide identification to these persons when requested to do so.”

Additionally, Section III.C.1: Jurisdiction of the UH Student Conduct Code “shall apply to conduct that occurs on
UH premises, at UH sponsored activities, distance/on-line courses and events, and to off-campus conduct that affects the UH Community and/or the pursuit of its objectives.” Further, that “Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree. Conduct that occurs before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment…is subject to the Student Conduct Code.”

Students are encouraged to review the UH Student Conduct Code to avoid any possibility of compromising their and others’ educational opportunities.

The Student Conduct Code policy can be found at:
https://www.hawaii.edu/policy/?action=viewPolicy&policySection=ep&policyChapter=7&policyNumber=208&menuView=closed

Note: Faculty, staff, and contractors are guided by their respective provisions of conduct as identified within the framework of their bargaining unit contracts or their employers.

SECURITY WORKFORCE TRAINING

UCSOs are licensed professionals with the State of Hawai`i, Department of Commerce and Consumer Affairs, in accordance with the Hawai`i Revised Statute (HRS) Chapter 463-10.

In addition to completing the training requirements for licensure, UCSOs must also complete initial certification and, thereafter, regular recertification and/or refresher training in several areas, such as; cardiopulmonary resuscitation, first aid, automated external defibrillator, management of aggressive behavior, defensive tactics training, report writing, investigative skills, crowd control techniques, safe operation of motorized vehicles, safety measures to mitigate against blood borne pathogen exposure, and safety measures in response to fire and chemical hazards.

UCSOs also are trained on their responsibilities related to the Clery Act and they are required to complete courses in the National Incident Management System (NIMS) and the Incident Command System (ICS), which are the operational and command/control protocols utilized by all first responder agencies throughout the nation.
**POLICY STATEMENTS**

**TIMELY WARNINGS**

In the event that a situation arises, either on- or off-campus, that poses an immediate or ongoing threat, a campus-wide timely warning will be issued to the campus community. The timely warning notification will be issued by one of the following offices, depending upon the circumstances of the situation; Chancellor’s Office, the Vice-Chancellor of Administrative Services Office, Vice-Chancellor of Academic Affairs Office, or the Campus Security Office.

Any of the following communication methods may be used to issue the timely warning messages; emergency text message alerts, prominent postings on the Leeward Community College website, broadcast email and voicemail, social media outlets (i.e., Facebook, Twitter), “Code Blue” emergency telephone public address system (Pearl City Campus only), and emergency broadcast enunciator system (Pearl City Campus only). Fliers and other informational materials may also be posted in campus buildings, bulletin boards, and digital signage display screens to inform students, faculty, and staff of ongoing safety concerns.

Anyone with information that may warrant a timely warning notification should report the circumstances to the appropriate law enforcement or campus authorities:

- Pearl City Campus: contact Campus Security Office at x611 (on-campus telephone) or 455-0611 (off-campus telephone or cell phone); or in-person at the Campus Security Office, LA Building, Room 238.
- Wai`anae Campus: contact Campus Security Office at x711 (on-campus telephone) or 454-4711 (off-campus telephone or cell phone); or in-person at the Campus Security Office, 2nd floor, main lobby.

**REPORTING OF CRIMINAL OFFENSES**

Students, faculty, and staff are encouraged to immediately report any on-campus emergency, criminal offense, or suspected criminal activity. Prompt reporting improves law enforcement’s ability to investigate the situation and to apprehend suspects and/or prevent potential crimes. Incidents should be report to one of the following:

- Honolulu Police Department (HPD) at 911
- Pearl City Campus: contact Campus Security Office at x611 (on-campus telephone) or 455-0611 (off-campus telephone or cell phone); or in-person at the Campus Security Office, LA Building, Room 238.
- Wai`anae Campus: contact Campus Security Office at x711 (on-campus telephone) or 454-4711 (off-campus telephone or cell phone); or in-person at the Campus Security Office, 2nd floor, main lobby.

As an option, criminal offenses may also be reported to campus officials who are designated as Campus Security Authorities (CSA’s). CSA’s will assist with the notification procedures to proper security or law enforcement authorities as necessary. Incidents reported to CSA’s will be included in the annual security report crime statistics. Please refer to Appendix A of this report for more information on CSA’s.
Although exempt from the reporting requirements of the Clery Act, pastoral and professional mental health counselors are encouraged to refer persons they are counseling to report crimes on a voluntary, confidential basis, especially if the incident poses an immediate or ongoing threat to the campus community. Crimes reported will be included in the annual security report crime statistics.

All campus incident reports are recorded in the Campus Security Office and disseminated to the Chancellor’s office and to the Vice-Chancellor of Administrative Services office. Incident reports involving students are also distributed to the Dean of Student Services for review and potential action via the student judiciary process. The Campus Security Office will conduct investigations when deemed appropriate. Additional information discovered through the investigation process will also be forwarded to the appropriate administrative offices or law enforcement as warranted.

**VOLUNTARY – CONFIDENTIAL REPORTING**

If you are a witness to, or victim of a crime and do not want to pursue action within the College judicial system or criminal justice system, you may still want to consider making a confidential report. With your permission, the Campus Security Office can report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With the disclosure of this information, the College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution and in the Daily Crime Log. Please be advised, however, that an anonymous report may not be enough for the College to pursue further action against an individual or ameliorate a dangerous situation.

**DISCLOSURES TO ALLEGED VICTIMS**

Leeward Community College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the College against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the College will provide the results of the disciplinary hearing to the victim’s next of kin, if so requested.

**DAILY CRIME LOG**

The Campus Security Office maintains a Daily Crime Log that records all crimes and incidents that occur on either the Pearl City or Wai`anae campuses or within the Clery Act defined geographical boundaries. The Daily Crime Log includes the nature, date, time, and general location of each crime reported as well as the disposition of the incident if that is known at the time of recording. The Daily Crime Log is available for public inspection at the Pearl City Campus Security Office (LA Building, Room 238) or at the Wai`anae Campus Security Office (2nd floor, main lobby).
EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Leeward Community College maintains an *Emergency Operations Plan (EOP)* that provides procedures for managing and responding to emergencies that may threaten the health and/or safety of the campus community and/or disrupt the College’s programs and activities. The *EOP* outlines necessary emergency preparedness requirements and identifies organizations and individual positions responsible for emergency preparedness, response, and recovery.

The *EOP* is designed to provide an organized management system for the campus to follow during times of emergencies. The system is flexible whereby part of, or the entire plan, may be activated as appropriate to the situation. During times of an emergency declaration, the Emergency Management Team (EMT) will provide leadership during the crisis. The EMT is composed of members of the College’s senior administration, academic leaders, and other key personnel.

The EMT Executive or Incident Commander is the College’s Chancellor. If the Chancellor is not available, then the Vice-Chancellor of Academic Affairs or the Vice-Chancellor of Administrative Services will assume this role. The College conducts emergency response exercises throughout each year, including table top exercises, field exercises, and tests of the various emergency notification systems.

Key campus personnel have been trained in the National Incident Management System (NIMS) concepts and principles that include the Incident Command System (ICS) protocols. Additional campus personnel have received training in the Community Emergency Response Team (CERT) program. The CERT program is sponsored by the Federal Emergency Management Agency (FEMA) and provides additional support resources that may be mobilized in the event of emergencies.

General information about the emergency response and evacuation procedures are publicized each year as part of the institution’s *Annual Security Report*. Detailed information about and updates to the College’s *EOP* are available on the Leeward Community College website:

http://www.leeward.hawaii.edu/adminservices-emergency-plan

In addition to the *EOP*, all campus classrooms and faculty and staff offices are required to post and have available the institution’s *Emergency Guide*. The *Emergency Guide* is a quick reference flipchart that provides step-by-step procedures on various emergency scenarios as well as providing a telephone directory of campus and community resources. Copies of the *Emergency Guide* are available in the Vice-Chancellor of Administrative Services office.

All members of the campus community are notified on an annual basis that they are required to notify the Campus
Security Office of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and/or safety of students and employees. The Campus Security Office has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, the Campus Security Office has a responsibility to respond to such incidents to determine if the situation does in fact, pose a threat to the community. If the threat is verified, federal law requires that the institution immediately notify the campus community of this situation.

**CAMPUS NOTIFICATION ABOUT AN IMMEDIATE THREAT**

Upon confirmation that an emergency or dangerous situation poses an immediate threat to the health and/or safety of some or all members of the campus community, the institution will activate all or a portion of the EOP. Members of the EMT will collaborate to determine the nature of the emergency, appropriate response plans, and the content of the message that will be delivered to the campus community. Authorized members of the EMT, to include the Chancellor, Vice-Chancellor of Academic Affairs, Vice-Chancellor of Administrative Services, and the Campus Security Office, will initiate the notification systems, unless issuing a notification will, in the judgment of the first responders (e.g., Honolulu Police Department, Honolulu Fire Department, Emergency Medical Technicians), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

In order to alert students, faculty, and staff of emergencies or dangerous situations, various modes of communication are used. Some or all of these methods of communication may be activated in the event of an immediate or ongoing threat to the campus community: emergency text message alerts, prominent postings on the College’s website, broadcast email and voicemail, social media outlets (i.e., Facebook, Twitter), “Code Blue” emergency telephone public address system (Pearl City campus only), and emergency broadcast enunciator system (Pearl City campus only). Fliers and other informational materials may also be posted in campus buildings, bulletin boards, and digital signage display screens to inform students, faculty, and staff of ongoing safety concerns. The institution will post frequent and regular emergency updates during a critical incident on the College’s website main page:

http://www.leeward.hawaii.edu/

Members of the campus community to include all students, faculty, and staff, are encouraged to voluntarily enroll in the University of Hawai‘i’s UH Alert Emergency Notification System. UH Alert includes broadcast email and text message delivery options that may be used to alert the campus community of natural, health, or civil emergencies. The website for UH Alert enrollment is as follows:

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

**ACCESS AND SECURITY OF CAMPUS FACILITIES**

Leeward Community College encourages the use of campus facilities by students, faculty, staff, affiliated
organizations, and non-affiliated groups that follow appropriate facility use guidelines. The Pearl City campus enforces a curfew of 11:00 p.m. After 11:00 p.m. the Colleges asks that the campus be vacated unless specific arrangements have been made for the campus community and/or the general public to attend educational, cultural, or recreational performances or events. During these times, access for students, faculty, staff, and guests is limited to the facilities in which these performances or events are held.

Guidelines and reservation procedures for the use of campus facilities (excluding the Theater) should be directed to the Facilities Use Office at 455-0558 or via the Facilities Use website at:


Use of the Theater must be coordinated with the Theater Manager’s Office at 455-0381 or via Theater website at:

http://lcctheatre.hawaii.edu/#rental

The Campus Security Office will be notified of all performances and events to address safety and security concerns and to assist in security officer scheduling if necessary.

**CRIME PREVENTION AWARENESS PROGRAMS**

The College’s crime prevention awareness programs are based upon the dual concept of eliminating or minimizing opportunities for crime while encouraging students and employees to assume responsibility for their own safety and the safety of others by taking common sense precautionary measures. The following is a listing of the crime prevention programs offered by Leeward Community College:

- **Escort Service:** Campus Security Officers provide walking escort services for anyone when requested. An escort may be requested by calling: for Pearl City campus call x611 (on-campus telephone) or 455-0611 (off-campus telephone or cell phone); for Wai’anae campus call x711 (on-campus telephone) or 454-4711 (off-campus telephone or cell phone). The security escort will walk the requestor to a facility or vehicle parked on campus.

- **Emergency “Code Blue” Call Boxes:** There are emergency “Code Blue” call boxes located throughout the Pearl City campus. When activated, the caller will be automatically connected to a campus security officer for service or assistance. “Code Blue” call boxes are tested regularly and are located in the following areas:
  
  1st Floor Call Box Locations:
  
  o  AD Building (west makai corner facing Lion Courtyard)
  o  AM Building (east mauka corner facing Theater Courtyard)
  o  Automotive Building (main entrance)
  o  BS Building (east mauka corner facing stairwell)
  o  DA Basement (makai side)
- Facilities and Grounds Surveys: All potential safety and security hazards observed by security officers are promptly reported to the appropriate individual/unit for corrective action. The security office supervisors participate in the review of safety issues and related concerns.

- Crime Prevention and Safety Outreach Programs: Various crime prevention and safety educational and informational programs are delivered to students and employees through various outlets including, but not limited to, the Annual Security Report, the College website, special workshops, seminars, and presentations, email notification, the campus bulletin, crime prevention and awareness posters and packets, bulletin boards, and digital signage display screens. These programs focus on developing sound personal safety and property protection habits and to actively practice crime prevention. Periodically, in cooperation with other College units and departments, seminars are presented on sexual assault, harassment, workplace violence, and other crime awareness and prevention topics.

**ALCOHOL AND DRUG POLICY**

In conformance with the existing law, students, faculty, and staff are not permitted to manufacture, distribute, possess, use, dispense, or be under the influence of illegal drugs and/or alcohol as prohibited by state and federal law at College-sponsored or approved events or on College property or in buildings used by the College for education, research, or recreational programs.

Consumption of alcoholic beverages is forbidden in all public and common areas. Serving of alcoholic beverages at special events requires a special permit issued by the Leeward Community College Chancellor.

Consistent with its mission, the College will cooperate with law enforcement agencies responsible for enforcing laws relating to the use of illegal drugs and alcohol. Students found in violation shall be subject to the provisions of the **Student Conduct Code**. Faculty and staff found in violation are subject to disciplinary action as provided in collective bargaining agreements, University of Hawai‘i policy, and other applicable state laws and rules. The complete University of Hawai‘i policy on substance abuse is available on the following website:


**SUBSTANCE ABUSE EDUCATION PROGRAMS**

Leeward Community College encourages students, faculty, and staff to seek assistance in overcoming drug or alcohol abuse. Early recognition and treatment are important for successful rehabilitation. Students may contact the
Dean of Student Services (455-0260) for assistance regarding counseling and treatment referral services. Faculty and staff may contact their supervisors for assistance and referral services. The State Department of Health has contracts with numerous private agencies to provide a range of counseling and treatment services. A sample listing of assistance and treatment services can be found in Appendix B of the Annual Security Report and at the following website:


WEAPONS POLICY

The possession or use of illegal, lethal, or dangerous weapons on the College premises is strictly prohibited. Illegal, lethal, or dangerous weapons include, but are not limited to; firearms, ammunition, spear guns, explosives, dangerous substances, or replica firearms (such as pellet guns, airsoft guns, water guns, and toy guns). Any person found in violation of this policy may be subject to all applicable state and federal laws, University/College policy, and the Student Conduct Code. Should you suspect or discover someone on campus in possession of a weapon, contact the Campus Security Offices located at either the Pearl City or Wai‘anae campuses immediately.

TITLE IX AND POLICY REGARDING SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING

The University of Hawai‘i and Leeward Community College is committed to maintaining and promoting a safe and respectful campus environment that is free from all forms of sex discrimination and gender-based violence. This includes: sex discrimination; sexual harassment; gender-based harassment, including harassment based on actual or perceived sex, gender, sexual orientation, gender identity, or gender expression; sexual exploitation; sexual assault; domestic violence; dating violence; and stalking. These are very serious crimes and should be reported immediately to one of the following:

• Sex Abuse Treatment Center Hotline (524-7273)
• Hawaii State Coalition Against Domestic Violence (841-0822)
• Honolulu Police Department (911)
• Campus Security (Pearl City Campus: 455-0611; Wai‘anae Campus: 454-4711)
• Title IX Coordinator (455-0213)

Reportage of these crimes should be made regardless whether the victim plans to press formal charges. A victim’s physical and emotional well being is of paramount concern and steps will be taken to ensure that security officers offer timely, supportive, and sensitive assistance to those who feel that they are a victim of these crimes. If a student is a victim, the Dean of Student Services and/or the Deputy Title IX Coordinator for Students, upon request from the student, will provide assistance in notifying the proper authorities. The College’s Human Resource Office through the Deputy Title IX Coordinator for Employees will provide similar assistance to faculty and staff who are
Any member of the University of Hawai‘i community who commits any acts of sexual misconduct is subject to criminal prosecution under federal and state laws and University disciplinary procedures. For students, the Dean of Student Services, or designee, will be responsible for any campus administrative action by the College against a student assailant in accordance with the Student Conduct Code. Assailants who are employees are subject to sanctions in accordance with State of Hawai‘i and University of Hawai‘i rules, regulations, and provisions of collective bargaining agreements. Whether a student or an employee is an assailant, a variety of sanctions may be imposed, including dismissal from school or loss of employment. All University disciplinary procedures provide due-process protection for the complainant and the respondent. At the conclusion of mandated investigations and hearings, both the complainant and the respondent shall be informed of the decision and sanction(s).

The University of Hawai‘i has established Executive Policy EP1.204 – Interim Policy and Procedure on Sex Discrimination and Gender-Based Violence. This policy and procedure provides for an integrated and consistent approach to preventing, reporting, and promptly responding to all forms of sex discrimination and gender-based violence across all campuses and centers at the University of Hawai‘i, to include Leeward Community College. Support services and resources for victims of sex discrimination, gender-based violence, or any other form of sexual misconduct are listed in Appendix B of this report. Additional information, to include University of Hawai‘i’s policies on sexual misconduct, are available at the following websites:

University of Hawai‘i Title IX and the Office of Institutional Equity:
http://www.hawaii.edu/titleix/policy/

Leeward Community College Title IX:
http://www.leeward.hawaii.edu/titleix

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

**VICTIMS OF SEXUAL ASSAULT**

If you are a victim of a sexual offense, you have the option of notifying proper law enforcement authorities (Honolulu Police Department – 911) and/or notifying Campus Security (Pearl City Campus 455-0611; Wai‘anae Campus 454-4711). It is very important to make every attempt at preserving any physical evidence in order to assist in the apprehension and prosecution of the assailant and to prevent others from becoming victims of similar crimes. Preservation of evidence includes not showering or disposing of any damaged clothing or other items that are...
present during or after the incident.

The Dean of Student Services or the Deputy Title IX Coordinator for Students, will provide assistance for students who would like to change their academic and/or living situation following an alleged incident, as well as for those students who need or request counseling. The Human Resources Office, through the Deputy Title IX Coordinator for Employees will provide similar levels of support services to employees.

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**SEXUAL ASSAULT VICTIMS’ BILL OF RIGHTS**

The “Campus Sexual Assault Victims’ Bill of Rights” (Victim’s Bill of Rights) was signed into law by President George Bush in July of 1992. This law requires that all colleges and universities participating in federal student financial aid programs afford sexual assault victim’s certain basic rights. The Victim’s Bill of Rights is a part of the Campus Security reporting requirements associated with the Clery Act. The Victim’s Bill of Rights includes:

- Survivors shall be notified of their options to notify law enforcement
- Accuser and the accused must have the same opportunity to have others present
- Both parties shall be informed of the outcome of any disciplinary proceeding
- Survivors shall be notified of available counseling services
- Survivors shall be notified of options for changing academic and living situations


**SEX OFFENDER REGISTRY**

In accordance with the Campus Sex Crimes Prevention Act (CSCPA) of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act, the Family Educational Rights and Privacy Act of 1974 (FERPA), and Chapter 846E of the Hawaiʻi Revised Statutes, the Hawaiʻi Criminal Justice Data Center maintains a central repository of registered sex offenders for the State of Hawaiʻi. These laws require institutions of higher education to issue a statement advising the campus community where information concerning registered sex offenders may be obtained. It also requires sex offenders to provide notice of each institution of higher education at which the person is either employed, carries a vocation, or is a student.

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

CRIME STATISTICS
DEFINITIONS OF CLERY ACT CRIMES

(Murder and Non-Negligent Manslaughter: The willful (non-negligent) killing of one human being by another. Note: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.

Negligent Manslaughter: The killing of another person through gross negligence.

Sex Offenses – Forcible: Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

• Forcible Rape: The carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

• Forcible Sodomy: Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

• Sexual Assault With An Object: The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

• Forcible Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Sex Offenses – Non-Forcible: Unlawful, non-forcible sexual intercourse.

• Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

• Statutory Rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to
produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

**Burglary:** The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle (classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned – including joy riding).

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

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

**Drug Abuse Violations:** Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone’s); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

**Weapon Law Violations:** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

**Domestic Violence Statistics** (ref. Title 42 of the United States Code; Section 13925): Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, 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.

**Dating Violence Statistics** (ref. Title 42 of the United States Code; Section 13925): 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 shall be determined based on a consideration of the following factors; 1) the
length of the relationship, 2) the type of relationship, 3) the frequency of interaction between the persons involved in
the relationship.

Stalking Statistics (ref. Title 42 of the United States Code; Section 13925): 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.

DEFINITIONS OF HATE CRIMES

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

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

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

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

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

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

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

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

On-Campus Property:

• Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls;  
  ...AND...

• Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of the definition, that is owned by an institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

Non-Campus Property:

• Any building or property owned or controlled by a student organization that is officially recognized by the institution;  
  ...OR...

• Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public Property:

• All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.
## CRIMINAL OFFENSES – PEARL CITY CAMPUS

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# Hate Crimes – Waʻiʻanae Campus

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APPENDIX A

CAMPUS SECURITY AUTHORITIES

Students, faculty and staff are encouraged to report crimes or emergencies directly to the Campus Security Offices at the Pearl City or Wai`anae campuses or to the Honolulu Police Department (HPD). As an option, crimes or emergencies may also be reported to campus officials who are designated as Campus Security Authorities or CSA’s.

The Clery Act defines four groups of individuals and organizations associated with an institution as CSA’s:

- A campus police department or a campus security department of the institution.
- Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property).
- Any individual or organization specified in an institution’s statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings.

Several officials of both the Pearl City and Wai`anae campuses have been designated as CSA’s. The following is a partial list of the College’s CSA’s who are required to immediately notify the Campus Security Office of any crimes or emergencies reported to them or any crime or emergency that they may have knowledge of:

- Chancellor
- Vice Chancellor of Academic Affairs
- Vice Chancellor of Admin Services
- Dean of Academic Services
- Dean of Arts and Sciences
- Dean of Career & Technical Education
- Dean of Student Services
- Division Chairs
- Student Services Program Officer
- Wai`anae Campus Coordinator
- International Program Coordinator
- Native Hawaiian Support Coordinator
- Student Government and Activities Coordinator
- Student Club Advisors
## APPENDIX B

**TELEPHONE DIRECTORY OF CAMPUS AND COMMUNITY RESOURCES**

### Emergency Numbers

<table>
<thead>
<tr>
<th>Service</th>
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<tr>
<td>Campus Security</td>
<td>455-0611 or x611</td>
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<tr>
<td>Police</td>
<td>911</td>
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<tr>
<td>Ambulance</td>
<td>911</td>
</tr>
<tr>
<td>Fire</td>
<td>911</td>
</tr>
<tr>
<td>Civil Defense (State)</td>
<td>733-4300</td>
</tr>
<tr>
<td>Emergency Management (City &amp; County)</td>
<td>723-8960</td>
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<tr>
<td>Poison Center</td>
<td>1-800- 222-1222</td>
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### Leeward CC Resources

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<tr>
<td>Student Health Center</td>
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<tr>
<td>Counseling Office</td>
<td>455-0233</td>
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<td>Kako‘o ‘Ike “KI” – Student Disability Services</td>
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### Title IX Coordinators

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<tr>
<td>Deputy Title IX Coordinator for Students</td>
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<td>Deputy Title IX Coordinator for Employees</td>
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### Leeward CC Administrators

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<td>Chancellor (AD 102)</td>
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<td>Vice Chancellor/CAO (AD 109)</td>
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<tr>
<td>Vice Chancellor of Admin Services (AD 112)</td>
<td>455-0213</td>
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<tr>
<td>Dean of Academic Services (AD 125A)</td>
<td>455-0228</td>
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<tr>
<td>Dean of Arts and Sciences (AD 101B)</td>
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<tr>
<td>Dean of Career &amp; Technical Education (AD 101A)</td>
<td>455-0228</td>
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<td>Dean of Student Services (AD 224)</td>
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### Community Resources

<table>
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<tr>
<td>Aloha United Way (Statewide Referral Service)</td>
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<td>Child Welfare Services (Reporting Line)</td>
<td>832-5300</td>
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<td>Domestic Violence Shelters Hotline</td>
<td>841-0822</td>
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<td>Domestic Violence Action Center</td>
<td>531-3771</td>
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<tr>
<td>Hawai‘i Centers for Independent Living</td>
<td>522-5400</td>
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<tr>
<td>Hawaiian Humane Society</td>
<td>946-2187</td>
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<tr>
<td>Narcotics Anonymous</td>
<td>734-4357</td>
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<tr>
<td>Sex Abuse Treatment Center-Hotline</td>
<td>524-7273</td>
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<td>Suicide/Crisis Hotline</td>
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### Wai‘anae Campus Resources

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<td>Campus Security-Wai‘anae</td>
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<tr>
<td>Emergency – Police, Ambulance, Fire</td>
<td>911</td>
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<tr>
<td>Wai‘anae Campus Main Office</td>
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<td>Wai‘anae Coast Comprehensive Health Center</td>
<td>696-7081</td>
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<td>Kaiser Permanente – Nanaikeola Clinic</td>
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<td>Pu‘uhonua - Wai‘anae Domestic Violence Outreach</td>
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<td>Hale Na‘au Pono – Substance Abuse Treatment</td>
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<td>Ho‘omau Ke Ola – Substance Abuse Treatment</td>
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<tr>
<td>Suicide/Crisis Hotline</td>
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</table>
Leeward Community College is firmly committed to providing a safe and secure learning and working environment. Policies and procedures are designed to ensure that every possible precautionary measure is taken to protect persons and property. Please be aware, however, that preventive efforts on your part can effectively reduce your chances of becoming a victim of a crime-related event. Criminals often act when opportunities to commit crimes present themselves. By taking proactive precautions, such opportunities may be minimized.

A successful campus safety awareness program needs the cooperation, involvement, and support of all students, faculty, and staff. Please exercise these simple, common sense precautions while on campus:

- Park and walk in lighted areas; use the “buddy system” by walking with others; use the campus escort service.
- Report any suspicious persons or activities; report all incidents no matter how minor; report injuries or damages immediately.
- Be careful when using elevators; exit the elevator if a suspicious person enters the elevator.
- Be sure to lock and secure windows and doors in your office and room; lock your vehicles; secure bicycles; store valuables out of sight of others.
- Never loan keys to anyone; they may be lost, stolen, or duplicated.
- Mark or engrave your belongings; do not leave your belongings/valuables unattended.
- Register your bicycle/moped with the City and County License Registration Department.
- Let someone know that you are working odd hours or will be in the building after normal business hours.
- Familiarize yourself with the locations of telephones, emergency “Code Blue” call boxes, and the Security Office.
- Keep alert; be aware of your surroundings.
- Walk briskly; be aware of anyone walking behind you.
- Have keys ready when approaching your vehicle so that you can minimize the time to get into your vehicle.
APPENDIX D
CAMPUS MAPS

PEARL CITY CAMPUS

• Campus Map Depicting the Campus Statistical Reporting Areas
• Lower Level: Emergency Evacuation and Emergency “Code Blue” Call Box Locations
• Upper Level: Emergency Evacuation and Emergency “Code Blue” Call Box Locations

WAIA'ANAЕ CAMPUS:

• Campus Map Depicting the Campus Statistical Reporting Areas
PEARL CITY CAMPUS GEOGRAPHICAL BOUNDARIES FOR STATISTICAL REPORTING PURPOSES

Address: 96-045 Ala ‘Ike, Pearl City, HI 96782
WAI’ANAE CAMPUS GEOGRAPHICAL BOUNDARIES FOR STATISTICAL REPORTING PURPOSES

Address: 86-088 Farrington Highway, Wai‘anae, HI. 96792